

Congregación Cristiana de los Testigos de Jehová



Apartado Postal 895, 06002 México, D.F. Tel. +52 55-5858-0100 Fax +52 55-5133-3089 www.jw.org/contact

July 15, 2014

TO ALL BODIES OF ELDERS

Re: Online form—“*Meeting Place Maintenance/Safety Checklist*” (CN-14)

Dear Brothers:

The interest you show in maintaining your meeting places in good condition is commendable. As indicated on pages 3 and 5 of the August 2003 issue of *Our Kingdom Ministry*, a detailed inspection of the Kingdom Hall should be made annually to be able to identify what needs to be done to keep it well-maintained. During the month of September, the “*Kingdom Hall Maintenance/Safety Checklist*” (CN-14) should be sent to the branch office.

As was done last year, we are making the *Kingdom Hall Maintenance/Safety Online Checklist CN-14* available to be filled out online. This form corresponds to the form that was physically sent to the branch in years past.

Please inspect the facilities, using the information on the *Kingdom Hall Maintenance/Safety Online Checklist* (CN-14) as a guide. Additionally, the documents and information indicated on the *Checklist of Needed Documents for the Online CN-14 Form* should be gathered and reviewed. The form, *Guide to Completing the Legal Situation Section of the Online CN-14*, should only be filled out for meeting places located **in Mexico**. These forms can be printed and your observations noted on them by hand. We recommend printing the document entitled “*Preview of the Online Form*” so you can become familiar with its format. These documents will help the operating committee of each meeting place to gather and send exact and clear information to the branch office. One or two qualified brothers can then be assigned to complete the forms online using the observations made on the printed documents.

All of the documents and forms mentioned above, along with hyperlinks, the password to access the online form, and a training video (about 10 minutes in length) are being sent as attachments to this letter. We understand that the brothers who will perform this task have busy schedules; however, we recommend that they take the time to familiarize themselves with the documents and watch the training video. This year we are including a detailed section regarding the legal situation of all properties, whether used as a meeting place, other purpose or is in disuse. Time will be needed to gather and scan the legal documents. We hope that the advance notice will provide you with sufficient time to investigate any legal issues, process any missing documents, and make any necessary payments. The online form will only be available **from September 1 to 30, 2014**. We appreciate your effort to complete it during this period.

Please review the instructions given in this letter with the operating committee, especially with those who are assigned to gather and input the data. Bellow you will find a section of frequently asked questions and answers that you may find helpful to review before performing the inspection and completing the online form.

Having a full share in the maintenance of the Kingdom Hall is a way we can show how close Jehovah and our place of worship are to our hearts. (Psalm 122:1) (*Who Are Doing Jehovah’s Will Today?* Lesson 26) We truly appreciate your hard work in this regard.

Please be assured of our warm Christian love and best wishes.

Your brothers,
*Congregación Cristiana
de los Testigos de Jehová*

Attachments

cc Traveling Overseers

PS Traveling Overseers:

We request your help in making sure that all operating committees in your circuit complete the form with all the data requested. We also request that you assist any brothers who have difficulty filling out or sending the form. If you are unable to answer their questions, you may send an email to “Construcción de Salones” using your inbox through the website www.jw.org. The phrase “Formulario en línea” and your circuit number should be included in the subject line.

Frequently Asked Questions

- ***Who can fill out the online form?***

The operating committee or the brother in charge of maintenance (if only one congregation meets in the hall) will assign one or two qualified brothers to complete the online form. These brothers could be elders, ministerial servants, or exemplary publishers who have a basic knowledge of computers and the Internet. In special circumstances, an exemplary sister may be used.

- ***How many CN-14 online forms should be sent if more than one hall or auditorium has been built on the same property?***

One. Only one operating committee should be formed, even though two or more halls or auditoriums exist on the property.—See the letter to all bodies of elders dated June 15, 2013.

- ***How many online CN-14 forms should be sent if two or more congregations meet in the same hall?***

One. The form corresponds to the meeting place not to the congregations.

- ***What is a meeting place?***

Any facility that is used to hold Christian meetings is a meeting place, including rented facilities (either for a fee or free of charge) and halls that either have or have not been dedicated. An online form should be completed and sent in all these cases.

- ***What is an additional property that is not a meeting place?***

The phrase “additional property” refers to any property that the congregation holds that is not the current meeting place, including previous meeting places currently not used or that are used only for meetings for field service, plots of land, houses, meeting places used by an isolated group, warehouses, residences used by those in the full-times service, such as circuit overseers or special pioneers, etc. These properties may have been donated, granted, bought, or transferred and generally are registered in the names of two or more brothers.

- ***Which congregation name should be used?***

The name of the congregation as it appears on the website www.jw.org is the name that should be used. The name can be found by opening the congregation’s domain on the site. It can then be copied from the upper-right corner of the page.

- ***Can a copy of the online form be printed?***

Yes. The last page of the online form gives the option of reviewing the data that will be sent and printing the form.

- ***What should be done with the CN-14 form that was filled out by hand?***

It can be saved in the congregation’s files along with a copy of the online form that was sent. These documents should be available for the circuit overseer to review and for reference during future biannual inspections.

- ***What if we are unable to access the site?***

The password contains capital and lower case letters as well as numbers and symbols. To access the site, it must be typed correctly. You may wish to use the commands “copy” and “paste” to ensure this.

- ***Can the online form be filled out using a public internet connection?***

If there is no other alternative, a public internet connection may be used.

- ***What should we do if we have other questions or encounter problems when sending the form?***

Please speak with your circuit overseer. If you have questions or doubts regarding the legal situation, you may send the inquiry in an email to “Asuntos Legales” using the congregation’s inbox on the website www.jw.org. The phrase “Área de propiedades” and the congregation number should be included in the subject line.