

Christian Congregation of Jehovah's Witnesses

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

LDD:LDT September 23, 2016



TO ALL BODIES OF ELDERS

Re: Caring for Maintenance and Repair Work at Kingdom Halls

Dear Brothers:

We are writing to provide clarification as to the responsibilities of local congregations in caring for maintenance and repairs at Kingdom Halls. This letter replaces the correspondence LDA:LDB dated March 30, 2015, regarding maintenance and repair works to Kingdom Halls.

The fine attitude shown by congregations in caring for the Kingdom Hall in which they meet for worship is to be highly commended. This vital avenue of sacred service requires that we give of our time, energy and financial resources, and the pro-active approach shown by local brothers and sisters in this area is greatly appreciated. To assist you in this regard, we are pleased to provide some clarification as to the responsibilities of congregations in caring for their places of worship. As you will be aware, it is not possible to supply a complete list of the works that congregations may or may not carry out locally without organizational approval. However, it is hoped that the attached chart and the following overview will provide some clarification on the principles that should govern our decisions in this regard.

All congregations should maintain the Kingdom Hall that they use to a good standard. (Neh.10:39b) This involves keeping the property clean and disposing of unnecessary clutter, painting, repairing leaks (including repairing any damage caused to the building by roof leaks or by a failure of plumbing systems) and things of this nature. The elders should also take the lead in handling routine repairs without delay, such as replacing broken door furniture, sink taps, lamps, light fittings and components of existing sound, video or heating and ventilation systems. In addition, local congregations should care for regular inspections and servicing of existing equipment, such as boilers.

As stated in the letter to all bodies of elders, dated June 9, 2014, it is the privilege of the congregations using a Kingdom Hall to care for the cost of maintenance and repair work on the property. If current congregation funds will not cover the cost of the needed work, or if the outlay would reduce congregation finances to a level below that which is needed to cover general operating expenses, the congregations should save funds until the required amount is available. The elders should advise the congregation publishers when such work is needed, so that they have the opportunity to contribute towards the additional expense that is incurred. (2 Cor. 9:7) However, if urgent maintenance or emergency repairs are required and the congregations are unable to finance the work, please contact the Local Design/Construction Department (LDC) for assistance.

As noted in the attached chart, branch office approval will be required when works go beyond the scope of maintenance or repair. This would apply to extending a building or making changes to the location of internal walls. It would also include replacing major elements such as chairs, carpets, kitchens, roofs and car parks, as well as the lighting and electrical systems, heating and ventilation systems, and sound system. If there is a need for work of this nature at a Kingdom Hall, the bodies of elders should contact the LDC and provide details of what is required. However, we kindly ask that careful consideration be given as to whether such work is actually needed to ensure that the building remains modest, functional and dignified, or if it would simply serve to

upgrade or modernize a meeting place that is generally fit for purpose. (1 Tim. 6:8) This approach will ensure that dedicated resources are directed to areas of greatest need.

The recommended method of contacting the LDC is by means of a letter from the Congregation Service Committee(s), through 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.

We trust that this information is helpful, and thank you for your support in connection with this important matter. Please be assured of our warm Christian love and greetings.

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

Attachment

PS to the secretary:

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