



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

TAK:TSC September 18, 2009

TO ALL BODIES OF ELDERS

Re: *Kingdom Hall Manual*

Dear Brothers:

Please find enclosed two copies of the *Kingdom Hall Manual September 2009*.

One copy is to be given immediately to the elder or servant responsible to care for the Kingdom Hall, or the member of the Kingdom Hall Operating Committee, as the case may be. Copies can be made for such brothers as needed.

The other copy is to be circulated among all the elders. Those elders who handle matters relating to the Kingdom Hall should read it carefully. After circulation this copy should be kept in the secretary's file.

All copies of the previous version of the *Kingdom Hall Manual* should be destroyed along with the previous forms as they have now been updated. However, please make sure that copies of inspections and checks required in the *Kingdom Hall Manual* are properly kept in the Kingdom Hall operating file as a record of your due diligence in the event of an inspection by a secular authority.

Replacement laminated cards are enclosed as referred to in the *Kingdom Hall Manual*. The congregation that reports legal ownership of the Kingdom Hall will get the *Kingdom Hall Fire Action Notice* and the *Security and Safety Reminders* card, and every congregation will be given two copies of the *Competent Person's Check Sheet*.

Please accept this expression of our warm Christian love along with our heartfelt thanks for all you do in caring for Kingdom interests.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

Encl.: *Kingdom Hall Manual September 2009*
Laminated cards as specified above