



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

BRD:BRA December 19, 2017

TO ALL CONGREGATIONS IN BRITAIN AND IRELAND

Re: Day Volunteer Programme for the Branch Relocation Project

Dear Brothers:

Excellent progress has been made on the branch relocation project as seen in the November video update. Many who have been invited to the site have tasted the excitement of the project and arranged their personal affairs to make themselves more available for this historic work. While there is an ongoing need for more skilled volunteers, many *unskilled* brothers and sisters have a longing to have a direct share in helping with the work on site. Would you like to have a share?

Day Volunteer Programme: We are pleased to inform you of a Day Volunteer Programme which will enable unskilled or skilled volunteers to help for one day. Each congregation in Britain and Ireland will be invited to send some skilled *or unskilled volunteers* on one assigned work day. Beginning April 1, 2018, volunteers from neighbouring congregations will be invited on the same day. Your assigned work day will be _____ (see accompanying schedule). The work will cover various assignments that are essential to the success of the project. We are sure that everyone will feel privileged to have even a small share in assisting with our branch construction project which will benefit all congregations in the Britain branch territory. As Psalm 84:10 says: “A day in your courtyards is better than a thousand anywhere else!”

Volunteers must be able to do a full day of physical work, and need to complete an *Application for Volunteer Program (A-19)* as soon as possible, unless this application has been submitted in the past couple of years. The selected persons from each congregation will receive an invitation to serve on the Day Volunteer Programme. Please note that the A-19 form is an application to make yourself available rather than an assurance of an invitation. It may not be possible to invite all those who submit an application or complete families. If you are unable to directly work on the construction site due to personal circumstances, you may wish to consider other practical ways to support those coming from your congregation.

May Jehovah bless your willing spirit as we all rejoice to have a share in constructing this house to Jehovah’s praise. We thank you for your ongoing support and take this opportunity to send our warm Christian love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

Attachment

c: Circuit overseers

PS to coordinator of the body of elders:

Please read this letter at the next Christian Life and Ministry Meeting after its receipt. Announce to the congregation your assigned date found on the attached schedule. Place the first page of the letter on the noticeboard. Please do not read the Post Script (PS) or Day Volunteer Instructions to the congregation or post them on the noticeboard.

PS to body of elders:

The success of these initiatives is largely dependent upon your support and enthusiasm for the Day Volunteer Programme. Whilst the programme may incur extra work, expense, time and effort, we wish to take this opportunity to thank you in advance for your heartfelt support and cooperation. Please encourage the congregation to support the arrangements in any way they can, practically if possible. We know all will enjoy an unforgettable experience working on this historic branch construction project.

Certain brothers serving as the coordinator of the body of elders (shown in bold on the attached schedule) have been selected by the Branch Relocation Department to serve as the **Day Volunteer Organiser (DVO)**. His coordinating role will be to ensure all invited volunteers from your congregation and neighbouring congregations indicated are prepared for their day at Chelmsford. Ideally, he would be one of the invited volunteers. Good communication will be vital to the outworking of this programme. In the future, selected volunteers will be made aware of their assignment and important instructions to prepare for the day.

PS to Congregation Service Committee:

Please carefully follow the instructions found on jw.org regarding how to submit an A-19 form electronically. Please ask applicants to enter on the availability section on page 3 of the A-19 form "DVP" followed by the date your congregation is invited.

Please bear in mind the "NOTE" at the bottom of page 4 on the A-19 regarding what to do if an applicant does not qualify, such as for health or spiritual reasons.

Important step: Once the congregation secretary has submitted applications for those who qualify as potential volunteers to the Bethel Office email address: inboxbthl.gb@bethel.jw.org **he should also enter the same names** using: <https://watchtower.formstack.com/forms/dvp>

Frequently Asked Questions:

A publisher already has a Builder Assistant profile, or is currently volunteering with Local Design/Construction (LDC). Do they need to complete an A-19?

Yes. In order to make themselves available to work at Chelmsford, publishers must complete an A-19.

A publisher has previously submitted an A-19 and the Congregation Service Committee has forwarded it to the branch office. Do they need to re-apply?

No, unless their application is more than three years old, the time period until expiration. Encourage them to be patient and they will be contacted if a need arises for which they are suited.

(Please see letter dated November 28, 2016, regarding Keeping Application Forms Up To Date.)

A publisher is already volunteering with BRD. How can they make themselves available for the Day Volunteer Programme?

A publisher who is currently working on BRD is pre-registered for the programme and *may* be invited to support the congregations assigned day. Encourage the publisher to keep their *Builder Assistant* profile updated.

A publisher submits an A-19 for a reason other than this Day programme, for longer assignments at Chelmsford, to work at Bethel, or to assist on long-term assignments with LDC or is willing to serve abroad. How should this be handled?

Their A-19 application should be submitted in the normal way. Their names should **not** be added to the Formstack.com page referred to above.

Instructions for Day Volunteer Organiser (DVO)

All assigned congregations and your assigned work day are indicated on the enclosed schedule.

You will be responsible to ensure that the entire group of selected volunteers prior to arriving have:

- 1 – Watched the Safety/ Site Orientation video (collectively if practical) and completed the questionnaire.
- 2 – Read the DC-82 booklet *Working Together Safely* and signed the Statement of Commitment.
- 3 – Ensure each volunteer brings Personal Protective Equipment (PPE) comprised of hard hat, safety glasses, work gloves, steel toed footwear or safety wellington boots.

Personal Protective Equipment (PPE):

Volunteers who do not currently have PPE and wish to purchase these items, may find information useful that is available on the BRD 365 Knowledge Portal, the resource centre and document management system. Instructions on how to access this site will accompany the invitation sent to selected volunteers.

Food:

Volunteers may also choose to bring a flask for tea/coffee and some light refreshments for a mid-morning and afternoon break. A midday meal will be supplied on site. Work finishes at 5:00 p.m.

Travel:

We recommend all congregations, but especially those travelling from further afield, carpool or hire a minibus or coach if necessary. In view of limited on-site parking, volunteers should travel together. Where possible, a group of nearby congregations have been assigned the same day to supply volunteers, in order to facilitate combining transport arrangements to reduce costs.

Accommodation:

If needed, selected volunteers may use their own resources to locate lodging before travel. We ask you to make your own arrangements.

For all queries, use the email address: BRDVolunteerDesk.GB@jw.org

Frequently Asked Questions:

I am the appointed DVO but cannot legitimately fulfil the assignment. What should I do?

Contact the other coordinators of the body of elders for the assigned day to find an alternative qualified elder as a replacement as soon as possible. Please notify us of the change by emailing:
BRDVolunteerDesk.GB@jw.org

How do I obtain the contact details of the other congregations assigned on our day?

If needed, please request the contact information by emailing: BRDVolunteerDesk.GB@jw.org

How do I obtain the contact details of the selected volunteers?

The contact information for all selected volunteers will be provided to the DVO once they have been chosen.

What should I do if a selected volunteer cancels before the assigned date?

In all cases, please contact the BRD Volunteer Desk for direction. Other persons should not be substituted, even if they are available and have submitted an A-19 application.