

# Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

SKC:SKB June 18, 2012

TO ALL BODIES OF ELDERS

Re: Caring for matters related to Kingdom Hall apartments

Dear Brothers:

We are writing further to our letter SDA November 23, 2011, which outlined a new arrangement relating to the construction and operation of Kingdom Hall apartments. The purpose of this letter is to provide further details to assist those that have the responsibility of caring for such properties.

## **Apartments remote from a Kingdom Hall site**

As described in the above-mentioned letter, the circuit elders will appoint a “liaison” elder to take care of basic matters pertaining to the running of the apartment. He will be responsible for contacting the Regional Building Committee (RBC) if anything more than basic maintenance is required. The RBC will then write to the branch to provide further details of the proposed works and request approval for these to go ahead. This would also be the case for the purchase/installation of any equipment or item that could be classed as a fixture. Any substantial expenditures for fittings should be presented to the circuit elders for approval. For smaller outlays, good judgment should be used by the “liaison” elder together with the circuit overseer to ensure that all such expenses are necessary, reasonable, and modest, with dedicated resources thus being allocated wisely.

Any funds held in an apartment bank account should be transferred into the circuit bank account, from which operating expenses will then be paid. The circuit flat committee should have now ceased to function, as the updated arrangement has made this role redundant.

## **Apartments on the same site as a Kingdom Hall**

If only one congregation uses the Kingdom Hall, the body of elders should take the lead in caring for the upkeep of the apartment. If more than one congregation meets in the Kingdom Hall, this would be the responsibility of the Kingdom Hall Operating Committee (KHOC). However, in such a case, it should be noted that any important decisions regarding the apartment should be taken by the collective bodies of elders, rather than the KHOC.

Any funds held in an apartment bank account should be transferred to the congregation bank account, or if two or more congregations share the hall, to the Kingdom Hall Operating Committee account, from which operating expenses will be paid. If this account contains funds in excess of what is required to care for a few months' worth of expenses, the combined bodies of elders should consider leaving these funds on deposit with the branch. This arrangement was outlined in the letter TAA:TAB July 19, 2010, to all congregations.

While the congregations in the adjacent Kingdom Hall would be primarily responsible for the financial obligations incurred with the care and maintenance of the apartment, other congregations in the circuit may wish to help defray these expenses by their contributions. However, such funds should never be solicited.

We trust that these clarifications are of use to all involved in this necessary work, and we take this opportunity to assure you of our warm Christian love and appreciation.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

cc: Travelling overseers  
Regional Building Committees