

AGENDA FOR MEETING WITH BODY(IES) OF ELDERS AND MINISTERIAL SERVANTS

NOTE: To be conducted by the brother(s) selected by the coordinator(s) of the body(ies) of elders as outlined in the November 2, 2016, letter to all bodies of elders. The brother(s) conducting should encourage audience discussion and stay within the allotted time for each point listed. The meeting should open and close with prayer. *(Total meeting length: 120 mins.)*

PORTION A *(To be conducted with all elders and ministerial servants)*

1 PLAY "VIDEO FOR SERVANT BODY MEETING" (4 MINUTES)

2 REVIEW AND DISCUSS THE NOVEMBER 2, 2016, LETTER TO ALL BODIES OF ELDERS (21 MINUTES)

- A. What is our responsibility towards the Kingdom Hall? Special full-time servant housing?
 - a. Do we have occupants of congregation- or branch-owned special full-time servant housing among us?
- B. What is the goal of the maintenance program?
- C. Are we familiar with who our assigned maintenance trainer is? What is his role?

3 HIGHLIGHT AND DISCUSS THE FIVE STEPS IN THE MAINTENANCE PROGRAM INSTRUCTIONS DOCUMENT (20 MINUTES)

- A. What steps are involved with implementing the program?
- B. How do we see this program benefitting our Kingdom Hall?

4 REVIEW AND DISCUSS THE MAY 13, 2016, LETTER TO ALL BODIES OF ELDERS (10 MINUTES)

- A. As highlighted in paragraph 1, "Our love for Jehovah moves us to reflect his love for life and to do everything reasonably possible to prevent harming ourselves or others." This letter applies to the maintenance tasks that we conduct at our local Kingdom Hall.
- B. Read paragraph 2: How have we implemented the direction to provide electronic or printed copies of *Working Together Safely – Standards for Theocratic Construction and Maintenance* (DC-82) to those in our congregation(s) who assist with maintenance?
- C. As highlighted in paragraph 3, "it is expected that you will take the lead in setting a good example by being both safety conscious and alert to unsafe work habits. Therefore, each elder, especially members of the Kingdom Hall Operating Committee and coordinators of maintenance projects, should read and become familiar with *Working Together Safely*."

5 BECOMING FAMILIAR WITH WORKING TOGETHER SAFELY (20 MINUTES)

- A. Read the introduction to all volunteers and the Statement of Commitment in *Working Together Safely – Standards For Theocratic Construction and Maintenance* (DC-82).
 - a. Based on the Scriptural references, in what way are safe work habits a reflection of someone's spirituality?
 - b. How should Part A and Part B be utilized?
 - c. What is expected of the volunteer in the Statement of Commitment?
 - d. What is expected of overseers within the congregation when maintenance work is being performed?
 - i. If unsafe work practices or practices that are contrary to the rules and standards presented in DC-82 are observed, immediately take the lead in sharing appropriate reminders with the volunteer. **(READ Gal. 6:1)**
- B. To reach the goal of an "accident-free environment," special attention must be given to the following topics:
 - a. Injuries and Emergencies
 - b. Personal Protective Equipment (PPE)
 - c. Ladders
 - d. Lockout/Tag-out
 - e. Power Tools
 - f. Power Actuated and Pneumatic Tools
 - g. Scissors and Boom Lifts
 - h. Fall Protection
 - i. Roofs
 - j. Electrical

- C. Based on the local needs and circumstances of our Kingdom Hall, how can we implement the standards outlined in the DC-82? (select 3-4 standards that warrant discussion as a group to learn how the DC-82 can be applied to benefit the local volunteers)

6 USING THE CONGREGATION JOB HAZARD ANALYSIS INSTRUCTIONS AND FORM (15 MINUTES)

- A. Read the Congregation Job Hazard Analysis Instructions (DC-85i). Following the reading, ensure that everyone has seen a copy of the Congregation Job Hazard Analysis (DC-85) form and is familiar with how it is structured.
 - a. What is the purpose of the Congregation Job Hazard Analysis (DC-85) and how should it be used?
 - b. When completing the DC-85, what questions should be asked?
 - c. Note: It may not be necessary to use these forms when caring for very low-risk maintenance tasks or regular cleaning. However, many tasks on the yearly schedule include a measure of risk and it is appropriate to have a DC-85 completed for each task when safety measures are needed.
- B. Jehovah’s organization is helping us to appreciate the importance of safety on a local congregation level. Our cooperation with this direction will help ensure the safety of our dear brothers and sisters as we all work hard to maintain the Kingdom Hall.

PORTION B (*Dismiss ministerial servants; to be conducted with all elders only*)

1 REVIEW OPERATING COMMITTEE OR MAINTENANCE COORDINATOR ASSIGNMENTS (25 MINUTES)

- A. It is important that those serving as the maintenance coordinator or on the Operating Committee have the ability to manage, organize, and delegate the work as outlined in the *Maintenance Program Instructions*. Given this updated direction, it is appropriate to recommend and appoint brothers who can effectively care for this responsibility.—See od chap. 11, para. 7-8, and the November 2, 2016, letter to all bodies for elders.
 - a. Recommend and appoint the brother(s) so that all are aware of who will be used.
 - b. If adjustments in these assignments are necessary, the brothers who served previously should be warmly commended for their hard work and assured that they still play a valuable role in this new arrangement.
- B. How are we doing as a collective servant body to support the maintenance of the Kingdom Hall?

2 SELECT AN ELDER TO DELIVER A SAFETY TALK (5 MINUTES)

- A. During the initial maintenance training visit that will be scheduled by our assigned maintenance trainer, a local elder should be assigned to give a 20-minute talk using the outline entitled “Spirituality and Safety.” The outline can be found in the “Maintenance Program” folder on jw.org under FORMS > KINGDOM HALL.
 - a. This outline includes an 8-minute video featuring a member of the U.S. Branch Committee. The video will be provided by the maintenance trainer when the visit is scheduled.
- B. The elder selected for this talk should be an effective teacher who is known for his safe work habits and has possibly received some form of maintenance training from the organization, perhaps in connection with a temporary assignment at Bethel.
- C. Who will be selected to give the talk when the training visit is scheduled? _____
 - a. Who will be an alternate speaker? _____