

# JW Congregation Support, Inc.

LOCAL DESIGN / CONSTRUCTION DEPARTMENT

2821 Route 22, Patterson, NY 12563-2337

Phone: (845) 306-3400

November 2, 2016

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Kingdom Hall Maintenance Program

Dear Brothers:

As stated in the November 1, 2016, letter to all bodies of elders, the Local Design/Construction Department (LDC) will provide direction to ensure “that existing Kingdom Halls are being maintained properly and used wisely.” To this end, a maintenance program has been arranged to further equip bodies of elders and volunteers to care for the local Kingdom Hall, thus extending the life of the building. We are pleased to provide you with the following information regarding this program.

**Maintenance Documents:** The new documents listed below have been posted on [jw.org](http://jw.org) and can be found under Forms > Kingdom Hall > Maintenance Program. These materials will help identify and organize the tasks associated with maintaining a Kingdom Hall, enabling the work to be delegated to volunteers within the congregation(s).

- *Maintenance Program Instructions*
- *Yearly Maintenance Schedule*
- *Task Instruction Cards*
- *Volunteer List*
- *Work History Card*
- *Facility Operations Manual*
- *Supply List*
- *Recommended Care/Cleaning List*
- *Spirituality and Safety Outline*
- *Agenda for Meeting With Body(ies) of Elders and Ministerial Servants*

The operating committee or maintenance coordinator can implement many of the steps outlined in the *Maintenance Program Instructions*. Good communication and cooperation should exist among all elders and ministerial servants using the Kingdom Hall to ensure that the documents are utilized as intended.

**Local Responsibility:** The body(ies) of elders is responsible to implement the maintenance program for their Kingdom Hall and to make sure the work is handled. This includes other buildings located on the Kingdom Hall property, including housing for special full-time servants. In addition, the branch office may assign some bodies of elders to care for branch-owned special full-time servant housing that is not located on the Kingdom Hall property. An LDC maintenance trainer will also be assigned to each location and will help to answer questions related to the maintenance of these properties. However, he is not assigned to perform routine maintenance work.

The chairman of the operating committee or maintenance coordinator will keep the body(ies) of elders informed regarding the Kingdom Hall’s overall condition and will serve as a point of contact for the LDC maintenance trainer.

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**Maintenance Training Visits:** To assist with the implementation process, your assigned LDC maintenance trainer will soon schedule and conduct an initial maintenance training visit at your Kingdom Hall. He will further explain the maintenance program and will show how it can be supported by the local elders and publishers. He will also provide suggestions on the use of your completed documents. Additionally, he will arrange for hands-on training sessions to be held, which may utilize local skilled experts who can teach others how to safely care for maintenance tasks. More details will be provided when your LDC maintenance trainer schedules the visit.

Please direct any additional questions related to the maintenance program for your local Kingdom Hall **to your assigned LDC maintenance trainer.**

Your cooperation with these arrangements is greatly appreciated. By being committed to the training of others, we are preparing for the important work of transforming the earth into a global paradise and maintaining what Jehovah has lovingly provided.—Isa. 65:21-23.

Your brothers,

*JW Congregation Support, Inc.*

c: Circuit overseers

PS to bodies of elders:

**Within one month of receiving this letter, a joint meeting should be held with the elders and ministerial servants in all the congregations that share the Kingdom Hall.** The coordinator of the body of elders should take the lead in selecting a date when the majority can attend. If multiple congregations use the Kingdom Hall, it would be good for the coordinators to meet as soon as possible to select a date that accommodates the majority of the elders and ministerial servants. In addition, the coordinator(s) should determine which brother(s) is best qualified to conduct the meeting using the *Servant Body Maintenance Meeting* agenda, which is available on [jw.org](http://jw.org). The coordinator(s) should ensure that each elder and ministerial servant has the material referenced in the agenda prior to attending the meeting.

Due to the amount of organization and work involved with this new maintenance program, **the agenda instructs the collective body(ies) of elders to review assignments for the operating committee or the maintenance coordinator.** Each elder should review the agenda in advance of the meeting and be prepared to discuss this matter.

A brief introductory video has also been prepared for viewing while considering the *Servant Body Maintenance Meeting* agenda. This video can be found on [jw.org](http://jw.org) and can be displayed using an electronic device.

PS to secretaries:

This letter has been added to the list of policy letters that will be cited in *Index to Letters for Bodies of Elders* (S-22).