

WORLD HEADQUARTERS
HLA:HLD July 27, 2018 No. C-58915L

Branch Committee
ALL BRANCHES

Re: Branch Staffing

Dear Brothers:

We are writing with regard to adjustments that have been approved to the way branch staffing quotas are determined.

Adjustment to the Staffing Quota in All Branches

It has been decided to adjust the staffing quotas in all branches to include all Bethel personnel throughout a branch territory with the BBF, BBR, BBT, BBL, and BBW enrollments in one figure. All Medical Department staff as well as infirm and unproductive workers are excluded from this quota. The new staffing quota will no longer apply only to those working in the main Bethel facility, but rather, will include Bethel personnel in the main Bethel facility as well as in remote Bethel facilities. The table that follows provides three examples.

Branch Name	Current Staffing Quota (for the main Bethel facility only)	Current Total Staff in Remote Bethel Facilities	New Branch Staffing Quota
Example #1	843	289	1,132
Example #2	334	92	426
Example #3	221	0	221

World Headquarters Staff Levels in Branches

Additionally, it has been decided to provide further guidance regarding branch personnel who care for world headquarters (WHQ) work that exceeds 50 percent of their worktime. Effective immediately, the WHQ staffing level will include an appropriate allocation of support personnel who care for the WHQ staff based on the basic to support ratio in the branch. The table below provides two examples.

Branch Name	Basic to Support Ratio	Total WHQ Staff	Total Support Staff Needed	WHQ Staffing Level
Example #1	4:1	44	11	55
Example #2	3:1	26	9	35

Henceforth, when a request is made to increase the number of WHQ personnel in a branch, the Personnel Committee will confirm with the branch that there are enough beds and suitable workspaces available to accommodate the recommended increase. If a married person is requested to assist with WHQ work and his spouse is not, we also will confirm that the branch has a suitable work assignment available for the spouse and space within the approved branch staffing quota for the increase in personnel.

Adjusted Personnel Recommendation Process

Effective immediately without needing to consult with the Personnel Committee, the Branch Committee is authorized to approve a new **regular Bethel family member (BBR)** or a one-year **temporary Bethel family member (BBT)** provided that 1) the applicant numerically falls within the approved branch staffing quota, and 2) the applicant meets the usual requirements for Bethel service. This would apply to those who are between the ages of 19 and 35 years of age and are in good health with no pending health issues. If the applicant has been reproved by a judicial committee within the last three years, or disfellowshipped and reinstated within the last five years, he would not qualify for these avenues of service. Also, if the applicant is divorced, he must be legally and Scripturally free to remarry. Recommendations that do not comply with the aforementioned requirements should be sent to the Personnel Committee for consideration in the customary way. In due course, the appropriate *Recommendation(s) to the Personnel Committee* forms, *Personnel Guidelines* (plg), and *Branch Organization* will be updated to reflect these adjustments. Please note the following additional guidance:

- **Expatriate Bethel family member (BBF) recommendations:** The Branch Committee is not authorized to approve an expatriate Bethel family member (BBF). All recommendations for new BBFs should continue to be submitted to the Personnel Committee for consideration in the usual manner.
- **Full-time commuter (BBL) recommendations:** The Branch Committee is now authorized to approve a new full-time commuter (BBL) without consulting with the Personnel Committee, provided that 1) the applicant meets the same criteria mentioned above for regular Bethel family member (BBR) and temporary Bethel family member (BBT) recommendations, and 2) the recommended total allowance for the applicant, including housing allowance, does not exceed the total average allowance already being provided to other BBLs within the branch territory. Any unusual BBL recommendations, such as one involving a brother who is recommended as a BBL although he is raising minor children at home, should continue to be submitted to the Personnel Committee for review in the usual manner.
- **Marry and remain recommendations:** The Branch Committee is not authorized to approve marry and remain recommendations. All such recommendations should continue to be submitted to the Personnel Committee for consideration in the usual manner.

In the near future, each branch will be advised of its new branch staffing quota, and where applicable, its WHQ staffing level. It is anticipated that these adjustments will simplify the staffing quota arrangement, provide branches with greater flexibility when needed in relocating personnel to other Bethel facilities within the branch territory, and supply headquarters with more clear and accurate information on the staffing needs in each branch.

Please be assured of our warm Christian love and best wishes.

Your brothers,

Personnel Committee

c: Coordinators' Committee
Publishing Committee
Service Committee
Teaching Committee
Writing Committee