

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

January 7, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

The August 2003 *Our Kingdom Ministry* insert highlighted the ongoing need to give regular and careful attention to maintenance of the Kingdom Hall and property. Where one congregation uses a Kingdom Hall, an elder or ministerial servant is selected to supervise this work. However, where more than one congregation meets in a hall, a Kingdom Hall Operating Committee composed of knowledgeable elders or ministerial servants from the congregations involved is set up, with a brother serving as chairman, to properly care for the building and property. Nevertheless, all the elders in the congregation(s) meeting in a Kingdom Hall share responsibility for taking care of it. We are pleased to outline below further arrangements that will help you carry out this important responsibility.

In September each year, the brother appointed to coordinate Kingdom Hall maintenance, or the chairman of the operating committee, should make arrangements to conduct a physical inspection of the Kingdom Hall and property. This detailed inspection aids the elders in seeing that everything is being kept in good condition and that there are no safety hazards, thereby protecting the interests of the congregation(s). Any areas of concern are to be corrected promptly. The *Safety Inspection Work Sheet* (T-34) is to be used during this inspection. Thereafter, a copy of the completed work sheet is shared with the body of elders of each congregation using the Kingdom Hall.

In addition to this annual inspection, we are asking the Regional Building Committee to perform a thorough inspection of your Kingdom Hall in the future, doing so at least once every two years. This will give the regional committee an opportunity to review the condition of each Kingdom Hall in their area of operation and offer suggestions if needed. It will also enable them to better coordinate plans for future Kingdom Hall construction within the region. This arrangement should help us conserve dedicated funds that can then be used for the worldwide work. In time, a Regional Building Committee representative will contact you so that arrangements can be made to perform this Kingdom Hall inspection.

Therefore, after the annual inspection is completed in September, a copy of the completed *Safety Inspection Work Sheet* should be sent to your local Regional Building Committee. The brother supervising Kingdom Hall maintenance, or the chairman of the operating committee, should follow through in this regard. He should also accompany the regional committee representative when an examination of the condition of the Kingdom Hall is scheduled. Thereafter, a written report will be prepared by the regional committee representative and given to the body of elders of each congregation using the hall, as well as to your circuit overseer. In this way, all will be alerted to any areas of concern, so that these may be given prompt attention.

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The branch office is receiving an increased number of reports that there are moisture-related problems in Kingdom Halls. Left unchecked, moisture from water leaks, condensation, infiltration, or flooding can cause thousands of dollars of damage to building structures and finishes. All leaks (pipes, roofs, and so forth) must be repaired immediately. If the affected area is not cleaned and dried within 48 hours, further problems may result. In high humidity areas, the HVAC system may have to be set to run for a short time each day, even when the hall is unoccupied. This will aid in drying the air and preventing dampness and mold. If you have a serious moisture problem that is beyond your ability to properly repair, please immediately contact your Regional Building Committee or the Kingdom Hall Desk in the Service Department for assistance, if the Regional Building Committee cannot be reached.

A great deal of time, expense, and hard work has gone into building and remodeling Kingdom Halls. Having a regular maintenance program will show respect for that effort and will prolong the life of the building and finishes.

It is hoped that the above comments and the additional assistance of the Regional Building Committee will aid you in keeping your Kingdom Hall and property in good repair. What a delight it is to see the growth being experienced in Jehovah's organization today. Your hard work and diligent attention in caring for the needs of your Kingdom Hall contribute to that growth. May Jehovah's rich blessing continue with each of you. We send our warm love and Christian greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Regional Building Committees
Traveling overseers