

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

LDA:LDB March 30, 2015

TO ALL BODIES OF ELDERS

Re: Maintenance and Repair Works to Kingdom Halls

Dear Brothers:

We are writing to provide further information regarding the approval and financing process to accelerate Kingdom Hall construction and renovation.

The letter to all bodies of elders, dated June 9, 2014, stated that congregations will continue to pay for monthly operating expenses and minor renovations and repairs from the local congregation account or Kingdom Hall operating committee account. Therefore, the body(ies) of elders should determine a reserve amount of funds that would generally be needed to cover about two to three months of operating expenses.

Some have asked what constitutes a minor renovation or repair. We are pleased to provide some clarification.

All congregations should maintain the Kingdom Hall that they use to a good standard. This will involve keeping the property clean and disposing of unnecessary clutter, touching up paint-work, and repairing minor leaks. The congregations should also take the lead in handling routine repairs without delay, such as replacing broken door furniture, sink taps, lamps, and sound system components. Such maintenance works should be funded locally, if possible. In addition, all congregations will shortly be provided with an updated list of suggested cleaning supplies from a recommended Watchtower supplier.

When works go beyond the scope of the maintenance/repair examples listed above, branch office approval will be required (even though the cost in some cases may be less than three months' operating expenses). For example, altering buildings (adjusting non-structural partitions within the building envelope), replacing major elements such as chairs, carpets, lighting/electrical systems, sound systems, WCs, roofing, and car park tarmac/block paving would all require branch approval. (An exception to this is the installation of projection equipment, which can be handled locally if the skills are available within the congregation for a competent, qualified person to handle this work.)

For urgent repairs to heating, air conditioning, alarm systems and sound systems please contact the branch as soon as possible using the method described in the penultimate paragraph of this letter.

If proposed maintenance or repair work will cost more than three months' operating expenses or if the local congregation does not have the resources to carry out the work, please contact the Local Design/Construction (LDC) Department at the branch for further direction.

The recommended method of contacting the LDC Department is by means of a letter from the Congregation Service Committee, from the jw.org congregation inbox. The names of the brothers who read and approved sending the correspondence should be shown at the bottom of the letter.

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We thank you for your support in connection with this matter and take this opportunity to assure you of our warm Christian love and greetings.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

PS to the secretary:

This letter should be retained in the congregation file along with other material relating to Kingdom Halls.