

# Christian Congregation of Jehovah's Witnesses

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



October 26, 2015

TO ALL BODIES OF ELDERS

Re: Video Equipment in Kingdom Halls

Dear Brothers:

At the annual meeting on October 3, 2015, the Governing Body announced the new mid-week meeting arrangement. Many of these meetings will feature video content. This letter will assist congregations that have video equipment to evaluate their current system, and it will help congregations without video equipment to make plans to acquire it.

Video installation in each Kingdom Hall will be the financial responsibility of the publishers who attend that Kingdom Hall. This includes installations in conjunction with new construction and renovations. Therefore, if the bodies of elders using a Kingdom Hall determine that the congregations can afford video equipment, they should present the publishers with a resolution to acquire such equipment.

Please keep the following in mind with regard to video systems installed in Kingdom Halls:

1. The system should be configured so that minimal time is lost when starting a video. For example, it is preferred that the primary video display(s) be positioned on one or both sides of the stage, not in the center. The speaker should remain at the lectern while the video is played.
2. It is preferred that video displays show a black screen until the video is played and return to a black screen afterward.
3. If the Kingdom Hall has Internet service, it is preferred that it be a wired connection and that the computer or media playback device in the Kingdom Hall be connected to the Internet with a wired connection.
4. When possible, video files should be downloaded to a computer or other media playback device rather than being streamed from jw.org. This will help prevent Internet connection problems from interrupting the meeting. The body of elders should assign a brother the responsibility of downloading any videos that are to be viewed during the meeting each week. He should do this well before the start of the meeting.
5. Video playback equipment should be installed near the sound equipment. The brother running the system should start the video when directed to do so by the brother on the stage. Generally, the video equipment should not be operated from the stage.

Congregations using video equipment in harmony with the requirements listed above do not need to make any changes. However, congregations that have installed a video projector aimed at the center of the stage should reposition the projector, if possible.

Congregations will need to write the Local Design/Construction Department (LDC) using the Inbox feature of jw.org for approval to install a video system, since the addition of a video

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system constitutes a new element or feature of the Kingdom Hall. In the near future, standard video packages will be posted on the “Forms” section of [jw.org](http://jw.org) that cover the video options for a Kingdom Hall and provide an appropriate video system design and equipment list. These packages have been designed to provide good-quality equipment. For this reason, it is preferred that the specified equipment be used. However, congregations may decide to acquire different equipment locally. If a congregation chooses to use equipment or configurations different from what is suggested by the LDC, it should bear in mind that we cannot guarantee the performance or life expectancy of such equipment. Any existing equipment should continue to be used as long as the equipment is functional and the audience is able to benefit from the content of our programs without distraction.

If your congregation is not in a position to acquire the necessary equipment, be assured that the spiritual needs of the congregation will still be satisfied without such equipment, as has been the case until now.—*w14 8/15 pp. 3-5.*

We send our warm love and greetings.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

c: Circuit overseers

PS to secretaries:

This letter has been added to the list of policy letters that will be cited in *Index to Letters for Bodies of Elders* (S-22).