

Christian Congregation of Jehovah's Witnesses



675 Red Mills Road Wallkill NY 12589-3292 Phone: (845) 306-1100

March 2, 2017

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Broadcast Events Held in Kingdom Halls

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Dear Brothers:

1. This letter provides direction for handling special broadcasts in the branch territory that either supplement or require adjustments to the normal meeting arrangements held in the Kingdom Hall. 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) for reference when future events are scheduled at the local Kingdom Hall.

2. The branch office will arrange for special broadcasts in conjunction with events scheduled by world headquarters, such as a branch visit. Direction regarding the format of the program is provided to congregations through the Service Department. Selected elders designated by the branch office will take the lead in coordinating arrangements locally.

3. **Broadcast Event Coordinator:** Each Kingdom Hall will have a brother designated to serve in this capacity. The branch office will confirm the brother selected after receiving the recommendation from the congregation(s) using the Kingdom Hall. If the brother moves away, the congregation(s) should select another capable brother to replace him, and notify the branch office. When multiple congregations share the Kingdom Hall, the combined bodies of elders of all the congregations using the Kingdom Hall should meet and agree with the selection of the brother filling this role.

4. An assistant should also be selected. However, the names of assistants will not be reported to the branch office. He will help the broadcast event coordinator carry out the responsibilities outlined in this letter.

5. These events are sure to be encouraging, and we want as many as possible to benefit from the spiritual program. To that end, good organization skills are needed, but more important-

ly, the brother selected should ensure the event is arranged in a loving, peaceful, and united manner. When there are multiple transmissions, he should be present for each one. On occasion, other nearby congregations may be assigned to a Kingdom Hall that is better equipped for viewing the program. Thus, the presence of the broadcast event coordinator will assure all things “take place decently and by arrangement.”—1 Cor. 14:40.

6. **Organizational Structure:** Please assign capable brothers to handle the following responsibilities. When multiple events are scheduled in a building, it is preferred, but not mandatory, that different brothers be selected for each broadcast period.

7. **Accounts:** An announcement similar to the following will be made during the broadcast program by the chairman:

“Each of us has an opportunity to share in the joy of making voluntary offerings. Contribution boxes are located at all facilities tied in to this program for those who would like to give financial support to the worldwide preaching work.”

8. Donations placed in the box labeled “Worldwide Work” should be forwarded to the branch office using jw.org. Donations placed in the box labeled “Local Congregation Expenses” can be used to cover local expenses *incurred during the event*. Thereafter, any surplus should be forwarded to the branch office as a donation to the worldwide work.

9. **Attendant:** You should arrange for the doors to be opened an hour and a half before each program begins. Attendants should be in place whenever the venue is open. They should care for attendees in the same manner as at circuit assemblies. An attendance count should be taken no later than halfway through the program, usually during the *Watchtower* Study. The JW Stream (<http://stream.jw.org>) website will provide a location for the total attendance count to be entered.

10. **Cleaning:** Please be sure that the Kingdom Hall is appropriately cleaned before the opening program. As time allows between the programs and after the last program, the building (especially the restrooms) should be cleaned and supplies should be restocked. All who are able may have a share, including children who are properly supervised.

11. The cleaning should include both the interior and exterior of the building. If snow removal is required, this work should be well-coordinated. Care should be taken to ensure the safety of all involved.

12. **First Aid:** A first-aid kit should be available and a plan should be in place in case an emergency occurs.

13. **Parking:** Parking can be handled in a similar way to the Memorial. If multiple events are scheduled during the day, extra attention will need to be given when those who attend the first program are exiting and those attending the next program are arriving. Consideration can be given to using auxiliary lots if they are available during this time. It may be possible to use volunteers from congregations assigned to a different program.

14. **Audio/Video:** Guidelines regarding how to obtain video equipment and internet service can be found in the November 1, 2016, letter to all bodies of elders and the Forms > Kingdom Hall > Kingdom Hall Video Systems posting on jw.org. In addition to these prerequisites, the following information should be considered.

15. Depending on the time of the host event, the program will be transmitted either “Live,” “Delayed,” or “Prerecorded.” Generally, the “Live” or “Delayed” transmissions require a wired Internet service (not cellular or Wi-Fi) through a connection providing 3 Mbps or greater download speed (based on results from <http://www.speedtest.net>). If wireless access is provided in the Kingdom Hall, it should be disabled so that bandwidth is used exclusively for the stream.

16. Live Transmission: Depending on the originating location, programs may include one or more time zones. The stream should be started 30 minutes before the designated program start time. Musical preludes, songs, and prayers will be included.

17. Delayed Transmission: When joining a program already in progress (for example, a Kingdom Hall at 10:00 a.m. Pacific Standard Time is connecting to a program that began at 10:00 a.m. Eastern Standard Time), it will be necessary to use the transport bar to scrub back to an earlier point in the file. This can be done up to an hour before the “Delayed” program begins. Begin displaying the video stream to the audience 30 minutes before the scheduled program start time. Those attending the event will follow the lead of the chairman as he introduces the first song and will sing along with the transmitted music. However, right after the *first* song, the video should be paused to allow for a prayer to be offered live. The video must be cued so as to omit the transmitted prayer. After the prayer, the video can resume. After the concluding song, the video should be stopped and a concluding prayer should be given live. Please select two well-qualified and exemplary elders to offer the opening and concluding prayers at each program.

18. Prerecorded Transmission: At times, the live program may have concluded before the start time of the broadcast event. It is preferred that prerecorded files be used to ensure reliable playback. (Prayers will be edited out of these files.) Playback should begin 30 minutes before the scheduled program start time. Those attending these events will follow the lead of the chairman as he introduces the first song and will sing along with the transmitted music. However, right after the *first* song, the video should be paused to allow for a prayer to be offered live. After the prayer, the prerecorded program can resume. After the concluding song, no further audio or video will be shown and a prayer should be given live at each location. Please select two well-qualified and exemplary elders to offer the opening and concluding prayers at each program.

19. The option to download the program will become available approximately one hour after the live program concludes. Locations that have no or limited Internet connection should make arrangements to view the event after a downloaded copy of the program is available. Depending on the speed of the Internet connection, resolution selected, and the length of the program, it may take up to five hours to download the file. This file is not to be distributed over any electronic network or video streaming service other than JW Stream. The file should be deleted once the local events have concluded.—1 Cor. 4:2.

20. Test Broadcast: Instructions for conducting a test broadcast are available in the “Forms” section on jw.org. This test should be performed at the event location. Testing well in advance of

the program will ensure that all equipment works well for the event. The broadcast event coordinator or his assistant will be able to log in to JW Stream using their jw.org credentials and gain access to the test broadcast. Details will be included on how to receive technical assistance through the call center. At any time, technical questions can be sent to the Broadcasting Department using the jw.org Inbox feature.

21. Assisted Listening: While not required, it is permissible to broadcast the program by means of FM transmission for the hearing impaired at locations equipped to do so. Since there are no arrangements for local announcements before the program, please arrange to have appropriate signs showing the FM frequency to be used.

22. Kingdom Hall Tie-line: There is no objection to using the Kingdom Hall tie-line for sick and infirm persons who are not able to attend. However, as stated in paragraph 19, it should not be retransmitted in any other way.

23. **Stage**: No special stage is necessary. A microphone and stand should be set up for the prayers during delayed transmission and prerecorded programs, and for necessary local announcements.

24. **Multiple Auditoriums**: The term Kingdom Hall in the context of this letter applies to the auditorium rather than the building or property location. Thus, a broadcast event coordinator is selected for each auditorium. The guidelines outlined above will likewise apply to each auditorium. However, under the direction of the event coordinators, certain aspects may be combined. The brothers selected should review each section and determine in advance areas of overlap, then identify who will take the lead.

25. It is our privilege to work alongside you in caring for these important matters. We send our warm Christian love and best wishes.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Circuit overseers