



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

SA:SP August 1, 2003

TO ALL BODIES OF ELDERS IN BRITAIN

Dear Brothers:

Thousands of volunteers have willingly contributed their time and assets in the building and maintenance of Kingdom Halls throughout Britain. A tremendous witness has resulted as Jehovah's blessing has been seen on the arrangements put in place to get this monumental work done. Hundreds of congregations are indebted to those who have unstintingly supported this work. At this time we would like to reinforce how this work should be accomplished in and around existing or planned Kingdom Halls.

It is best that unpaid volunteers perform the construction, renovation or repair work where possible. If any work is to be contracted to others, it is important for the congregation to obtain written estimates/quotations and signed written agreements. It should also be determined that the independent contractor has the required insurance and other legal protection needed. These stipulations and checks apply whether or not the contractor is a member of the local congregation or the Regional Building Committee team. The congregation must take responsibility for this as it will be liable should any problems develop.

Expenses incurred by volunteers on behalf of the congregation, such as for materials and other costs, may be reimbursed against receipts. However, no one should be receiving a 'living expense allowance' or regular payments from a congregation, even if these appear nominal, for work performed in and around Kingdom Hall sites as this creates unnecessary and onerous legal obligations. In the past various brothers have been used on a long-term basis to provide on site security or supervision of ground works etc, especially during Kingdom Hall construction. These brothers should also either be unpaid volunteers or hired contractors. If they are to receive any payments as hired contractors they should provide written estimates of how much their services will cost and carry their own insurance coverage as with any other contractor. They would also be responsible for their own tax and National Insurance as well as a health and safety policy in compliance with the appropriate legislation. If you have any questions about these complex matters please feel free to contact your local Regional Building Committee for further guidance and direction.—1 Corinthians 14:40.

Be assured of our warmest Christian love and best wishes.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN

c. Regional Building Committees  
Travelling Overseers