



Christian Congregation of Jehovah's Witnesses

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

October 11, 2004

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Renting facilities for the Memorial

Dear Brothers:

The annual commemoration of Jesus' death is an important event in the lives of all true Christians. Jesus himself commanded: "Keep doing this in remembrance of me." (Luke 22:19) The increased attendance at the Memorial in recent years shows an exceptional potential for growth. For many new ones, this is the first time that they attend one of our meetings. For others who may be inactive, this is the one occasion that they attend a meeting. In view of the importance of this observance, we wish to provide the following reminders and direction.

Please continue to make convenient arrangements to observe the Memorial as outlined each year in the "Announcements" portion of the January issue of *Our Kingdom Ministry*. This will enable as many publishers and interested ones as possible to attend. Reports have indicated that some do not want to hold the Memorial outside of their Kingdom Hall at a suitable rental facility even if their meeting time is very late. The problem is magnified when daylight saving time is in effect. The congregations with early time slots report much overcrowding, and those with later time slots have had much lower attendance than expected. If there are more than two congregations sharing a Kingdom Hall, it may be best to consider renting a facility, if one is suitable, convenient, and available, so that the Memorial can be held earlier in the evening.

However, we do ask that you consider a caution in order not to expose the congregation and organization to excessive liability and adversely affect our ability to negotiate with facilities that we need for circuit and district events. Some facilities rented for the Memorial are either the same as or a part of a complex used for circuit and district events. To simplify and improve negotiations for all such events, we are providing the following direction.

If you desire to use a **commercial facility** for the Memorial but not a high school or grade school, *no contact with the facility management or visit to the site should be made*. This would apply even if the facility was used by a congregation in the past. The presiding overseer should call the Convention Office at 718-560-7400 by September 1 of the preceding year. When calling, he should be prepared to provide the name and location of the facility you wish to use, the congregations that will be involved, and the estimated attendances that are expected. You will be provided with further direction on how to proceed.

If you desire to use a **high school or grade school** for the Memorial, the presiding overseer or an elder designated by him should handle the negotiations with the school. He should negotiate the best contractual terms he can without entering into any final agreement. The contract should be prepared in the name of the congregation, such as "North Congregation of Jehovah's Witnesses, Albany, New York." ***Before signing any proposed contract with the school***, please fax the contract to the Legal Department at 845-306-0709 by September 1 of the preceding year. The Legal Department will review the proposed contract and provide further direction on how to proceed. If you have any questions about such agreements, you may call the Legal Department at 845-306-1000.

TO ALL BODIES OF ELDERS IN THE UNITED STATES

October 11, 2004

Page 2

Once you are informed by the Convention Office that you have an approved contract for a commercial facility, or by the Legal Department that you have an approved contract for a high school or grade school, you may submit the form requesting a certificate of insurance if such is required in the contract. Please contact the Risk Management Desk of the Treasurer's Office at 718-560-5000 if you do not have the form.

Thank you for giving attention to these matters. We look forward to assisting you with your arrangements for this most important event of the year.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Facility contract representatives and assistants
Traveling overseers

PS to the elders:

Since circumstances have required this letter to be mailed after September 1, congregations who plan to rent a facility for the 2005 Memorial should contact the Legal Department or the Convention Office as directed above no later than December 1, 2004. Thereafter, for the following years congregations should use the September 1 date as instructed in this letter.