WATCHTOWER
BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

CABLE WATCHTOWER

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August 15, 1990

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Recommending Kingdom Hall construction volunteers

Dear Brothers:

Many volunteers have assisted with Kingdom Hall construction projects throughout the country, and their willing spirit is most appreciated. They have truly 'offered themselves willingly,' and they are to be commended. (Ps. 110:3) The circuit overseers have also helped the Society and the Regional Building Committees by personally surveying the skilled personnel for several years now. Their assistance has been very much appreciated. To provide more meaningful information and to simplify the process, we are pleased to outline an adjusted procedure. A new Kingdom Hall Construction Worker Questionnaire will be used to gather the needed information, and copies are enclosed for your congregation. Full cooperation is needed from each body of elders on a continuing basis to assure the success of this arrangement.--Prov. 15:22.

USE OF THE KINGDOM HALL CONSTRUCTION WORKER QUESTIONNAIRE

**Initially,** copies of the Kingdom Hall Construction Worker Questionnaire should be filled in by each volunteer who is able to assist on a regular basis with Kingdom Hall construction projects and who meets the necessary criteria. Those who are currently being used by the Regional Building Committee in your area (including the members of the Regional Building Committee themselves) as well as others who wish to make themselves available should fill in one of these forms. These forms should be completed in advance of the circuit overseer's next visit to the congregation. Each worker will fill in the front side of the form. After discussion with the body of elders, the Congregation Service Committee will complete the first portion on the reverse side. The form is then given to the circuit overseer, who adds his comments and forwards it to the Regional Building Committee for your area.

**In the future,** these forms should be completed as additional workers qualify and volunteer. If one volunteers but is not used for a year or so, he should submit a new questionnaire to provide current information. Similarly, if there are major adjustments in one's status, such as being appointed as an elder or ministerial servant, a new form may be submitted to apprise the Regional Building Committee of this change as this can affect how he is used. The elders should mail the forms to the circuit overseer within one week of receipt.

When additional forms are needed, these may be obtained from the circuit overseer.

## WHO FILL OUT QUESTIONNAIRES?

Who may submit Kingdom Hall Construction Worker Questionnaires? There are many willing workers but not all have the skills or spiritual qualifications needed to participate in Kingdom Hall construction work on a continuing basis. If one does not qualify, he may be commended for his willing spirit, but you should kindly explain to him why he does not qualify. However, his questionnaire should not be submitted. The three categories outlined below may help you in determining which applications to submit.

(1) **Skilled workers** may be brothers or sisters who are professionals in certain fields needed in constructing Kingdom Halls. Also included are those who have building skills or support skills. Elders are needed who have the ability to oversee a project or a portion of a project. Both construction and non-construction workers are needed. Construction-related workers would include those who have background in real estate, building codes, property inspection and evaluation, fire codes, engineering, and safety, as well as tradesmen such as carpenters, plumbers, electricians, painters, roofers, and heating and air conditioning technicians. Non-construction workers are those who have expertise in purchasing or business management, traffic control, first aid, food preparation, and so forth. Generally these need to be available on a regular basis, several times a year, to assist with construction projects.

(2) Those who **have spiritual qualifications and the potential for oversight** with further training are also needed. Regional Building Committees wish to have willing spiritual men available for future development. These should already be appointed as elders or ministerial servants. If they are available and willing to be used, they could submit a questionnaire although they may not be experienced. Please detail the brother's background, and give your frank observations on his potential, reliability, and so forth.

(3) Many unskilled workers volunteer as **general workers** when their own congregation or a nearby congregation is involved in a Kingdom Hall construction project. These make up the general labor force, and their assistance is vital. Yet, these should **not** submit a questionnaire. The need for such workers is generally made known in just the congregation(s) involved in building or renovating the Kingdom Hall and in neighboring congregations. No record needs to be retained by the Regional Building Committee of these workers.

## DELETIONS

If a volunteer who has filled out a questionnaire moves out of the area assigned to the local Regional Building Committee, dies, is disfellowshipped, disassociates himself, or is reproved, the local elders should immediately alert the circuit overseer, who, in turn, will advise the Regional Building Committee to 'remove the volunteer from their approved list of workers.' The circuit overseer would

not forward confidential congregation information to the Regional Building Committee. He would simply advise them that the brother should no longer be used or has moved. The Regional Building Committee can then adjust its records and notify the department overseer of the deletion. If the body of elders feels a volunteer no longer qualifies for some other reason, the local elders should discuss their concern with the worker. If their decision remains unchanged, they will notify the circuit overseer so the above procedure may be followed. If one who has become disqualified later qualifies again, he can submit a new questionnaire at that time.

CONFIDENTIALITY

The information provided on the Kingdom Hall Construction Worker Questionnaire must be held in confidence. The comments of the local elders and circuit overseer need to be complete and accurate to be most helpful to the elders serving on the Regional Building Committee. The committee members must exercise care in handling the questionnaires once they receive these. Although the name, address, telephone number, and general qualifications of an individual may be shared with a department overseer, the other information should be kept in the confidential file of the Regional Building Committee.

When the Society needs information from the Kingdom Hall Construction Worker Questionnaires, we will correspond with the Regional Building Committees to obtain copies. Thus, when giving your recommendation and observations, please keep in mind that, although the brothers currently serving on the local Regional Building Committee may know the individual and his abilities well, the comments may also be reviewed at some time by brothers who do not know the volunteer. Therefore, your giving a full and complete picture of each individual will be advantageous. So that these comments may be clearly understood by all reviewing these forms, elders in foreign-language congregations should complete these in English.

We hope this arrangement will continue to provide the needed help so the load may be shared. Having sufficient skilled volunteers assures that construction projects will progress smoothly and that generally the skilled workers will be "on site" only while their particular skill is needed. Thus, they can return to their congregations and families with a minimum of disruption of their normal schedule of activity. Your warmly commending and encouraging those who assist can do much good toward assuring the continued success of the quickly-built Kingdom Hall construction program.

Please keep in mind what was mentioned in the Society's letter of July 1, 1988, "To All Bodies of Elders in the United States." That letter pointed out that "we all want to have as full a share as possible in the field ministry" since this is one of our primary theocratic activities. (Mark. 13:10; Phil. 1:10) At the same time, it was acknowledged: "Some of you have many additional responsi-

bilities [such as assisting with Kingdom Hall construction on a regular basis]. . . . 'We know this activity can affect the amount of time you spend in the field ministry." Thus, it was suggested that a notation be made on the Congregation's Publisher Record card for the volunteer showing he engaged in such additional theocratic activity during a particular month. Those who help with necessary theocratic activity like this are doing essential work, and this should be taken into consideration.

It is hoped that this new arrangement will aid with the necessary work of building and renovating Kingdom Halls throughout the United States. As each of you seeks to have plenty to do in the work of the Lord, you can be assured of our prayers for Jehovah's continued blessing upon your endeavors.--1 Cor. 15:58.

Your brothers,

Watchtower B. & T. Society
OF NEW YORK, INC.

cc: Regional Building Committees
Circuit Overseers