North American Division
of the
General Conference

WORKING POLICY

2015-2016
Introduction

The Working Policy of the North American Division of the General Conference contains the Constitution and Bylaws of the General Conference as adopted by General Conference Sessions. It also contains the accumulated policies which are applicable to the North American Division which have been adopted by General Conference Sessions, Annual Councils of the General Conference Committee and the North American Division Committee. It is therefore the authoritative voice of the Church in all matters pertaining to the work of the Seventh-day Adventist denomination in the North American Division. It shall be adhered to by all denominational organizations in North America. (NAD B 15)

A North American Division edition of the General Conference Working Policy was first published in 1971. Up until and including the 1975 edition, the North American Division Working Policy was published in bound format and was updated and reprinted periodically, usually every two years. Beginning with the 1978 edition, it was published in loose-leaf format and updated annually by inserts which incorporated the policy revisions voted by the latest Annual Council of the General Conference Committee and the North American Division Committee. The last such inserts contained the policy revisions voted by the 1982 Annual Council and carried the notation “Revised 1982.”

The 1984 edition of the North American Division Working Policy returned to a bound format. It was designated as the 1984 edition because it contained the revisions voted by the 1984 Annual Council.

The 2015-2016 edition of the North American Division Working Policy has been prepared in harmony with the plan to publish annually a revised edition incorporating all applicable policy changes voted by the latest Annual Council of the General Conference Committee and the policies voted by the North American Division Year-end Meeting. It supersedes all previous editions and shall be adhered to except as it shall be amended by
subsequent actions of a General Conference Session or a Year-end Meeting of the North American Division Committee.

Please notice a significant change of the pagination in this edition. In an effort to reduce the amount of change in the book every year, each section will have its own pagination. Therefore, when a page changes in a section it will only affect that section instead of the entire book. This will allow us to get the book completed in a more timely manner.

*Prior to the 1984 Annual Council the North American Division Committee was referred to as the North American Division Committee on Administration.*
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Working Policy
of the North American Division

PART I—General Conference
Constitution and Bylaws
CONSTITUTION OF THE
GENERAL CONFERENCE
OF SEVENTH-DAY ADVENTISTS
(As revised at the 60th Session held in San Antonio, Texas, United States of America, July 2 to July 11, 2015)

ARTICLE I—NAME
This organization shall be known as the General Conference of Seventh-day Adventists.

ARTICLE II—PURPOSE
The purpose of the General Conference is to teach all nations the everlasting gospel of our Lord and Savior Jesus Christ and the commandments of God.

ARTICLE III—DIVISIONS OF THE GENERAL CONFERENCE
The General Conference conducts much of its work through its divisions, which in turn are comprised of unions in specific areas of the world. Each division of the General Conference is authorized to carry out responsibilities in the territory assigned to it. It shall act in full harmony with the General Conference Constitution and Bylaws, the General Conference Working Policy, and actions of the Executive Committee.
In order to carry the authority of the General Conference, the actions of division committees shall, of necessity, be in harmony with and complementary to the decisions of the General Conference in Session, and the actions of the General Conference Executive Committee between Sessions.
ARTICLE IV—MEMBERSHIP

Sec. 1. The membership of the General Conference shall consist of:
   a. All unions that have been or shall be properly organized and accepted by vote of the General Conference in Session.
   b. All of the following entities that are directly attached to the General Conference or to a division:
      1) Local conferences
      2) Local mission and functional equivalents thereof provided they have two or more officers and an executive committee, observe a schedule of regular constituency meetings and have been properly organized.

ARTICLE V—GENERAL CONFERENCE SESSIONS

Sec. 1. The General Conference shall hold quinquennial Sessions at such time and place as the General Conference Executive Committee shall designate and announce by a notice published in the Adventist Review or Adventist World or other publications voted by the General Conference Executive Committee in three consecutive months beginning at least four months before the date for the opening of the Session. In case special world conditions make it imperative to postpone the calling of the Session, the General Conference Executive Committee, in regular or special council, shall have authority to make such postponement, not to exceed two years, giving notice to all constituent organizations.

Sec. 2. The General Conference Executive Committee may call special sessions of the General Conference at such time and place as it considers proper, by means of a notice as provided for in Sec. 1., and the transactions of such special sessions shall have the same force as those of the regular sessions.

Sec. 3. At least one-third of the total delegates authorized hereinafter under Sec. 5. of Article V. must be present at the opening meeting of any regular or specially called General Conference Session to constitute a quorum for the transaction of business. Once the Session is declared open, the delegates remaining present shall constitute a quorum.
Sec. 4. The election of officers and the voting on all matters of business shall be by *viva-voce* vote, or as designated by the Chair, unless otherwise requested by a majority of the delegates present.

Sec. 5. The delegates to a General Conference Session shall be designated as follows:
   a. Regular delegates.
   b. Delegates at large.
   c. In case of financial exigency or other major crisis within the Church or in the international arena, the General Conference Executive Committee may take an action to reduce the maximum number of delegates to a particular General Conference Session. Such reduction shall then be applied to both regular delegates and delegates at large.

Sec. 6. Regular delegates shall represent the General Conference’s member units as defined in Article IV, as follows:
   a. Delegates representing union conferences and union of churches conferences having division affiliation shall be appointed by the respective union executive committee.
   b. Delegates representing union missions and union of churches missions having division affiliation shall be appointed by the respective division executive committees in consultation with the organizations concerned.
   c. Delegates representing conferences and missions having union conference affiliation shall be appointed by the respective union conference executive committees in consultation with the organizations concerned.
   d. Delegates representing conferences and missions having union mission affiliation shall be appointed by the respective division executive committees in consultation with the organizations concerned.
   e. Delegates representing conferences and missions directly attached to divisions shall be appointed by the respective division executive committees in consultation with the organizations concerned.
   f. Delegates representing division institutions, the number of whom shall correspond to the number of division institutions within each division, shall be appointed by the respective division executive committees in consultation with the organizations concerned.
   g. Delegates representing union conferences and union of churches conferences directly attached to the General Conference shall be appointed by the executive committee of the respective attached entity.
   h. Delegates representing union missions, union of churches missions, and local conferences and missions directly attached to the
General Conference shall be appointed by the General Conference Executive Committee in consultation with the organizations concerned.

**Sec. 7.** Regular delegates shall be allotted on the following basis:

a. Each union conference shall be entitled to two delegates other than its president (who is a delegate at large) without regard to membership size.

b. Each union mission shall be entitled to one delegate other than its president (who is a delegate at large) without regard to membership size.

c. Each union of churches conference shall be entitled to one delegate other than its president (who is a delegate at large) without regard to membership size.

d. Each union of churches mission is represented by its president (who is a delegate at large).

e. Each local conference shall be entitled to two delegates without regard to membership size.

f. Each local mission/field shall be entitled to one delegate without regard to membership size.

g. Each division shall be entitled to additional delegates based upon its membership as a proportion of the world Church membership. The total number of delegates from all divisions under this provision shall not exceed 400. The resulting quota of division delegates under this provision shall be distributed first to the unions that are affiliated with that division, based on each union’s proportion of the division membership. Any unallocated delegate entitlements under this process shall be allocated at the discretion of the division executive committee.

h. Unused quotas of regular delegates allocated to unions and unions of churches may be reallocated by the divisions.

**Sec. 8.** Delegates at large shall represent the General Conference, its institutions, divisions of the General Conference, and division institutions and shall be appointed on the following basis:

a. All members of the General Conference Executive Committee.

b. Associate directors/secretaries of General Conference departments and associations.

c. Twenty delegates from General Conference appointed staff. Such delegates shall be selected by the General Conference Executive Committee upon recommendation from the General Conference Administrative Committee.

d. Twenty delegates for each division.
e. Each division shall be entitled to additional delegates corresponding to the number of division institutions within its territory.

f. Those representatives of the General Conference and division institutions and other entities, and those employees, field secretaries, laypersons, and pastors who are selected by the Executive Committees of the General Conference and its divisions, by a process and distribution as defined by the Executive Committee of the General Conference. The number of these delegates shall be 300.

Sec. 9. Division administrations shall consult with unions to ensure that the entire division delegation shall be comprised of Seventh-day Adventists in regular standing, at least 50 percent of whom shall be laypersons, pastors, teachers, and non-administrative employees, of both genders, and representing a range of age groups and nationalities. The majority of the above 50 percent shall be laypersons. Delegate selections from General Conference and division institutions, and those selected under Sec. 8.d. above, shall not be required to satisfy the quota for laity.

Sec. 10. Credentials to sessions shall be issued by the General Conference to those appointed in harmony with the provisions of this article.

Sec. 11. Calculations for all delegate allotments, as provided for in this article, shall be based upon:

a. The membership as of December 31 of the second year preceding the General Conference Session.

b. The number of denominational entities eligible for inclusion in determining quotas and which are in existence as of December 31 of the second year preceding the General Conference Session.

ARTICLE VI—ELECTION

Sec. 1. The following shall be elected at each regular session of the General Conference:

a. A president, vice presidents, a secretary, an undersecretary, associate secretaries, division secretaries, a treasurer/chief financial officer, an undertreasurer, associate treasurers, division treasurers/chief financial officer, a director and associate directors of the General Conference Auditing Service, and a director/secretary and associate director/secretary (directors/secretaries) of each duly organized General Conference department and association as specified in Article X, Sec. 1. of the General Conference Bylaws.
b. A General Conference Auditing Service Board as provided for in the General Conference Bylaws, Article VIII, Sec. 2.-a.

Sec. 2. The following shall be approved by vote of the Executive Committee at a subsequent meeting, following recommendations from the divisions:

Other persons to serve as members of the General Conference Executive Committee as provided for in Article VIII, Sec. 1. b.

ARTICLE VII—APPOINTMENT

The following shall be appointed at the first Annual Council of the Executive Committee following a regular session: a director of Office of Archives, Statistics, and Research, a director and associate directors of the Biblical Research Institute, a director and research scientists of the Geoscience Research Institute, editors and associate editors for the principal denominational journals prepared at the General Conference, and any other non-departmental positions which have been established and filled by General Conference Executive Committee appointment. This Annual Council shall also appoint the membership of standing committees and various operating boards which have been established and filled by General Conference Executive Committee appointment.

ARTICLE VIII—GENERAL CONFERENCE EXECUTIVE COMMITTEE

Sec. 1. The Executive Committee of the General Conference shall consist of:

a. Ex Officio Members—1) Those elected as provided for in Article VI, Sec. 1. except the director and associate directors of the General Conference Auditing Service and the associate directors/secretaries of General Conference departments and associations.

2) Presidents of unions, past presidents of the General Conference holding credentials from the General Conference.

3) The president-executive director of each of the following organizations provided the respective organization remains classified as a General Conference-sponsored entity: Adventist Development and Relief Agency International, Adventist International Institute of Advanced
4) The editor of each of the following publications: *Adventist Review*, *Adventist World*, *Adult Sabbath School Bible Study Guide*, *Ministry*.

5) The director of each of the following: Archives, Statistics, and Research, Biblical Research Institute, Geoscience Research Institute.

6) The president and board chair of Ellen G White Estate.

b. **Elected Members**—1) Three laypersons and one church pastor from each division without regard to membership size up to 500,000 members. One additional church pastor or other frontline denominational employee for each additional 500,000 members or major portion thereof. The above laypersons, pastors, and other denominational employees shall be selected by each division executive committee from individuals recommended by the union executive committees and shall be Seventh-day Adventists in regular standing.

2) No fewer than fifteen and no more than twenty additional members selected by the General Conference Executive Committee from denominational retirees and current employees, including pastors, teachers, and other frontline employees.

3) No fewer than fifteen and no more than twenty members selected by the General Conference Executive Committee from laity including young adults.

**ARTICLE IX—OFFICERS AND THEIR DUTIES**

Sec. 1. The officers of the General Conference shall be a president, vice presidents, a secretary, an undersecretary, associate secretaries, a treasurer/chief financial officer, an undertreasurer, and associate treasurers. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans and programs voted by the General Conference in session and according to plans and policies agreed upon by the General Conference Executive Committee.
Sec. 2. Executive Officers: The president, secretary, and treasurer/chief financial officer are the executive officers, and shall carry forward the work in consultation with one another.

Sec. 3. President: The president is the first officer of the General Conference and shall report to the General Conference Executive Committee in consultation with the secretary and the treasurer/chief financial officer. He or his designee shall preside at the sessions of the General Conference, act as chair of the General Conference Executive Committee, serve in the general interests of the General Conference as the General Conference Executive Committee shall determine, and perform such other duties as usually pertain to such office. The General Conference president shall be an ordained minister of experience.

Sec. 4. Vice Presidents: Each vice president shall assist the president in the general administrative work of the General Conference or preside over a division territory.

Sec. 5. Secretary, undersecretary, and associate secretaries: The secretary, in the performance of the executive responsibilities, shall report to the General Conference Executive Committee after consultation with the president. The secretary shall be responsible for keeping the minutes of the proceedings of the General Conference Sessions and meetings of the General Conference Executive Committee, for maintaining correspondence with church organizations, and for the performance of such other duties as usually pertain to such office. The undersecretary and associate secretaries shall assist the secretary in this work.

Sec. 6. Treasurer/chief financial officer, undertreasurer, and associate treasurers: The treasurer/chief financial officer, in the performance of the executive responsibilities, shall report to the General Conference Executive Committee after consultation with the president. The treasurer/chief financial officer shall be responsible for providing financial leadership to the General Conference which will include, but not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the General Conference Executive Committee, for providing financial information to the president and to the General Conference Executive Committee, and for the performance of such other duties as usually pertain to such office. The undertreasurer and associate treasurers shall assist the treasurer/chief financial officer in this work.
ARTICLE X—TERM OF OFFICE

Sec. 1. All officers of the General Conference and those whose election is provided for in Article VI, Sec. 1., shall hold office from the time they are elected and, except for resignation or termination for other reasons, shall serve until the end of their term, or until their replacement is elected. A person who is not elected to a new term of office during a session does not thereby lose delegate status at the session. Unless other arrangements are made in consultation with administration, such individuals will be expected to fulfill during the session itself any session-related responsibilities which have been assigned to them. In situations where official responsibilities cannot be transferred immediately to a newly elected individual, the officer whose term has expired may be requested by the newly elected officer, and approved by the General Conference Administrative Committee, to carry limited responsibilities, for a defined period of time until transition arrangements have been completed. The current term of office for those elected under Article VI, Sec. 1. or elected by the Executive Committee between General Conference sessions to fill such office for the remainder of a term, unless government requirements dictate otherwise, is not subject to division retirement policies, which may determine specific ages for mandatory retirements. This provision does not override the service credit limitations, if any, of a retirement plan in which the person participates. Those who have passed the age of mandatory retirement, as determined by their division or legislation, shall not be eligible for election to a new term of office for positions indicated in Article VI, Sec. 1., in that division.

Sec. 2. Members of the General Conference Executive Committee provided for in Article VIII, Sec. 1. a. 2) shall serve for the period of time they hold the office that entitled them to membership on the General Conference Executive Committee.

Sec. 3. Members of the General Conference Executive Committee provided for in Article VIII, Sec. 1. b. shall serve, except for resignation or other termination, from the time of their selection until their replacements are selected by a division executive committee.

Sec. 4. Those persons who, by virtue of holding elected position, have been members of the General Conference Executive Committee at the beginning of the current session but who have not been reelected shall be entitled to voice and vote at any General Conference Executive Committee convened during the session.
Sec. 5. All those who are appointed to serve the General Conference as provided for in Article VII, or who are appointed by the General Conference Executive Committee during the quinquennium, shall serve from the time they take up their duties and, except for resignation or other termination, shall continue until their reelection/reappointment or the election/appointment of their replacement at the first Annual Council following the next regular session or until the position is terminated by action of the General Conference Executive Committee.

Sec. 6. Service as outlined in Sec. 1. to Sec. 5. above may be terminated as provided for in General Conference Bylaws, Article XIII, Sec. 1.

ARTICLE XI—CORPORATIONS

Sec. 1. The establishment of corporations to serve the General Conference shall be authorized by the General Conference Executive Committee.

Sec. 2. The General Conference Corporation of Seventh-day Adventists is a legal entity formed to serve the General Conference in carrying out its purposes.

Sec. 3. At each regular General Conference Session, the delegates shall elect the directors of the General Conference Corporation.

ARTICLE XII—BYLAWS

At any regular or special session of the General Conference, the delegates may enact, amend, or repeal Bylaws by a two-thirds majority vote of the delegates present and voting. Such actions may embrace any provision not inconsistent with the Constitution.

ARTICLE XIII—DISSOLUTION

In the event of the dissolution of the General Conference, any funds or assets remaining after all claims have been satisfied shall be transferred to a Seventh-day Adventist tax-exempt religious entity recommended by the General Conference Executive Committee. The dissolution process shall be in harmony with the requirements of all applicable federal and state laws.
ARTICLE XIV—AMENDMENTS

This Constitution or its Bylaws may be amended by a two-thirds majority vote of the delegates present and voting at any session provided that, if it is proposed to amend the Constitution at a special session of the General Conference, notice of such purpose shall be given in the call for that special session.

BYLAWS OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

ARTICLE I—TERRITORIAL ADMINISTRATION

Sec. 1. The General Conference of Seventh-day Adventists, hereinafter referred to as the General Conference, normally shall conduct its worldwide work through its divisions, each division to operate within a specified territory in harmony with General Conference policies.

Sec. 2. The duly organized divisions are: East-Central Africa Division, Euro-Asia Division, Inter-American Division, Inter-European Division, North American Division, Northern Asia-Pacific Division, South American Division, South Pacific Division, Southern Africa-Indian Ocean Division, Southern Asia Division, Southern Asia-Pacific Division, Trans-European Division, and West-Central Africa Division. The boundaries of these divisions shall be subject to adjustment at Annual Councils of the General Conference Executive Committee.

Sec. 3. If a territorial adjustment is made at an Annual Council, it shall be made only provided each division and other territory affected is represented at the council by at least one of its officers, or in the case of an unorganized territory, by a senior church leader from that territory. An exception to the requirement of such representation shall be made in a condition of emergency. In such a case, the General Conference Executive Committee shall make whatever adjustments are necessary for the conduct of the work in the territories affected.
Sec. 4. Administrations of all organizations and institutions within a division’s territory shall be responsible to their respective executive committees/boards and operate in harmony with division and General Conference Executive Committee actions and policies. General Conference institutions and fields without divisional affiliation shall operate in harmony with the General Conference Executive Committee and its policies.

ARTICLE II—SESSION COMMITTEES

Sec. 1. At each regular Session of the General Conference, such committees as may be found necessary, including the following, shall be elected for the duration of the Session to consider items of business that may be referred to them and to bring their reports and recommendations to the Session:

a. Session Church Manual Committee
b. Session Constitution and Bylaws Committee
c. Session Nominating Committee
d. Session Steering Committee

Sec. 2. Church Manual Committee: The chair of the Church Manual Committee shall be an officer of the General Conference.

Sec. 3. Constitution and Bylaws Committee: The chair of the Constitution and Bylaws Committee shall be an officer of the General Conference.

Sec. 4. Nominating Committee: a. The membership of the Nominating Committee shall consist of the following:

1) Each division and each attached union shall be entitled to select for membership on the Nominating Committee ten percent of its delegation to the session, after excluding any delegates at large employed by the General Conference or its institutions and any delegates selected by the General Conference Administrative Committee and assigned by the Administrative Committee to meet with the General Conference and institution delegation.

2) Delegates at large who are excluded under 1) above shall be entitled to representation on the Nominating Committee equal to eight percent of their total number.

b. The members of the Nominating Committee shall be chosen as follows:

1) Each division delegation and each delegation from a union attached to the General Conference shall act as a unit in selecting members to which it is entitled. Excluded from this process shall be any delegates at
large currently employed by the General Conference or its institutions and any delegates selected by the General Conference Administrative Committee and assigned by the Administrative Committee to meet with the General Conference and institution delegation.

2) The delegates at large currently employed by the General Conference or its institutions, along with any delegates selected by the General Conference Administrative Committee and assigned by the Administrative Committee to meet with the General Conference and institution delegation, shall act as a unit in selecting members to which they are entitled.

3) The election of the above representatives on the Nominating Committee shall be by the method of voting considered by each delegation to be most convenient and efficient, taking into consideration the size of the delegation and other circumstances.

c. Each group (named in Sec. 4. b. 1) and 2) above) shall select its representatives on the Nominating Committee to represent, as far as possible, the various geographical areas, organizational segments, and types of activity of the territory.

d. Those chosen as members of the Nominating Committee must be duly accredited delegates in attendance at the General Conference Session.

e. Delegates holding elected positions under the provisions of Article VI, Sec. 1. of the Constitution shall not be members of the Nominating Committee.

f. No delegate shall nominate more than one person for election to the Nominating Committee.

g. The Nominating Committee shall elect its own chair and secretary under the temporary chair of the president of the General Conference whose term is expiring.

h. The Nominating Committee shall limit its nominations to those positions for which budgetary provision has been made.

i. In order to expedite the work of the Nominating Committee, the representatives from each division shall be allowed a reasonable amount of time to meet and consider the personnel needs of their respective divisions and to make recommendations to the full Nominating Committee. Decisions of these groups shall not be binding on the Nominating Committee as a whole, but shall be submitted as recommendations which will be considered.
Sec. 5. Steering Committee: The Steering Committee shall be chaired by the General Conference President or his designee. Membership of the Steering Committee shall be recommended to the Session by the General Conference Executive Committee. The Steering Committee shall meet as necessary to:

a. Manage and monitor progress of the Session and its programs,

b. Determine and amend, if necessary, the sequencing of the Session’s business agenda,

c. Serve as the referral point for any new business item not related to the approved Session agenda or any business item that the Session wishes to refer for further study, other than items that rightfully pertain to standing Session committees,

d. Report to the Session, as needed, regarding the processing of proposals that have been referred for its consideration.

ARTICLE III—GENERAL CONFERENCE VICE PRESIDENTS AND DIVISION VICE PRESIDENTS

Sec. 1. General vice presidents of the General Conference shall be elected to assist the president with the general administrative work of the General Conference. In addition a vice president shall be elected to serve as president of each division of the General Conference.

Sec. 2. A general vice president of the General Conference shall, in the absence of or at the discretion of the president, chair meetings of the General Conference Executive Committee.

Sec. 3. The role of the general vice presidents of the General Conference, in relationship to the divisions, is as follows:

a. To serve as liaisons between the General Conference president and the divisions.

b. To serve as administrative resource counselors.

c. To strengthen the bond of the world Church.

Sec. 4. The vice presidents of the General Conference elected for the divisions shall serve as chairs of the division executive committees operating in their respective territories; shall have oversight of the work in those territories under the direction of the division executive committees; and shall be designated within their respective division territories as presidents of the divisions over which they preside.
Sec. 5. Vice presidents of the divisions may be appointed by the division executive committees, as necessary, to assist the division presidents in their administrative responsibilities.

ARTICLE IV—GENERAL CONFERENCE UNDERSECRETARY AND ASSOCIATE SECRETARIES

Sec. 1. An undersecretary and associate secretaries shall be elected to share with the secretary the responsibilities of the office. They shall perform such duties connected with the General Conference Secretariat as may be assigned to them by the secretary or by the General Conference Executive Committee.

Sec. 2. The secretary of the North American Division, by virtue of election to that responsibility, shall also be an associate secretary of the General Conference.

Sec. 3. The role of the General Conference undersecretary and associate secretaries, in relationship to the divisions, includes the following:

a. To serve as liaisons with division secretaries as assigned by the General Conference secretary.
b. To facilitate the processing of calls for interdivision employees.
c. To recruit interdivision employees to fill the needs of the divisions.
d. To assist the divisions with personnel and policy matters.

ARTICLE V—GENERAL CONFERENCE UNDERTREASURER AND ASSOCIATE TREASURERS

Sec. 1. An undertreasurer and associate treasurers shall be elected to share with the treasurer/chief financial officer the work of the office. They shall perform such duties connected with the General Conference Treasury as may be assigned to them by the treasurer/chief financial officer or by the General Conference Executive Committee. They may be authorized by the General Conference Administrative Committee to sign checks under the instruction of the treasurer/chief financial officer.
Sec. 2. The treasurer/chief financial officer of the North American Division, by virtue of election to that responsibility, shall also be an associate treasurer of the General Conference.

Sec. 3. The role of the General Conference undertreasurer and associate treasurers, in relationship with the divisions, includes the following:
   a. To provide financial counsel, information, and analysis.
   b. To assist in conducting financial surveys as requested.
   c. To respond to special requests submitted by the division treasurers/chief financial officers.
   d. To invest the assets of the divisions as requested by the divisions.
   e. To assist in international banking arrangements.

ARTICLE VI—DIVISION SECRETARIES

Sec. 1. A secretary shall be elected for each division to be designated “division secretary.”

Sec. 2. Each division secretary shall work according to plans and programs voted by the General Conference in session and according to plans and policies agreed upon by the division executive committee. The division secretary shall serve as vice-chair of the executive committee, and shall report to the executive committee after consultation with the president. It shall be the duty of the division secretary to keep the minutes of the division executive committee meetings, to collect information and make such reports as may be required, and to do such other work as usually pertains to this office.

Sec. 3. Division executive committees may appoint associate and assistant secretaries as may be required to carry on the work.

ARTICLE VII—DIVISION TREASURERS/CHIEF FINANCIAL OFFICERS

Sec. 1. A treasurer/chief financial officer shall be elected for each division to be designated “division treasurer/chief financial officer.”

Sec. 2. Each division treasurer/chief financial officer shall work according to plans and programs voted by the General Conference in session and according to plans and policies agreed upon by the division
executive committee and shall report to the executive committee after consultation with the president. The division treasurer/chief financial officer shall be responsible for providing financial leadership to the division which will include, but shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the division executive committee, for remitting all required funds to the General Conference in harmony with General Conference policy, and for providing financial information to the president and to the executive committee. The division treasurer/chief financial officer shall also be responsible for furnishing copies of the financial statements to the General Conference officers.

Sec. 3. Division executive committees may appoint an undertreasurer, associate treasurers, and assistant treasurers as may be required to carry on the work.

ARTICLE VIII—AUDITING SERVICE AND AUDITS

Sec. 1. At each regular General Conference Session, the General Conference shall elect a director of the General Conference Auditing Service, whose duties shall be to:

a. Administer a program to provide assurance and related services as part of the worldwide financial oversight program for the Seventh-day Adventist Church;

b. Monitor the assurance and related services provided for the Seventh-day Adventist Church including where such services are rendered by an external provider;

c. Recommend to the General Conference Executive Committee or division executive committee standards and/or guidelines for the endorsement and selection of external auditors; and

d. Report to the General Conference Executive Committee, through the General Conference Auditing Service Board, on the overall assurance and related services in the Church and on current issues and emerging trends that appear in the global picture of financial reporting and organizational policy compliance.

Associate directors shall also be elected at each regular General Conference Session. The director and associate directors shall be recommended by the General Conference Auditing Service Board to the
Session Nominating Committee after taking into consideration work performance and feedback from a variety of sources.

References to service directors and associate service directors elsewhere in these Bylaws shall not apply to the director and associate directors of the General Conference Auditing Service, except as provided for in Article XIII, Sec. 1.c.

Sec. 2. a. At each regular General Conference Session, the General Conference shall elect a General Conference Auditing Service Board which shall be constituted as follows: General Conference president, a General Conference vice president as subsequently assigned by the president, General Conference secretary, General Conference treasurer/chief financial officer, director of the General Conference Auditing Service, and one member from each division who is not employed denominationally, chosen from among qualified Seventh-day Adventist auditors and/or other knowledgeable professionals in related fields. The chair of the Board shall be a layperson selected by the Board from among its members. The vice chair shall be the vice president of the General Conference who serves as a member of the Board. The secretary of the Board shall be the director of the General Conference Auditing Service.

b. A quorum of the General Conference Auditing Service Board shall be 50 percent plus one, the majority of whom shall be non denominationally employed members.

Sec. 3. The General Conference Auditing Service, ever sensitive to the country-specific regulations governing the audits of denominational entities in a particular country, serves as the Seventh-day Adventist Church’s preferred provider of assurance and related services. The client base includes all denominational organizations such as General Conference institutions, world divisions and their institutions, unions/conferences/missions/fields/regions/mission stations and their institutions, local conferences/missions and their educational institutions at the secondary level or higher, and Adventist Development and Relief Agency country offices and projects not audited by external auditors. Exceptions to the above global requirements shall be by specific action of the General Conference Executive Committee.
ARTICLE IX—GENERAL CONFERENCE AND DIVISION FIELD SECRETARIES

Sec. 1. The term “field secretary” shall be used to designate the role of persons elected/appointed to assist the officers of the General Conference or division in a range of general or specific responsibilities.

Sec. 2. A General Conference “field secretary” ordinarily carries another portfolio of responsibility, the nature of which involves frequent interactions with global church leadership. In the role of field secretary this person works under the direction of the president or another designated officer. Field secretaries shall be elected by the General Conference Executive Committee after having been appointed to their primary responsibility by their respective board, the General Conference Executive Committee, or the General Conference Administrative Committee, as appropriate. Their term of service as field secretaries is contingent on the term of service in the individual’s primary responsibility.

Sec. 3. The term “division field secretary” shall be used to designate field leaders appointed by a division executive committee and assigned either to field service or to special projects or responsibilities. They may be appointed as necessary to serve in the divisions under the direction of the president or designee.

ARTICLE X—DEPARTMENTS AND ASSOCIATIONS—DIRECTORS/SECRETARIES, ASSOCIATES, AND ASSISTANTS

Sec. 1. Departmental and association directors/secretaries and associate directors/secretaries shall be elected by the General Conference Session and assistants shall be appointed as determined by the General Conference Executive Committee to serve the world Church through the Ministerial Association and the following departments: Adventist Chaplaincy Ministries, Children’s Ministries, Communication, Education, Family Ministries, Health Ministries, Public Affairs and Religious Liberty, Publishing Ministries, Sabbath School and Personal Ministries,
Stewardship Ministries, Planned Giving and Trust Services, Women’s Ministries, and Youth Ministries.

Should changes to the departmental structure of the General Conference be deemed necessary, such changes may be approved and implemented by action of the General Conference Executive Committee in Annual Council and continued, subject to ratification at the next General Conference Session. When additions or changes to department or association structures are implemented at times other than in connection with a General Conference Session, the General Conference Executive Committee at an Annual Council shall also address the staffing needs involved until the next General Conference Session.

Sec. 2. The departmental, association, agency, and service directors/secretaries shall work under the direction of the president and the General Conference Executive Committee. Departmental, association, agency, and service personnel shall function in an advisory capacity to the field.

Sec. 3. The term “associate director/secretary” shall be used to designate those persons who may be elected to associate with the director/secretary of any General Conference department, association, agency, or service in carrying the responsibilities of the office. Such persons, who shall work under the direction of their respective departmental, association, agency, or service directors/secretaries, shall have the requisite experience, background, and expertise to facilitate their work in carrying out the functions assigned to them not only at the General Conference headquarters but also throughout the world field. Certain specialized activities may be largely accomplished without extensive field activity.

Sec. 4. The term “assistant director/secretary” shall be used to designate those persons who are appointed as determined by the General Conference Executive Committee to assist the director/secretary and associates in any department, association, agency, or service in carrying out the work of the General Conference, usually in one or more special procedures or functions. Such persons, who shall work under the direction of their respective departmental, association, agency, or service directors/secretaries, shall fulfill these special assignments largely in the office and serve to expedite the work of the departmental, association, agency, or service staff. Field appointments for assistants shall be of a very limited nature.

Sec. 5. Departmental and association directors/secretaries, associates, and assistants shall assist the executive officers of the General Conference
in their leadership and nurture of the Church, by promoting the plans and programs of the Church as approved by the General Conference Executive Committee, and by facilitating the involvement of the membership in the mission of the Church. This will be accomplished through the production of resources and through promotion, consultation, coordination, and leadership development. Departmental plans and programs shall be developed and coordinated by the departments under the direction of an administrative officer, be processed through administration, and receive General Conference Executive Committee approval, whenever deemed advisable, before implementation and promotion in the field.

ARTICLE XI—DIVISION DEPARTMENTS—DIRECTORS/SECRETARIES, ASSOCIATES, AND ASSISTANTS

Divisions shall appoint departmental, association, agency, and service directors/secretaries who shall serve under the direction of their respective division presidents and executive committees. They shall also appoint associate and assistant directors/secretaries as may be needed to serve in special capacities under the direction of their respective directors/secretaries.

These appointments shall normally be made at the time of the regular General Conference Session, but in no event later than December 31 in the year of the regular General Conference Session.

ARTICLE XII—DIRECTOR OF OFFICE OF ARCHIVES, STATISTICS, AND RESEARCH

At the first Annual Council of the General Conference Executive Committee following a regular session, the General Conference shall appoint a director of Office of Archives, Statistics, and Research whose duties shall be to administer the General Conference Office of Archives, Statistics, and Research and to compile and report the statistics of the world work, and who shall serve under the direction of the General Conference secretary and the General Conference Executive Committee.
ARTICLE XIII—GENERAL CONFERENCE EXECUTIVE COMMITTEE

Sec. 1. a. During the intervals between Sessions of the General Conference, the General Conference Executive Committee is delegated the authority to act on behalf of the General Conference in Session. The membership of the General Conference Executive Committee includes representatives of all the divisions of the world field and the presidents of all unions and therefore speaks for the world Church. Major items affecting the world Church are considered at the Annual Council meetings of the General Conference Executive Committee, when all the members of the Committee are invited to be present. The authority, therefore, of the General Conference Executive Committee is the authority of the world Church.

b. The General Conference Executive Committee shall also have power to grant or withdraw credentials or licenses, to appoint committees, such as an administrative committee, with their terms of reference, to review, change, and create working policies, to approve strategic plans and programs for the world Church, to employ personnel that may be necessary to execute its work effectively, and to take all necessary actions not otherwise reserved for the General Conference in Session to assure the continuous effective operation of the world Church to fulfill its mission.

c. The General Conference Executive Committee shall have power to elect or remove, for cause, officers, directors, and associate directors of departments/associations/services and committee members, and to fill for the current term any vacancies that may occur in its offices, boards, committees, or agents due to death, resignation, or other reasons. The phrase “for cause,” when used in connection with removal from an elected or appointed position, shall include but not be limited to 1) incompetence; 2) persistent failure to cooperate with duly constituted authority in substantive matters and with relevant employment and denominational policies; 3) actions which may be the subject of discipline under the Seventh-day Adventist Church Manual; or 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church.

d. The General Conference Executive Committee shall have power to effect the retirement, before the expiration of the term for which they have been elected, of persons elected under Article VI, Sec. 1. of the
Constitution who may develop a health condition that prevents them from properly discharging their duties.

e. The removal from office by the General Conference Executive Committee of any person elected under Article VI, Sec. 1. of the Constitution or its withdrawal of credentials or licenses shall be by a two-thirds vote of the members present and voting at any regular meeting.

f. The General Conference Executive Committee shall have the power to remove, for cause, members from the Executive Committee or any committee for which it is responsible by a two-thirds majority vote of the members present and voting at any duly called meeting.

Sec. 2. a. A meeting of the General Conference Executive Committee, known as the Annual Council, shall be held annually for the purpose of considering budget requests and making appropriations, for the transact of other business, and the adoption of policies that may be necessary in the operation of the worldwide work.

b. A meeting of the General Conference Executive Committee, known as the Spring Meeting, shall be held annually for the purpose of receiving the audited financial reports of the General Conference and for transacting regular Executive Committee business as provided for in the General Conference Working Policy relating to Spring Meetings.

Sec. 3. A majority of the full membership of the General Conference Executive Committee, including the president or a general vice president, is empowered to transact denominational business of any nature at any time and place. All meetings require notice to members as per Sec. 8. below.

Sec. 4. Any fifteen members of the General Conference Executive Committee, including an officer of the General Conference, shall constitute a quorum of the Executive Committee for the disposition of routine items, and shall be empowered to transact business that is in harmony with the general plans outlined by the Executive Committee. A quorum of forty members is required for the disposition of non-routine items such as major financial decisions, the dismissal of elected and appointed employees, and the election of presidents of divisions and of general vice presidents. All meetings require notice to members as per Sec. 8. below.

Sec. 5. All meetings of the General Conference Executive Committee shall be held at the General Conference headquarters, or at another place that may be voted by the Executive Committee. Members may participate in meetings by means of a telephone conference or similar communications by which all persons participating can hear each other at
the same time, and participation by such means shall constitute presence in person at such a meeting. All meetings require notice to members as per Sec. 8. below.

Sec. 6. Meetings of the General Conference Executive Committee may be called at any time by the ranking officer of the General Conference who may be present at headquarters, and this officer, or any member of the Executive Committee appointed, in harmony with Bylaws, Article III, Sec. 2., shall act as chair of the meeting.

Sec. 7. Local conference/mission/field presidents shall be invited to attend Annual Council meetings of the General Conference Executive Committee when it is held within the territory of their division. Unless an executive session, which consists of members only, is called, such invitees shall be extended the privilege of participation in all discussions of the meeting, but without vote.

Sec. 8. Notice as to time, place, and any other requirements under these Bylaws of all General Conference Executive Committee meetings shall be provided to all members in a reasonable manner at least three (3) days prior to the meeting if the meeting is to take place by telephone conference or similar communications, or at least fourteen (14) days if it is to take place in person, unless the meeting is held during a General Conference Session. These notice requirements are waived in the case of a General Conference Executive Committee meeting convened during a General Conference Session since all General Conference Executive Committee members are expected to be in attendance at the Session.

ARTICLE XIV—DIVISION EXECUTIVE COMMITTEES

Sec. 1. In each division, a division executive committee shall be constituted, as hereinafter provided, for the transaction of business pertaining to the division. The division executive committee functions on behalf of the General Conference Executive Committee in the division, and its authority shall be recognized by union and local organizations in matters of division administration and counsel. A division may establish for the use, benefit, and purpose of the church in countries of that division various legal entities and may entrust to these or to other entities previously established full responsibility for property, governance or other
functions provided such responsibility is exercised in harmony with denominational policies and values.

Sec. 2. The ex-officio members of a division executive committee shall be the division president, the division secretary, the division treasurer/chief financial officer, other division officers, the division vice presidents, and the division field secretaries; the heads of division institutions; the presidents of union conferences; the presidents of union missions; the presidents of unions of churches; the presidents of attached conferences/missions/fields; the directors of division departments, associations and services; and any members of the General Conference Executive Committee present. Other division executive committee members shall be appointed according to the policies of the division. Appointed members shall include representation from denominational employees and from church members in regular standing who are not denominationally employed. Denominational employee representation shall include some pastors and institutional personnel.

Sec. 3. The actions taken by division executive committees pertaining to the administration of affairs in division territories shall be considered final, provided they are in harmony with the plans and policy of the General Conference as set forth in the Constitution and Bylaws and with General Conference Executive Committee actions.

Sec. 4. Five members of a division executive committee, including the chair, shall constitute a quorum for the transaction of routine business. When the chair is unable to be present, the secretary may convene such a meeting at division headquarters and shall serve as chair. Minority meetings of fewer than five members of the division executive committee may be held for the transaction of necessary routine business, but actions taken at such meetings shall not be final until the minutes of such meetings have been approved in a meeting with a quorum present. A quorum of ten members or 25 percent of the committee membership, whichever is greater, is required for the disposition of non-routine items such as major financial decisions, the dismissal of elected and appointed employees, and the appointment of union mission officers. To the extent permitted by applicable law, division executive committee members may participate in meetings by means of a telephone conference or similar communications by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.
Sec. 5. Notice as to time, place, and other requirements under these Bylaws of all division executive committee meetings shall be provided to all members in a reasonable manner appropriate for the jurisdiction.

ARTICLE XV—AUDIT OF THE GENERAL CONFERENCE

The General Conference Executive Committee shall have an audit of the financial statements of the General Conference and of the General Conference Corporation conducted by an external auditor at least once each calendar year. The external auditor shall also conduct an annual policy compliance test of these organizations, and shall report annually the results of the financial audit and policy compliance test to the General Conference Executive Committee and to the General Conference at its regular sessions.

ARTICLE XVI—REMUNERATION AND EXPENSES

Sec. 1. The General Conference Executive Committee shall appoint annually a minimum of eight persons not in its employ who, with officers of the General Conference and not less than seven presidents of unions, shall constitute a committee to review the remuneration, related allowances, and expenses of employees.

Sec. 2. The General Conference Executive Committee shall have power to make necessary adjustments from time to time in the remuneration of employees.

ARTICLE XVII—FUNDS

Sec. 1. The funds of the General Conference shall be as follows:

a. A percentage of the tithe receipts of the local conference/mission/field/region/field station shall be forwarded through denominational channels in accordance with the General Conference Working Policy.

b. A percentage of the tithe receipts of the union of churches shall be forwarded through the division in accordance with the General Conference Working Policy.
c. Regular mission offerings.
d. Special gifts. Proceeds from the maturities of planned giving
designated for the General Conference.

ARTICLE XVIII—DIVISION RETIREMENT
PLANS

Sec. 1. Divisions shall adopt a plan for the support of retired and/or
disabled employees and for dependent spouses and dependents of such
employees in harmony with the principles set forth in the General
Conference Working Policy.

Sec. 2. Such plans shall be funded by contributions from participating
organizations as agreed upon by the respective division executive
committees.

ARTICLE XIX—APPROPRIATIONS

Sec. 1. The General Conference Executive Committee shall make its
regular appropriations to the world field at Annual Councils. These
appropriations are to be based on budget requests from the fields.

Sec. 2. Appropriations shall be made subject to the receipt of the full
amount of funds estimated in the General Conference budget. In case of a
shortage, the distribution shall usually be on a pro rata basis to all the
interests represented in the budget.

Sec. 3. Appropriations for major projects shall be held in trust for the
purpose for which the appropriation was designated. In case the project is
abandoned, the funds shall revert to the General Conference. Other funds
appropriated to divisions shall be administered by the respective division
executive committees.

Sec. 4. All funds raised in divisions, except the regular funds
belonging to the General Conference as indicated under Article XVII,
shall be used for the advancement of the work for which they were raised
and are to be administered by the respective church entity in harmony with
denominational policy.

Sec. 5. To the extent permitted by law, General Conference funds in all
the world shall be made available to meet the annual appropriations of the
General Conference.
ARTICLE XX—FINANCE

Sec. 1. To provide a working fund for regular operations and to protect against a possible financial emergency or depression, the General Conference shall maintain an amount of working capital as defined and specified in the General Conference Working Policy.

Sec. 2. The General Conference Executive Committee, acting through its legal agency, the General Conference Corporation, shall have power to make annuity contracts; but all moneys obtained in this way shall be invested in securities and not be made available for appropriations until the annuity contracts have matured.

Sec. 3. The tithes and mission offerings received by the General Conference shall be appropriated for the work of the Seventh-day Adventist denomination. It shall not be within the prerogative, therefore, of the General Conference Executive Committee, the General Conference Treasury, nor of any agent or agency of the denomination to lend these funds to private individuals, to endorse notes, sign bonds or other securities, or in any other way to divert the funds of the General Conference from their intended purpose.

Sec. 4. The basis for computing goals and per capita funds shall be the membership on June 30 of the preceding year as officially recorded by the General Conference Office of Archives, Statistics, and Research.
ARTICLE XXI—INDEMNIFICATION

Sec. 1. To the extent permitted by law, the General Conference shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a member of the General Conference Executive Committee, a delegate to a General Conference Session, or an officer, employee, or agent of the General Conference against expenses (including attorneys’ fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the General Conference, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such person may be entitled.
Working Policy
of the North American Division

PART II—Statement of Mission
MISSION STATEMENT OF THE NORTH AMERICAN DIVISION OF THE SEVENTH-DAY ADVENTIST CHURCH

A 04 Mission Statement of the North American Division

A 04 05 Our Mission—To reach the North American Division and the world with the distinctive, Christ-centered, Seventh-day Adventist message of hope and wholeness.

This mission statement is a concise expression of the mission of the Seventh-day Adventist Church which is—To make disciples of all people, communicating the everlasting gospel in the context of the three angels’ messages of Revelation 14:6-12, leading them to accept Jesus as their personal Savior and unite with His remnant Church, discipling them to serve Him as Lord, and preparing them for His soon return.

A 04 07 Our Message—We believe the Seventh-day Adventist Church was called by God to deliver a special, Christ-centered, message for these end times. It is a message of hope and wholeness.

1. A Message of Hope—Our Church has been charged to reach the North American Division and the world with a distinctive message. It is a message modeled in the life of Christ, illustrated by the doctrine of the sanctuary communicated by the prophets throughout the ages, and succinctly expressed in the Three Angels’ Messages of Revelation 14:6-12. This special message points prophetically to His second coming—a concept that is embroidered in our very name, Seventh-day Adventists.
2. A Message of Wholeness—Our distinctive, Christ-centered message not only points toward the future—it adds abundant life to the present. The health of body, mind, and spirit, invariably lifts humanity up to higher planes of living. Hundreds of scientific studies have confirmed the benefits of our Adventist message of health. Our ideas of education involve the harmonious development of the whole person—physical, mental, spiritual, and social—extending from life on this earth through eternity.

A 04 08 Our Core Values—Five enduring core values provide clarity and focus throughout the North American Division. These core values include:

1. Revival and transformation: Connecting with God through public and personal worship
2. Education for discipleship: Every youth and adult learning, growing, and becoming more like Christ
3. Alignment within the Church: Connecting effectively within our diverse church family
4. Community outreach and evangelism: Connecting with our communities—sharing hope and wholeness
5. Healthy leadership and management: God’s stewards insisting on personal and church-wide excellence

A 04 10 Our Method—We pursue this mission under the guidance and through the empowerment of the Holy Spirit through:

1. Preaching—Accepting Christ’s commission (Matt 28:18-20), we proclaim to all the world in these last days the everlasting gospel of God’s love, most fully revealed in His Son’s life, ministry, atoning death, resurrection, and high priestly ministry. Recognizing the Bible to be God’s infallible revelation of His will, we present its full message, including the second advent of Christ and the continuing authority of His Ten Commandment law with its reminder of the seventh-day Sabbath.
2. Teaching—Acknowledging that development of mind and character is essential to God’s redemptive plan, we promote the growth of a mature understanding of and relationship to God, His Word, and the created universe.

3. Healing—Affirming the biblical principles of the well-being of the whole person, we make the preservation of health and the healing of the sick a priority and through our ministry to the poor and oppressed, cooperate with the Creator in His compassionate work of restoration.

4. Discipling—Affirming the continued spiritual growth and development of all members, we nurture the newly converted, instruct them in righteous living, train them for effective witness, and encourage their responsive obedience to God’s will.

A MISSION STATEMENT OF THE SEVENTH-DAY ADVENTIST CHURCH

A 05 Mission Statement of the Seventh-day Adventist Church

A 05 05 Our Mission—The mission of the Seventh-day Adventist Church is to call all people to become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three angels’ messages (Revelation 14:6-12), and to prepare the world for Christ’s soon return.

A 05 10 Our Method—Guided by the Bible and the Holy Spirit, Seventh-day Adventists pursue this mission through Christ-like living, communicating, discipling, teaching, healing, and serving.

A 05 15 Our Vision—In harmony with the Bible revelation, Seventh-day Adventists see as the climax of God’s plan the restoration of all His creation to full harmony with His perfect will and righteousness.
Working Policy
of the North American Division

PART III—Policy
ORGANIZATION AND ADMINISTRATION

B 05 Organizational and Operational Principles of Seventh-day Adventist Church Structure

Organizational life and procedures in the Seventh-day Adventist Church are based upon the following principles:

1. The Seventh-day Adventist Church is a worldwide community of believers who confess Jesus Christ as Lord and Savior and who are united in mission, purpose and belief. The church defines its internal governance as representative in form with executive responsibility and authority assigned to a variety of entities and institutions and their respective constituencies, boards, and officers through constitutions or articles of incorporation, bylaws, and operating policies and guidelines.

2. The primary building blocks of global Seventh-day Adventist Church organization are the local church, the local conference/mission, the union conference/mission, and the General Conference. (Further definition of these units is found in B 10, Outline and Definitions of Denominational Organization). Each of the organizational units described above has a defined membership, also known as a constituency. Being part of a constituency carries the privilege of participation in the deliberations and decision-making of that particular organizational unit. Additional units of denominational structure, known as divisions, have been established as regional offices of the General Conference serving a defined geographical area. Therefore divisions are not considered as constituency-based organizations. Various institutions, authorized and established in harmony with General Conference and/or division policies also have defined constituencies. Institutions fulfill vital
3. Organizational status is granted to a constituency as a trust. Official recognition as a local church, local conference/mission, or union conference/mission is not self-generated, automatic, or perpetual. It is the result of a formal decision by an executive committee or a constituency session at higher levels of denominational organization. Organizational membership and status are entrusted to entities that meet certain qualifications including faithfulness to Seventh-day Adventist Fundamental Beliefs, compliance with denominational practices and policies, demonstration of adequate leadership and financial capacity, and responsiveness to mission challenges and opportunities. Membership and status can be reviewed, revised, amended, or withdrawn by the level of organization that granted it.

4. Decision-making is based on group processes that allow for member participation. Each individual member of a local church has the right of voice and vote (unless under discipline) in the business decisions of the local church. At other constituency levels participation is accomplished through the selection of representatives. For example: representatives chosen by each local church become delegates, authorized participants, in a local conference constituency meeting. Each unit of organization follows a regular pattern of constituency meetings (also called “sessions”) to transact official business. These meetings are conducted within the terms of bylaws or operating policies applicable to the level and status of the organization concerned. In a local church, the constituency or membership meeting is generally called a “church business meeting” and is conducted in harmony with the Seventh-day Adventist Church Manual. When the necessary quorum is present for a constituency/executive committee meeting, the opinion of the majority participating in a vote is regarded as the decision of the group unless bylaws or rules of order require approval by more than a simple majority.
5. The highest level of authority within the powers granted to each level of denominational organization resides in the constituency meeting. Various officers may be elected and vested with a degree of authority but ultimately each officer is accountable to a group such as the executive committee. An executive committee, or board in the case of institutions, is entrusted, through policies or constitution and bylaws, with authority to govern between constituency meetings. However, the executive committee, or board in the case of institutions, is ultimately accountable to the constituency meeting of the organization concerned.

6. Different elements of organizational authority are distributed among the various levels of denominational organization. For example: the decision as to who may/may not be a member of a local Seventh-day Adventist Church is entrusted to the members of the local church concerned; decisions as to the employment of local church pastors is entrusted to the local conference/mission; decisions regarding the ordination of ministers are entrusted to the union conference/mission; and the definition of denominational beliefs is entrusted to the General Conference in session. Thus each level of organization exercises a realm of final authority that has implications for other levels of organization. In a similar manner, each organization is dependent to some extent on the realm of authority exercised by other levels of organization. No church organization or entity assumes responsibility for the liabilities, debts, acts, or omissions of any other church organization simply because of its church affiliation.

7. Denominational entities may establish, in harmony with General Conference and/or division policies, affiliated organizations such as educational, healthcare, and publishing institutions, food industries, media centers, and radio and television stations, that are integral parts of the church’s Christian witness but each of which may operate with its own authority and responsibility under
its own organizational documents, board of directors, and administrative officers in harmony with church working policies.

8. The Seventh-day Adventist Church has both a local and global identity. The local church is indeed a genuine expression of the Seventh-day Adventist Church but its identity cannot be fully defined or viewed in isolation from its relationships with other local churches and other levels of denominational organization. The local and global elements of Seventh-day Adventist identity are expressed in documents such as the Church Manual and General Conference Working Policy that reflect aspects of self-governance and interrelationship. The Church Manual and the General Conference Working Policy present the collective voice of Seventh-day Adventists regarding beliefs, denominational structure, relationships, and operational procedures.

**B 10 Outline and Definitions of Denominational Organization**

**B 10 02 Nomenclature and Status of Organizational Units**

1. The global structure of the Seventh-day Adventist Church includes layers of organizations which serve successively greater geographic territory. These include: the local church, the local conference/mission, the union conference/mission, and the General Conference and its divisions. (See B 05, paragraph 2. for further explanation of divisions).

2. One of two classifications, mission status or conference status, may be granted to constituency-based levels of denominational organization. In denominational structure, typically, the family of local churches may be classified as a local mission, local conference, or union of churches with conference or mission status. In similar fashion, the family of local missions/conferences may be classified as a union mission or a union conference.

3. It may be necessary to form organizational units that are not constituency-based when establishing and developing a Seventh-
day Adventist presence in a new territory or a territory where there is not yet a capacity to form constituency-based organizational units.

a. Examples of such are: Companies of members and clusters of churches which are within a relatively small geographic area or located in countries with very limited Seventh-day Adventist presence, and which are administered directly by a union conference/mission rather than by a local conference or mission/field.

b. Such organizational units will be classified as either “regions” or “field stations” depending on the size of the Seventh-day Adventist presence. Where there are at least two local churches or companies, the title shall be “region;” where there is either no more than one company or church, or a small group of believers not yet organized into a church or company, the title shall be “field station.” Region/field station status, when authorized by a division executive committee, entitles the entity to identify itself as an official part of the Seventh-day Adventist Church.

c. Such arrangements are generally transitional stages towards becoming a local church (in the case of companies) or a local mission/field (in the case of groups of regions/field stations, or groups of churches directly administered by a union).

4. When an organization having region/field status is considered by the division executive committee to have demonstrated its capacity for greater responsibility and participation in the global life of the Church (see B 6510), it may be granted mission/field status or, through territorial realignment, become part of an existing conference/mission.

5. Mission/field (the alternative English-language term for a local “mission” is local “field”) status entitles an organization to identify itself as an official part of the Seventh-day Adventist Church. In addition, mission/field status indicates that an organization may receive direct support (financial and/or administrative) from the next higher level of organization. The officers of
an organization having mission status are appointed by the next higher level of organization; in the case of local missions/fields, by the union in session or by the union executive committee between sessions; and in the case of union missions/fields, by the division executive committee. Organizations with mission/field status conduct constituency meetings in harmony with operating policies (based on model documents in North American Division Working Policy) for the level of organization concerned.

6. When an organization having mission/field status is considered by higher levels of organization to have demonstrated its capacity for greater responsibility and participation in the global life of the Church (see B 65 15 and B 75 10), conference status may be granted. Conference status entitles the organization to identify itself as an official part of the Seventh-day Adventist Church. It also represents the highest level of self-governance available to an organization as part of denominational structure. Accordingly, the officers of organizations having conference status are elected by the constituency session or executive committee of that organization. Organizations with conference status have constitutions and bylaws (based on model documents in North American Division Working Policy) that serve as governing documents for constituency meetings.

B 10 05 Local Church—A specific group of Seventh-day Adventist members in a defined location that has been organized in harmony with the Seventh-day Adventist Church Manual. Newly organized local churches are accepted into the sisterhood of churches by formal action of the next constituency session of the local conference/mission or union of churches concerned.

B 10 09 Local Region—Two or more local churches or companies of believers, within a defined geographic area, that have been organized in harmony with General Conference and division Working Policy and have been granted, by action of a division executive committee at mid-year, year-end, or division council meeting, official status as a Seventh-day Adventist local region.
B 10 10 Local Conference/Mission/Field—A specific group of local churches, within a defined geographic area, that has been organized in harmony with General Conference and division working policy and granted, by action of a division executive committee at midyear, yearend, or division council meeting, official status as a Seventh-day Adventist local conference/mission/field. Newly organized local conferences/missions are accepted into the sisterhood of local conferences/missions by formal action of the next constituency session of the union concerned.

B 10 15 Union Conference/Mission—A group of local conferences/missions/fields, within a defined geographic area, that has been organized in harmony with General Conference policy and granted, by action of the General Conference Executive Committee, official status as a Seventh-day Adventist union conference/mission. Newly organized unions are accepted into the sisterhood of unions by formal action at the next General Conference Session.

B 10 17 Union of Churches—A group of local churches, within a defined geographic area, that has been organized in harmony with General Conference policy and granted, by action of the General Conference Executive Committee, official status as a Seventh-day Adventist union of churches. Newly organized unions of churches are accepted into the sisterhood of unions by formal action at the next General Conference Session.

B 10 20 General Conference and its Divisions—1. Divisions—To facilitate its worldwide activity, the General Conference has established regional offices, known as divisions of the General Conference, which have been assigned, by action of the General Conference Executive Committee at Annual Councils, general administrative and supervisory responsibilities for designated groups of unions and other church units within specific geographic areas. (See C, Division Administration Territories.) The division executive committee acts for the General Conference Executive Committee in the territory of the respective division.)
2. Additional Organizations—The General Conference is authorized by its Constitution to create additional organizations to promote specific interests in various sections of the world. All organizations and institutions throughout the world will recognize the authority of the General Conference in session as the highest authority under God. When differences arise in or between organizations and institutions on matters not already addressed in the Constitution and Bylaws, in the policies of the General Conference, or in its Executive Committee actions at Annual Councils, appeal to the next higher organization is proper until it reaches the General Conference in session, or its Executive Committee in the Annual Council. During the interim between these sessions, the General Conference Executive Committee shall constitute the body of final authority on all questions where a difference of viewpoint may develop, whose decisions shall control on such controversial, but whose decision may be reviewed at a session of the General Conference or an Annual Council of its Executive Committee. (See also B 40 10.) When organizations review decisions of other organizations, they do not assume responsibility for the liabilities of any other organization.

B 10 22 General Conference Authority and Settlement of Differences Between Organizations—All organizations and institutions throughout the world will recognize the authority of the General Conference Session as the highest authority of the Seventh-day Adventist Church under God. When differences arise in or between organizations and institutions on matters not already addressed in the Constitution and Bylaws, in the General Conference Working Policy, or in the General Conference Executive Committee actions at an Annual Council, it is proper to appeal to the next higher organization not directly involved in the matter. The decision of the organization to which the matter was referred shall be final unless that organization itself chooses to refer the matter with comment or recommendation to a division or General Conference Executive Committee/General Conference Session.
During the interim between these Sessions, the General Conference Executive Committee at Annual Council shall constitute the body of final authority on all questions where a difference of viewpoint has been referred. Its decisions shall control on such controverted points, but at the request of the division executive committee concerned such a decision may be reviewed at a General Conference Session. (See also B 40 10.) When organizations review decisions of other organizations, they do not assume responsibility for the liabilities of any other organization.

**B 10 25 Structural Stability**—Local churches, local conferences/missions/fields, union conferences/missions, unions of churches, and institutions are, by vote of the appropriate constituency, and by actions of properly authorized executive committees, a part of the worldwide organization of the Seventh-day Adventist Church. Whereas each has accepted the privilege and responsibility of representing the Church in its part of the world, each is therefore required to operate and minister in harmony with the teachings and policies of the Church, and the actions of the world Church in the General Conference Executive Committee or in General Conference Session. While individual units of the Church are given freedom to function in ways appropriate to their role and culture, no part of the worldwide organization of the Church has a unilateral right to secede.

**B 10 30 Variations in Administrative Relationships**—1. For the purpose of fulfilling the mission of the Church, division administrations are authorized to recommend modified organizational structures and/or administrative relationships in situations which do not involve the resizing of unions, as outlined below in paragraphs a. through c., or to experiment with further modifications in territories where unusual economic, political, geographic, religious, or demographic circumstances, or strategic purposes make normal church organizational and administrative structures impractical or inefficient. In all cases where alternative arrangements are implemented, the four constituent levels of Church organization...
shall be maintained, and the following fundamental principles for Seventh-day Adventist organizational structure and relationships shall be preserved:

a. All basic administrative units shall have defined membership and a regular pattern of membership/constituency sessions.

b. All administrative relationships shall be clearly defined (responsibility is ultimately held by an elected/appointed officer(s) who is accountable to an executive committee).

c. Constitutions and bylaws may be amended to provide for alternative administrative arrangements and the process by which such arrangements are continued or suspended.

2. Innovations in organizational structure and administrative relationships must be approved by the respective division committees and the General Conference Executive Committee and will be reviewed periodically by division administrations to determine the strengths and weaknesses of each arrangement. Division committees may grant constituencies the option to continue or discontinue the alternative administrative arrangement.

**B 15 General Conference and North American Division Working Policies**

**B 15 05 Authoritative Administrative Voice of the Church**—The General Conference Working Policy contains the Constitution and Bylaws of the General Conference, the Mission Statement, and the accumulated or revised policies adopted by General Conference Sessions and Annual Councils of the General Conference Committee. It is, therefore, the authoritative voice of the Church in all matters pertaining to the mission and to the administration of the work of the Seventh-day Adventist denomination in all parts of the world. The North American Division has developed its own working policy which is based on and is in harmony with the General Conference Working Policy.
B 15 06 Authoritative Administrative Voice of the Church/North American Division—The North American Division Working Policy contains the Constitution and Bylaws of the General Conference and the accumulated policies adopted by General Conference Sessions and Year-end meetings of the North American Division. It is, therefore, the authoritative voice of the Church in all matters pertaining to the mission and to the administration of the work of the Seventh-day Adventist denomination in the territory of the North American Division.

B 15 10 Adherence to Policy Required—The North American Division Working Policy shall be strictly adhered to by all organizations in every part of the division. The work in every organization shall be administered in full harmony with the policies of the division. No departure from these policies shall be made without prior approval from the North American Division Committee except as stated below. The division committee is the authorized body which acts for the General Conference Executive Committee in the North American Division. All conference, mission, and institutional administrators and all committee/board members shall adhere to and cooperate in maintaining these policies as they affect the work in their respective organizations. Only thus can a spirit of close cooperation and unity be maintained in the work of the Church in all parts of the division. In the event laws or changes in the laws governing a country seem to render compliance with denominational policies a violation of the law, the organization shall act in harmony with the law, provided:

1. Counsel has been sought from the General Conference, and it is established that denominational policies do indeed violate the law.
2. Compliance with the law does not constitute a violation of scriptural principles.

B 15 15—Officers/Administrators to Work in Harmony with Policy—Officers and administrators are expected to work in harmony with the North American Division Working Policy. Those
who show inability or unwillingness to administer their work in harmony with policy should not be continued in executive leadership by their respective constituencies or governing boards/committees.

B 15 16 Availability of Working Policy—Officers and executive committee/board members of all organizations shall be informed of the function, authority and availability of the North American Division Working Policy. Organizations shall make copies available to officers and committee/board members.

B 15 20 Definition of Election and Appointment—1. Election—An individual shall be said to have been elected, when the process by which that individual was chosen involved a decision by the constituency of the organization to be served, unless otherwise specified, and as set out within the General Conference Constitution and Bylaws and the North American Division Working Policy. Election is subject to the individual’s acceptance of the position and ability to meet, within a reasonable time, any requirements for relocation to fulfill the duties of the position. The North American Division Executive Committee (NADCOM) shall determine what is a reasonable time.

2. Appointment—An individual shall be said to have been appointed when the process by which that individual was chosen involved a decision by an administrative body other than the constituency to be served, except as provided in paragraph 1. above.

B 20 General Conference Sessions

B 20 05 Delegates—General Conference sessions are made up of delegates duly appointed in harmony with the General Conference Constitution. Such delegates are vested with authority to participate in, and vote on, all questions coming before the General Conference session, to elect officers and to have voice and vote in all the affairs of the session.
B 20 10 Nominating Committee—Procedural Guidelines—
1. The President of each division is the executive officer placed in general administrative oversight of all activities in the division. As a vice president of the General Conference he is an officer of the General Conference responsible to that body for administration of the work in harmony with General Conference policies. Because he stands in this special and constitutional relationship, the General Conference has a major interest in the nomination of the division president.

2. In order to ensure proper representation of the interest of the General Conference in the nomination of such a vice president as well as that of the division to which he will be assigned, the following shall be the procedure: Under the chairmanship of the newly elected General Conference president or his designee, the members of the Session Nominating Committee from each division shall suggest a mutually agreed upon name to the Nominating Committee for nomination in plenary session.

3. The division presidents shall be among the first nominated after the President, Secretary and Treasurer/Chief Financial Officer of the General Conference.

4. Following the election of the division president by the General Conference Session, he shall meet with the division representatives in the Nominating Committee for counsel. He will also meet with the Nominating Committee for counsel when recommendations regarding his division are being considered.

5. The members of the Session Nominating Committee from each division shall choose their own chair, who shall function as such after the division president has been elected. Thereafter, the General Conference president or his designee shall sit with the group for counsel as they consider and recommend personnel to the Session Nominating Committee for all elective positions on the division staff. The final decision regarding the nomination of such personnel rests with the Session Nominating Committee.
B 20 15 Election/Appointment of Division Officers — The election of a president, secretary, and treasurer/chief financial officer for each division shall be by the General Conference in regular session. However, the General Conference has delegated to each division executive committee the authority to appoint associate officers, field secretaries, and departmental directors/secretaries and associates to serve within its territory. Each division executive committee may appoint its own nominating committee to operate under the chair of the division president for this purpose. Persons holding positions which are to be filled by this process shall not be eligible to serve on the nominating committee. Appointments by the divisions do not require General Conference Executive Committee approval. Such appointments may be made by the divisions through one of the following processes:

1. At the Time of a General Conference Session—Those divisions who wish to carry out the appointment process in connection with a General Conference session, shall follow the procedures as outlined below:
   a. Following the election of the division officers, the ex officio members of the division executive committee shall be expanded to include all the delegates of the division.
   b. The expanded division executive committee shall choose from its number, a nominating committee.

2. At the First Annual Meeting or Council of the Division following the General Conference Session—Those divisions who wish for the opportunity of wider representation in carrying out the appointment process may do so at the first annual meeting or council of the division following the session. They shall follow the procedure as outlined below:
   a. The division executive committee/division council shall appoint a nominating committee.
   b. The nominating committee shall report its recommendations to the division executive committee/division council for appointment.
**B 20 16 Election/Appointment of Division Staff**

1. Election and Term of Office:
   a. The election of the North American Division president, secretary, and treasurer/chief financial officer shall be by the General Conference in regular session as set forth in B 20 15.
   b. The following group of people shall be elected at the first Year-end Meeting of the North American Division following the General Conference Session:
      1) Administrative: vice presidents, associate secretaries, under-treasurer, associate treasurers.
      2) Department/Ministries: director and associate director(s) of each duly organized North American Division department and services listed here: Adult Ministries; Adventist Community Services; Adventist Chaplaincy Ministries; Children’s Ministries; Communication; Education; Family Ministries; Health Ministries; Literature Ministries; Ministerial Association; Public Affairs and Religious Liberty; Stewardship; Volunteer Ministries; Women’s Ministries; Youth Ministries.
      3) Local Mission Officers: the president, executive secretary, and treasurer/chief financial officers of local missions attached to the North American Division.

   These officers shall hold their office until the first Year- Meeting of the Division following the General Conference session, unless they resign or are removed from office, for cause, by the Division Committee (NADCOM).
   c. The following group of people shall be appointed at the first North American Division Committee (NADCOM) following the first Year-end meeting after the General Conference session.
      1) Ministries/Services: Field Secretaries (media speaker-director); director and associate director(s) of the following ministries and/or services: Adventist Learning Community; Adventist Colleges Abroad; Human Relations; Human Resources; Information Technology Services; Philanthropic Services for Institutions; Retirement Plan.
2) Ancillary (positions recommended by their respective board): director, Institute of Church Ministry; Secretary-Treasurer, Adventist-Laymen’s Services and Industries; Director, Adventist Information Ministry; Director, Seminars Unlimited; director and associate director, North American Division Evangelism Institute (NADEI)

3) All directors, associate directors, and assistant directors who work on a part-time basis.

d. The election/appointment of those positions mentioned in B 20 16 1b, if not determined by the delegates at the first Year-end meeting following the General Conference Session, shall be referred to the North American Division Committee (NADCOM).

e. All Division staff whose election is provided for in B 20 16 1.a. 1.b, shall hold office from the time they are elected and, except for resignation or other termination, shall serve until their reelection, or until their replacement is elected.

2. Nominating Committee Procedure:

a. At the First Year-end Meeting of the North American Division following the General Conference Session, the NAD Executive Committee shall appoint a nominating committee. The nominating committee shall report its recommendations to the division Year-end Meeting for appointment.

b. Persons holding positions, which are to be filled by this process, are not eligible to serve on the nominating committee.

c. The Nominating Committee, including the president of the North American Division or his designee, who shall act as chairman, shall consist of at least thirty-five (35) and not more than forty (40) members. No fewer than thirteen (13) members of the committee shall be non-denominationally employed.

d. Division secretary and treasurer are ex-officio member of the committee.
**B 25 Election of Retirees to Elective Offices**

Persons who have retired from denominational service usually shall not be elected to serve in officer or departmental leadership positions since these roles involve full-time responsibilities. In the event that a denominational retirement beneficiary is elected to an officer or department director role, this person shall be remunerated according to the regular wage and benefit provisions of the entity concerned for that position. Denominational retirement plan policies for the person and entities concerned shall address, in conformity with legal requirements, the retirement plan’s responsibilities for beneficiaries who re-enter denominational employment.

**B 40 Administrative Relationships**

**B 40 05 General Conference Constitution Expresses Unity of Church**—As the Scriptures represent the church of Christ as one body, all the parts members one of another, so our Constitution, adopted by the representatives of the worldwide sisterhood of churches, seeks to express the unity and oneness in mission, purpose, and belief of all organizations that make up the Seventh-day Adventist Church, the one undivided remnant church of God.

**B 40 10 Representative Character of Church Organization**—The truly representative character of our organization is thus set forth in the *Testimonies*: “Every member of the church has a voice in choosing officers of the church. The church chooses the officers of the state conferences. Delegates chosen by the state conferences choose the officers of the union conferences; and delegates chosen by the union conferences choose the officers of the General Conference. By this arrangement, every conference, every institution, every church, and every individual, either directly or through representatives, has a voice in the election of the men who bear the chief responsibilities of the General Conference.”—Vol. 8, pp. 236, 237.
B 40 15 Unions United in General Conference—As the churches unite in the local conference (or mission/field) for mutual help and cooperation in service, so the conferences/missions/fields grouped together unite in the union conference or union mission. In like manner the unions and attached fields (including unions of churches) in all the world are united in the General Conference organization. For the more efficient administration of the worldwide work, the organized unions and any mission fields not included in the unions in great continental or geographical sections are set apart by constitutional provision as divisions of the General Conference.

B 40 20 Divisions A Part of General Conference—The larger and more extensive the work of these great divisions, and the less dependent any may become upon help from other divisions in the way of personnel or material support, the greater the necessity of holding closely together in mutual counsel and fellowship. It is ever to be held in mind that each division is a part of the General Conference. In the Church of Christ, which is His body, there can be no such thing as one part or member dependent of the whole. No division, therefore, is free to pursue a course of action contrary to the will of the whole, or to appropriate to itself the authority of the General Conference in defense of such action. Between Sessions of the General Conference, the General Conference Executive Committee is constitutionally the final authority throughout the world field.

B 40 25 Unity Within Divisions—As the divisions seek to cooperate with one another by keeping in close contact with the General Conference, carrying out the General Conference policies agreed upon in council, so within the division all the organizations, union or local, should seek to maintain unity of action by keeping in close contact and counsel with the division office, carrying out policies agreed upon in division councils and executive committees.

B 40 30 Division President—Duties and Relationships—The president of the division is the first officer placed in general ad-
administrative oversight of all activities in the division. As a vice president of the General Conference he is an officer of the General Conference, responsible to that body for administration of the work according to plans and programs voted by the General Conference Session and/or the General Conference Executive Committee and according to plans and policies agreed upon by the executive committee of the division, of which he is chair. It is his duty to stand as counselor to the officers of unions or attached missions/local fields, as well as to those in charge of division departments and institutions.

**B 40.35 Division Secretary and Treasurer/Chief Financial Officer—Duties and Relationships**—Associated with the president as executive officers are the secretary and the treasurer/chief financial officer. It is the duty of these officers to carry forward the work according to plans and programs voted by the General Conference Session and/or the General Conference Executive Committee, and according to plans and policies agreed upon by the division executive committee. The secretary and treasurer/chief financial officer shall report to the executive committee after consultation with the president. The treasurer/chief financial shall be held responsible for the accounting system of the division, so that statements of receipts and disbursements may be supplied monthly to the president’s office.

**B 40.40 Division Departmental and Association Directors/Secretaries—Duties and Relationships**—Departmental and association directors/secretaries shall assist the executive officers of the division in the leadership and nurture of the church, by promoting plans and programs developed in coordination with their General Conference counterparts, and by facilitating the involvement of the membership in the mission of the Church. This will be accomplished through the production of resources, through promotion, coordination, and training. Departmental plans and programs shall be developed and coordinated by the departments under the direction of the administrative officer, be processed through administra-
tion, and receive executive committee approval, whenever deemed advisable, before implementation and promotion in the field.

**B 40 45 Departmental Staffing at Different Organizational Levels**—All departments shall be represented at the General Conference and its division, but not all departments will necessarily be needed at all other levels. Careful attention should be given to avoiding the overlapping of functions at various levels. Division administrations shall consult with the General Conference departments and with unions and conferences/missions to determine what their needs are, and what denominational levels are best suited for the production of resources and for the promotion of departmental programs. If unions wish to vary staffing at union and/or conference/mission/field levels, they shall consult with the division and with the conference/mission/fields to determine the most effective arrangement. Recommendations for variations in staffing shall be referred to constituency meetings, or the executive committees if so authorized, for consideration and decisions. In such planning the channel for transfer of information and materials from one staffed level to the next shall be clearly defined and provided. If it is determined that a service will not be provided at a particular level, it will be implied in that decision that authority is granted to the next higher organizational level to deal directly with the organization to be served.

**B 40 50 Departmental Relationships—Union and Local**—The principle laid down in B 40 40 as obtaining to General Conference and division relationships applies also to union or local organizations, care being necessary to ensure that all launching of plans shall be based upon action of the executive committee, the executive officers being acquainted with departmental plans and methods of promotion. Thus in every organization all departments will be able to cooperate with one another in field promotion.

**B 40 55 Division Committee—General Conference Executive Committee for Division**—The executive committee of each division shall function on behalf of the General Conference Execu-
tive Committee in the division, and its authority shall be recognized by union and local organizations in matters of division administration and counsel.

B 40 60 Attached Unions and Conferences—For union or local fields which, because of war emergency or other special reasons, are not included in any division, the General Conference Executive Committee serves as division committee in all matters of division administration and counsel.

B 40 65 Attached Local Fields—1. Criteria—When a local conference/mission/field cannot be conveniently included in an existing union organization, due to special circumstances, it shall be attached directly to a division organization and classed as an attached local field.

2. Special Provisions/Procedures—The election of officers, the representation on the Division Committee, the delegates to the General Conference session, and the tithe percentage remittances of an attached local field shall be governed by the following special provisions/procedures:

   a. Election of Officers—Officers and departmental directors of an attached local field (conference/mission) shall be elected in the same way as for a local conference/mission/field, with the division organization taking the place of the union organization in such elections.

   b. Representation on the Division Committee—The president of the attached local field (conference/mission) shall be a member of the Division Committee.

   c. Delegates to General Conference Sessions—Representation at General Conference sessions for fields attached directly to the division shall be in harmony with the constitutional provision.

   d. Tithe Percentages—1) Attached local fields shall pass on to the division organization 10 percent of their tithe receipts, tithe sharing percentages, all mission offerings, and such other funds as may be called for by the policies of the division organization.
2) Union organizations consisting of only one local conference/mission/field which have not been passing on 10 percent of their tithe receipts to the division shall be required to follow the regular policy. Because this may require some financial adjustments, it may be taken into account by the division in the making of the yearly appropriations.

B 45 Relationships Between Organizations

B 45 05 Lines of Responsibility—1. Local Conferences/Missions—Local conferences/missions are responsible to the union conference/mission organization of which they are a part, and are administered in harmony with the policies which govern the union.

2. Union Conferences/Missions—Union conferences/missions are responsible to the respective division section of which they are a part, and are administered in harmony with the operating policies of the General Conference and of the division.

3. Institutions—Institutions established by church organizations operate with authority and responsibility under their organizational documents, boards of directors, and administrative officers in harmony with church working policies.

B 45 10 Churches and Conference/Mission/Field Sessions—Churches belong to a sisterhood of churches that forms the constituency of a local conference/mission/field/sessions. The churches appoint delegates who are duly authorized to represent them at constituency sessions of the local conference/mission/field sessions. The constituency in session, in units with conference status, elects officers, grants credentials and licenses, adopts or changes the constitution and bylaws, and transacts other business. One of its most important acts is the election of the executive committee, whose duty it is to function for the constituency during the interim between sessions. The executive committee is thus vested with the delegated authority of all the churches within the conference/mission/field sessions. The constituency meeting of a unit with
mission status does not elect officers. (See B 45 12.) Further, such constituency sessions are conducted under a set of operating policies rather than under a constitution and bylaws.

**B 45 12 Appointment/Election of Officers and Staff in Local Mission/Field**—The appointment of officers of local missions/fields shall be by the union/division at a regular session. However, a local mission/field is authorized to elect or appoint all other employees of the local mission/field in harmony with the union policies and within the limits of the budget provided. The union committee shall appoint leadership to fill all vacancies that may occur between regular sessions by death, resignation, or otherwise, in the offices of president, secretary, or treasurer of any local mission in its territory.

**B 45 15 Local Conferences and Union Conference Sessions**—A union conference session is made up of delegates duly appointed by the various local conferences/missions/fields within its territory to represent them in the session. The delegates are vested by the conferences/missions/fields with delegated authority to participate in, and vote on, all questions coming before the union session, to elect officers and the executive committee, and to have voice and vote in all the affairs of the union session. The united authority of the various conferences is thus combined in the union organization, which is administered during the interim between sessions by the union conference executive committee in harmony with the union conference constitution.

**B 45 20 Local/Union Mission Organizations**—Local/union mission organizations are somewhat similar to conference organizations, a principal difference being that the officers of missions/fields are appointed by the next higher body. Divisions may authorize the use of alternate terms such as “field” or “section” instead of “mission.”

**B 45 21 Regional Conferences**—Regional Conferences are recognized organizational entities of the Seventh-day Adventist Church in the North American Division. The structure was
formally adopted in 1944 at the Spring Meeting of the General Conference Committee to provide for the organization of black-administered conferences where membership, finances, and territory warranted. They are called Regional Conferences and bear the same organizational relationship to their respective unions as other conferences. Regional Conferences follow the practice of open membership without regard to race, color, or national origin.

**B 45 25 Appointment/Election of Union Mission Officers and Staff**—The appointment of union mission president, secretary, treasurer/chief financial officer, and auditor shall be by the division committee and shall not be delegated to the union. However, a union mission is authorized to elect or appoint all other employees of the union in harmony with division policies and within the limits of the budget provided. The division committee shall, between meetings of the division council, fill all vacancies that may occur by death, resignation, or otherwise, in the offices of president, secretary, treasurer/chief financial officer, and auditor of any union mission in its territory.

**B 45 30 Appointment/Election of Local Mission Officers and Staff**—The appointment of officers of local missions shall be by the union at a regular session. However, a local mission is authorized to elect or appoint all other employees of the local mission in harmony with the union policies and within the limits of the budget provided.

**B 55 Responsibility and Relationship of Officers**

**B 55 05 Union Conference/Mission Officers**—In order to preserve the unity of the worldwide work union conferences and union missions are expected to maintain close counsel with the division offices. Fields which during emergency conditions may be temporarily detached from the division organizations shall maintain close counsel directly with the General Conference.
B 55 10 Union Conference President—The union conference president is a member of the division committee, and is the division representative in the conduct of the work in the union to which he has been elected. He shall, together with the union committee, supervise and carry forward the work in the union.

B 55 15 Local Conference/Mission/Field President—The local conference/mission/field president appointed by the union is a member of the union committee and is the union representative in the conduct of the work in the local conference/mission/field to which he has been appointed. He shall, with the local conference/mission/field committee, supervise and carry forward the work in the local conference/mission/field.

B 55 20 Newly Elected Officers of Conferences/Missions/Fields to Receive Training—Union conferences/missions shall be responsible to arrange for appropriate executive training for newly elected officers of conferences/missions/fields.

B 55 25 Committee Membership of Officers—1. Members Ex Officio of Lower Organizations—The officers of higher organizations are members ex officio of the executive committees of lower organizations. Any such officers may attend executive committee meetings of the lower organizations; however, those exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present. A spirit of close cooperation shall always be maintained between the lower and the higher organizations, and officers of the lower organizations shall secure counsel from the officers of the higher organization on all major matters and policies affecting the work of their respective fields.

2. General Conference and Division Committee Membership—Each division committee is a section of the General Conference Executive Committee; therefore, any members of the General Conference Executive Committee who are available are members of any division committee.
B 60 Establishing New Constituency-Based Organizational Units

New constituency-based organizational units may be established in harmony with procedures outlined below and in compliance with provisions of applicable bylaws and policies.

B 60 05 Nomenclature and Status of Organizational Units—
The standard levels of denominational organization are described in B 10, Outline of Denominational Organizations. It may be necessary from time to time in the establishment of Seventh-day Adventist presence in new territory to form organizational units that are not constituency-based. Examples of such are: Companies of members; and clusters of churches within a relatively small geographic area that are administered directly by a union conference/mission representative rather than by a local conference/mission. Such arrangements are generally transition stages towards becoming a local church (in the case of companies) or a local conference/mission (in the case of groups of churches directly administered by a union conference/mission).

One of two classifications, mission status or conference status, may be granted to certain levels of denominational organization. In denominational structure the family of local churches may be classified as a local mission or a local conference. In similar fashion the family of local missions/conferences may be classified as a union mission or a union conference. In some areas of the world terms such as “field” or “section” are used instead of the term “mission.” When such terms are used they refer to units having “mission” status. Organizations having conference status carry the designation in their name.

Mission status entitles an organization to identify itself as an official part of the Seventh-day Adventist Church. In addition, mission status indicates that an organization may receive direct support (financial and/or administrative) from the next higher level of organization. The officers of an organization having mission
status are appointed by the next higher level of organization in the case of local missions, by the union in session or by the union executive committee between sessions; and in the case of union missions, by the division executive committee.

When an organization having mission status is considered by higher levels of organization to have demonstrated its capacity for greater responsibility and participation in the global life of the Church (see B 65 15 and B 60 10) conference status may be granted. Conference status entitles the organization to identify itself as an official part of the Seventh-day Adventist Church. It also represents the highest level of self-governance available to an organization. Accordingly, the officers of organizations having conference status are elected by the constituency session or executive committee of that organization.

B 60 10 Organizing New Local Churches—New local churches shall be organized according to procedures outlined in the Church Manual.

B 65 Organizing New Missions/Conferences/Unions

B 65 05 Responsibility of Administrative Committees—
1. The process of organizing new missions/conferences/unions, in each case, is an administrative responsibility of the next higher organization, and great care should be exercised to ensure fiscal and pastoral responsibility and accountability.

2. In order to assist administrations in the process of organizing new missions/conferences/unions through study by a committee of experienced individuals shall assess the proposed entity’s readiness for the denominational responsibilities of maintaining the Seventh-day Adventist faith and values, nurturing believers, furthering the Church’s mission, demonstrating and developing leadership capacity, and fulfilling all financial obligations to the denomination while remaining fiscally viable. The majority of members on such
committees, appointed as outlined below, shall consist of persons from higher levels of denominational organization and from others not employed by the entity being assessed.

**B 65 07 Organizing New Local Region**—1. If it is proposed to organize groups of churches into a new local region, the proposal shall be considered by the respective union executive committee at a time when a full representation of the conferences/missions and institutions in the union is present. Proposals to organize new regions/field stations may be initiated by the union or by the division.

2. If the union committee favors the proposal, and the churches to be formed into a new region are part of an existing conference, then the union shall request the conference to call a constituency meeting to consider the proposal. In the event of a positive action by the constituency, or where the churches involved are a part of an existing mission or region, the decision shall be conveyed to the division.

3. The division executive committee shall appoint a survey team to evaluate the proposal. The report and recommendation of the survey team will be submitted to the division executive committee.

4. The final division executive committee decision shall be made at its mid-year or year-end meeting, or at a division council.

5. If the division executive committee approves the proposal, the union executive committee (or division executive committee, if the region is to be attached directly to the division) shall prepare a simple operating policy. The union or division executive committee shall also appoint the superintendent, and other officers (if any), of the new region. The superintendent (and any other officers) shall be subject to reappointment by the union executive committee, or, if the region is directly attached to the division, by the division executive committee.

**B 65 10 Organizing New Local Missions**—1. If it is proposed to organize a new local mission, the proposal shall be considered
by the respective union executive committee at a time when a full representation of the conferences/missions and institutions in the union is present. Proposals to organize regions or groups of churches into new missions may be initiated by the conference/mission, by a group of churches, by the union, or by the division.

2. If the union committee favors the proposal, and the churches to be formed into a new mission are part of an existing conference, the union shall request the conference to call a constituency meeting to consider the proposal. In the event of a positive action by the constituency, or where the churches involved are a part of an existing mission, the decision shall be conveyed to the division.

3. The division committee shall appoint a survey team to evaluate the proposal. The report and recommendation of the survey team will be submitted to the division executive committee.

4. The final division executive committee decision shall be made at its midyear or yearend meeting, or at a division council.

5. If the division executive committee approves the proposal, the union executive committee shall prepare an operating policy for the mission patterned after the model in the General Conference and division working policies. The union executive committee shall also appoint the officers of the new mission.

6. The union shall call a constituency meeting of the new organization as soon as possible in order to organize the mission. At this meeting, departmental directors and the executive committee shall be elected according to provisions of the mission operating policy.

7. The new mission shall be presented at the next union constituency meeting for acceptance into the sisterhood of missions/conferences.

B 65 15 Organizing New Local Conferences—(See B 75 05 Criteria for Conference Status)—1. If it is proposed to organize a new conference from an existing mission or from within the territory of an existing conference, the proposal shall be considered by the respective union executive committee, at a time when full rep-
representation of the conferences/missions and institutions in the union is present. Proposals to organize groups of churches into new conferences may be initiated by the executive committee or constituency session of the currently existing mission or conference, by a group of churches, by the union, or by the division.

2. If the union executive committee favors the proposal, it shall request the local conference/mission executive committee to consider the proposal if it has not already done so. In the event of a positive decision by the local conference/mission executive committee, the union shall appoint a study committee (see B 65 05 paragraph 2. above) to assess the readiness for conference status of organizations involved in the proposal.

3. The study committee, in addition to its assessment role, or a team appointed by the union executive committee, including division and union personnel shall conduct area meetings in the territory of the new organization to educate the constituency regarding the process of attaining conference status. In the areas where it is considered helpful, a conference status candidacy period may be required.

4. When the union is satisfied that the proposed organization is ready for conference status, the union executive committee shall call a constituency meeting of the current conference/mission to consider the report and recommendations of the study committee. In the event of an action by the constituency in favor of proceeding with the organization of a new conference, the union shall submit a request to the division for an on-site evaluation of the proposed new conference.

5. A survey team, appointed by the division executive committee, comprised of union and division personnel, shall make an on-site evaluation. If the survey team is satisfied that the request is appropriate, it shall recommend conference status for the new organization to the division executive committee. In the event the organization is not ready for conference status at the time of the division’s evaluation, recommendations will be made, and, after a suitable passage of time, a further evaluation conducted.
6. Upon the recommendation of the survey team, the division executive committee shall at its mid-year or year-end meeting determine whether or not to grant conference status.

7. Upon the approval of the division executive committee, the union shall call a constituency meeting of the new organization as soon as possible in order to organize the conference. At this meeting, a new conference constitution and bylaws patterned after the model in the General Conference and division working policies shall be adopted. Officers, departmental directors/secretaries and the members of the executive committee shall be elected according to provisions of the newly adopted constitution.

8. When a new conference has been organized, it shall be received into the sisterhood of conferences at the next union constituency meeting, and recorded at the next mid-year or year-end meeting of the division executive committee or at a division council.

B 65 25 Organizing New Union Conferences (see GC B 75 20)—1. If it is proposed to organize a new union conference, from an existing union mission or from within the territory of an existing union conference, the proposal shall be considered by the division executive committee at a time when a full representation of the unions and institutions in the division is present. Proposals to organize groups of conferences/missions into new union conferences may be initiated by the union, by the executive committees or constituency sessions of a group of conferences/missions, by the division, or by the General Conference.

2. If the division executive committee favors the proposal, it shall request the union mission/conference executive committee to consider the proposal if it has not already done so. In the event of a positive action by the union mission/conference executive committee, the division shall appoint a study committee (see B 65 05 paragraph 2. above) to assess the readiness for conference status of organizations involved in the proposal.
3. The study committee, in addition to its assessment role, or a team appointed by the division executive committee shall assist the administration of the conferences/missions desiring to be part of the new union conference in their program of moving toward union conference status. In areas where it is considered helpful, a union conference status candidacy period may be required.

4. When the division is satisfied that the proposed organization is ready for union conference status, the division executive committee shall call a constituency meeting of the current union mission to consider the report and recommendations of the study committee. In the event of an action by the constituency in favor of proceeding with the organization of a new union conference, the division shall submit a request to the General Conference for an on-site evaluation of the proposed new union conference.

5. A survey team appointed by the General Conference Executive Committee, comprised of division and General Conference personnel, shall make an on-site evaluation. If the survey team is satisfied that the request is appropriate, it shall recommend union conference status for the new organization to the General Conference Executive Committee. In the event the organization is not ready for union conference status at the time of the General Conference’s evaluation, recommendations will be made and, after suitable passage of time, a further evaluation conducted.

6. Upon the recommendation of the survey team, the General Conference Executive Committee, at its annual meeting, or at a General Conference session, shall determine whether or not to grant union conference status.

7. Upon the approval of the General Conference Executive Committee, the division shall call a constituency meeting of the new organization as soon as possible in order to organize the union conference. At this meeting a union conference constitution and bylaws, patterned after the model in the General Conference and division working policies, shall be adopted. Officers, departmental direc-
tors/secretaries, and the members of the executive committee shall be elected according to provisions of the newly adopted constitution.

8. If organization of a new union conference is approved by the General Conference Executive Committee, it shall be received into the sisterhood of unions at the next General Conference Session.

**B 75 Adjustments in Organizational Status**

**B 75 05 Criteria for Conference Status**—As local missions/fields grow in strength and experience, they normally qualify for larger responsibilities in organization and administration. When studying the eligibility of fields for conference status, the following considerations shall serve to guide union and division organizations in studying such authorization:

1. The members and employees of the mission/field for which conference status is being considered shall give evidence of understanding the basic principles by which the churches and the mission/field are administered, particularly demonstrating an appreciation of the spiritual needs and objectives of the Church. The mission/field shall give evidence of possessing both a local and worldwide evangelistic vision.

2. The mission/field shall have attained a well-balanced program in the activities of the Church and shall have demonstrated its ability to cooperate with other organizations and institutions of the Church. The mission/field shall have developed to the point of being able to provide personnel to serve within its territory and help supply employees for other fields as the occasion may arise. Employees and church membership in the mission/field shall give evidence of their confidence and respect for duly appointed leadership and committees and show willingness to work in harmony with the policies and plans of the denomination.
3. The membership shall be sufficiently large to justify the additional responsibilities implied in a conference organization. Its churches shall be well organized and well-staffed with competent and judicious leaders.

4. The mission/field shall have an adequate church membership records system.

5. The mission/field shall provide evidence of the accuracy of church membership records and the process for maintaining the records through membership audit.

6. The mission/field shall be expected to have given evidence over a reasonable time of its capability to operate within its own finances. This is understood to mean not only the operation of the local organization but also sharing the expense of maintaining institutions which benefit the territory of the local mission/field and carrying the usual percentages for the Retirement Plan and other general funds as outlined in the policies of the union and division organizations. The mission/field shall likewise have demonstrated its willingness and ability to carry its share of financial responsibility in the denomination’s world mission program as set forth in the denominational policies.

7. When the above criteria have been met: a. A mission in the North American Division shall be changed to conference status when its annual tithe receipts exceed 1,500 times the North American annual tithe per capita.

b. The mission may request authorization from NADCOM to change to conference status even before its annual tithe reaches the amount specified in paragraph a.

8. The mission/field shall have demonstrated its ability to properly store the materials specified in the records retention schedule as provided by the General Conference Archives, Statistics, and Research.

B 75 10 Organizing Local Missions/Fields into Local Conference Status—Procedure—Local missions/fields desiring local conference status shall proceed as follows:
1. The local mission shall request its committee(s) for strategic and financial planning to prepare specific detailed incremental plans for moving the mission/field toward conference status.

2. At the request of the local mission/field, the union and the division shall assist the local mission/field administration to complete a self-evaluation form, based on the Criteria for Conference Status outlined in B 75 05, and to prepare for the responsibilities that rest upon a conference.

3. The local mission/field executive committee shall review the completed self-evaluation form, and, if satisfied with the plans for conference status, shall submit its request to the union for conference status. In areas where it is considered helpful, a conference status candidacy period may be required.

4. If the union executive committee, in consultation with the union Strategic Planning and Budgeting Committee, finds the local mission/field request to have merit, it shall ask the division to appoint a survey team comprised of division, union and local mission/field.

5. The survey team shall conduct an on-site evaluation and report its findings to the union, and division executive committee. In the event the mission/field is not ready for conference status at the time of the division's evaluation, recommendations will be made, and, after a suitable passage of time, a further evaluation conducted.

6. The union executive committee shall study the findings of the survey team and, if satisfied that the mission is ready for conference status, shall record an action to this effect at its year-end meeting and forward the request to the division for consideration.

7. The division executive committee shall, at its mid-year or year-end meeting, take action on the request and advise the union of its decision.

8. Upon the approval of the division executive committee the union shall call a constituency meeting of the new organization as soon as possible in order to organize the conference. At this meet-
ing, a conference constitution and bylaws, patterned after the model in the General Conference and division working policies, shall be adopted. Officers, department directors/secretaries and the members of the executive committee shall be elected according to provisions of the newly adopted constitution.

9. Where there has been a change of status from a local mission/field to a local conference, it shall be reported at the next division mid-year or year-end meeting or council for acceptance and recording.

B 80 Adjustments in Territory of Organizations

B 80 05 Territorial Adjustments or Resizing of Territories
— 1. If it is proposed to make territorial adjustments between local fields or between unions, or to resize the territorial units, the proposal shall be considered by the executive committee of the next higher administrative organization, at a time when a full representation of the territories and organizations involved is present.

2. If the proposal is approved by the executive committee of the next higher level of church organization, the proposal shall then be routed to the executive committee of the division, in the case of local field territories, and of the General Conference, in the case of union territories, where, in each case, the final decision shall be made.

3. If the territory of a conference or union conference is involved, the administration of the next higher organization shall use its discretion to examine constitutions and legal requirements to determine whether a constituency meeting should be called and, if so, at what point(s) in the procedure.

B 80 10 Dividing Existing Union Conferences/Missions—Criteria—Care should be exercised to assure that dividing a union conference/mission is of benefit to the mission of the Church and does not add an unreasonable burden to the administration of the work of the church that would cancel out the benefits. As a means
of evaluating the situation and guiding the organization responsible for determining the benefits of dividing a union conference, one or more of the following criteria shall apply:

1. An increase in the number of local conferences/missions/fields which places an unmanageable demand on the union staff.

2. A decision on the part of the division, following consultation with the General Conference and the union officers, that the division of the union will provide a strategic advantage for the fulfillment of the mission of the Church. (GC B 80 10-2)

3. Evidence that there is sufficient leadership, with experience and dedication, to staff the new entities and to care for the various lines of activity.

4. The union shall have an adequate church membership records system.

5. The union shall provide evidence of the accuracy of church membership records and the process for maintaining the records through membership audit in its territory.

6. The union shall have demonstrated its ability to properly store the materials specified in the records retention schedule as provided by the General Conference Office of Archives, Statistics, and Research.

7. Sufficient financial stability for the new organizations to be able to meet their financial obligations.

8. The proposal to divide shall be driven by a genuine desire for the advancement of the work of the Church and not by a lack of unity within the union conference/missions.

9. Extremely difficult political situations which hinder travel and proper supervision from one area to another.

10. Internal situations where cultural, linguistic, ethnic, territorial, and/or financial issues render it advisable.

**B 80 15 Dividing a Union Conference/Mission—Procedure**

1. A proposal to divide a union conference/mission into two or more unions may be proposed by the union conference/mission or by the division. In any case, the division shall assist the union ad-
ministration in assessing the need and viability of the increased number of unions, as proposed.

2. If the division executive committee, in consultation with the division committee(s) for strategic and financial planning, determines that the proposal has merit, it shall ask the General Conference to appoint a survey team composed of General Conference, division, and union representatives.

3. The survey team shall conduct an on-site evaluation and report its findings to the General Conference Administrative Committee (ADCOM).

4. The General Conference Executive Committee shall, at its Spring Meeting or Annual Council, take action on the request and advise the division of its decision.

5. Upon the approval of the General Conference Executive Committee, the division shall call a constituency meeting of the union conference/mission in order to initiate proceedings for the establishment of the new unions. Delegates will be asked to vote to dissolve the union conference as a first step in the organization of the new unions.

6. For any new union conferences, the division shall call constituency meetings of the delegates representing the new territories to elect officers, department directors, and members of the union executive committees and to adopt constitutions and bylaws.

7. For any new union missions, the division executive committee shall appoint the officers and approve operating policies. The division shall then call constituency meetings of delegates representing the new territories to elect department directors and union mission executive committees.

9. The division shall recommend to the General Conference that the changes thus achieved be approved at the next General Conference Session.
B 90 Discontinuation of Organizations

B 90 03 Reasons for Discontinuation of Organizations—Circumstances relating to the viability or need for an entity may change. Organizational units may be discontinued for various reasons including:

1. Merger with other entities. A merger that would result in the discontinuance of an organization with conference status requires the consent of the constituency meeting of that organization.

2. Action of the constituency session to dissolve the organization. (See the Seventh-day Adventist Church Manual regarding the dissolution of local churches.)

3. Disciplinary action by a constituency meeting of the sisterhood of organizations to which an entity belongs.

B 90 05 Discontinuation of Conferences, Missions and Unions by Merger—If it is considered beneficial for the strengthening of the work of the Church to reduce the number of organizations within a specific territory, steps may be taken to merge into one, two or more conferences/missions/fields or two or more unions. A proposal to merge may be initiated at any of the administrative levels of the Church. In the event that a merger takes place, the new organization shall be received into the appropriate sisterhood at the next constituency meeting of the next larger organization.

B 90 10 Merger of Local Conferences/Missions/Fields—1. If it is proposed to merge two or more conferences/missions/fields, the matter shall be considered by the executive committees of the units concerned and a recommendation forwarded to the union executive committee.

2. The union executive committee shall assess the situation and take whatever steps are necessary to gather information relevant to the merger proposal, including audits of the financial and membership records of each organization.
3. If the union executive committee approves the proposal, it shall request the division executive committee to consider it.

4. If the division executive committee approves the merger, it shall authorize the formation of the new organization (local conference/mission). The merger shall proceed once the union dissolves any local mission involved and there is a corresponding constituency meeting action of any conference involved.

5. If the new unit is to function as a local mission, the union shall call, as soon as possible following the action to merge, an union executive committee meeting to adopt an operating policy for the new mission/field, patterned after the model in the North American Division Working Policy, and to appoint the mission/field officers. The union shall call a constituency meeting of the new mission/field at the earliest possible convenience to determine leadership staffing and executive committee membership.

6. If the new unit is to function as a local conference, the union shall arrange for a joint constituency meeting of the merging units. This newly convened constituency meeting shall adopt a constitution and bylaws for the new conference; elect officers (in the case of units with conference status) and the membership of the executive committee. The constitution and bylaws or operating policy shall be based on model documents in the North American Division Working Policy.

7. All assets and any liabilities of the merging organizations shall become the responsibility of the new organization.

8. Following any actions involving the dissolution of a local mission/field and the establishment of a new local mission/field, the union shall recommend to the next union constituency meeting that any changes in status be approved by action of the session.

B 90 25 Merger of Union Conferences/Union Missions — 1. If it is proposed to merge two or more union conferences/missions/fields, or a union conference with a union mission, the matter shall be considered by the union executive committees and brought as a recommendation to the division executive committee.
2. The division executive committee shall assess the situation and take whatever steps are necessary to gather information relevant to the merger, including audits of the financial and membership records of each organization.

3. If the division executive committee approves the proposal, it shall request the General Conference Executive Committee to consider it.

4. If the General Conference Executive Committee approves the proposal, the division shall call separate constituency meetings of the union conferences whose merger is proposed, at which time the constituents of each union conference will be invited to approve the proposal, and to vote to dissolve their organization.

5. As soon as possible following actions to dissolve, the division shall call a constituency meeting of the new union conference to adopt a constitution and bylaws, patterned after the model in the General Conference Working Policy, and to elect the union conference officers and determine leadership staffing and executive committee membership. (GCWP 90 25-5).

6. All assets and any liabilities of the merging organizations shall become the responsibility of the new organization.

7. Following any actions involving the dissolution of a union conference or the establishment of a new union conference, the division shall recommend to the General Conference Executive Committee that the changes of status be approved at the next General Conference Session.

**B 95 Discontinuation of Organizations by Voluntary or Involuntary Dissolution**

**B 95 05 Discontinuation of Conferences, Missions, and Unions by Dissolution**—If a situation arises where it is determined by the higher organization that the majority of members of a conference, a mission, a field, union, or a union of churches are in apostasy, or that the organization refuses to operate in harmony with
denominational policies and constitutional requirements, and is in rebellion, the higher organization has a responsibility to act for the protection of its loyal members, and the good name of the Church. Every effort should be made to avert the need for dissolution by counseling with the leadership and members, seeking to bring healing and reconciliation, and to preserve the organization as a witness for God and His saving truth. If conciliatory efforts fail and discontinuation appears to be the only solution, the higher organization shall have authority to act as set out under B 95 10, B 95 15, and B 95 20.

B 95 08 Dissolution and/or Expulsion of Local Churches—The dissolution and/or expulsion of local churches is addressed in the Seventh-day Adventist Church Manual.

B 95 10 Dissolution and/or Expulsion of Local Conferences and/or Missions/Fields—If, in the opinion of a union conference/mission administration, a local conference/mission/field appears to be in apostasy or rebellion, and the procedures outlined under B 95 05 have been followed, but have proved unsuccessful, the following steps shall be taken:

1. The matter shall be considered by the union executive committee at a duly called meeting of committee members, at which time all the relevant data shall be shared, and the union executive committee shall determine whether or not the conference is in apostasy or rebellion.

2. If the union executive committee determines that the conference is in apostasy or rebellion, and should be dissolved, the union shall seek counsel from the division and proceed as follows:
   a. Use its discretion to decide whether another conference constituency meeting should be called, and if so, at what point in the procedure.
   b. Submit its recommendation for dissolution to the division executive committee, if there is no evidence of conciliation on the part of the conference.
3. The division executive committee shall consider the matter at its mid-year, year-end, or specially called meeting. If it approves the proposal, it shall authorize the union to proceed with an action to dissolve the conference.

4. The union shall recommend dissolution of the conference to its next constituency meeting, or to a specially called constituency meeting.

5. If the union constituency votes to dissolve the conference, it shall, as a companion action, vote to take into the care of the union, all the churches of the conference until reorganization, or some other provision can be arranged.

6. The union executive committee, functioning in place of the conference constituency, shall proceed to disband any local churches which prove to be disloyal, and to redistribute remaining churches by territorial adjustment and/or reorganization.

7. The union executive committee shall make provision for the preservation of the membership of any such churches by holding records of their membership at the union until appropriate arrangements can be made.

8. In the event of the dissolution of a conference, audits of the financial and membership records of the conference shall be conducted, and all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the division, or dealt with as specified in conference constitution and bylaws operating policy.

9. If, with the passage of time and efforts toward healing and restoration, it seems desirable for the nurture of the members and for the mission of the church to reorganize the conference, the process set out under the relevant section of B 65 shall be followed.
B 98 Procedure for Transferring Churches Between Conferences

When there is an overlapping of conference territory and a church/congregation desires to change its affiliation from one conference to another, the following procedure must be followed to ensure clear communication, appropriate spiritual process, accountability and outcomes that increase the mission of the church and conferences:

1. The church board of the church desiring to change its affiliation must meet with its conference administrators to discuss the reasons why the church is considering changing its conference affiliation. In no event may the local church contact the other conference before discussing their intention with the home conference. If the other conference receives inquiries from the local church, they should redirect the inquiry to the home conference of the local church.

2. The church board and the church in business meeting must vote to request that the church be transferred to another conference. This action must be approved by at least a two-thirds majority vote in a duly called church business meeting. The church would then inform the home conference of their decision in writing.

3. The home conference then notifies the union officers of the action of the church at which time the union officers will discuss the possible transfer with the officers of the proposed new conference.

4. The home conference considers the request and, if favorable, should vote in its executive committee to approve the transfer request, and should forward it to the union for review and final approval. Before the official action is taken in its executive committee, the home conference should conduct audits of the financial and membership records of the church.
5. The receiving conference should also take an action at its executive committee to accept the transfer request, and should inform the union of its decision.

6. After the union office receives from both the home conference and receiving conference the actions taken at their respective executive committees, the official action of approval should subsequently take place at the union executive committee ratifying the transfer.

7. Any real property involved will remain in the custody of the home conference unless and until negotiations result in a settlement price. Further, when it comes to “softer” assets such as cash or equipment, any value due to the home conference shall be conveyed by check or electronic means sufficient to satisfy the parties involved. Outstanding loans need to be resolved. All tithe received by the church prior to the transfer approved by the Union Conference shall be forwarded to the home conference.

8. Issues of church membership must be resolved before the final transfer takes place. The name of the church or group may remain with the home conference.

9. If the home conference fails to respond within six months, the church may appeal to the union. The union should then consult with the local conference(s) to bring a resolution.
GENERAL ADMINISTRATIVE POLICIES

BA 05 Annual Councils

BA 05 05 Purpose—A meeting of the Executive Committee of the General Conference, known as the Annual Council, is held yearly for the purpose of considering budgets from the fields and making appropriations, and for the transacting of business pertaining to the general policy of the worldwide field.

BA 05 06 NADCOM—The Year-end meeting of the North American Division Committee (NADCOM) will be held each year following the General Conference Annual Council.

BA 05 10 Authorized Major Meetings—The Annual Council authorizes and schedules all major meetings to be held during the ensuing calendar year.

BA 05 15 Effective Date of Actions—The effective date of actions taken by an Annual Council or Year-end meeting of the North American Division Committee (NADCOM) shall be the ending date of the respective Annual Council or NADCOM unless specifically stated otherwise in a given action.

BA 15 Church Manual

BA 15 05 Standards and Practices—The standards and practices of the church are based upon the principles set forth in the Church Manual, published by the General Conference. These principles are to be followed in all matters pertaining to the administration of local churches both within the church and in its relationship to larger levels of organization. No attempt should be made by any employee to set up standards of membership or to make, or attempt to enforce, rules or regulations for the church which have not been
adopted by the general body of believers and which are not set forth in the *Church Manual*.

**BA 15 10 Changes/Revisions Only by GC Session**—The *Church Manual* may be changed or revised only by the General Conference in session. (See General Conference Report, No 8, p 197, June 14, 1946.) The content of the *Church Manual* is presented in two formats, namely Chapters and Notes. The main content of each chapter is of worldwide value and applicable to every local church. Acknowledging the need for some variations in the operations of local churches, additional material which is explanatory in nature has been added as Notes at the end of some of the Chapters and is intended to serve as guidance.

If revisions to the Notes of the *Church Manual* are requested and are processed through the relevant constituent levels of the church, the Church Manual Committee will consider the requested revisions. If approved, the revisions will be acted upon by the General Conference Executive Committee at the final Annual Council meeting of the quinquennium so as to coordinate them with any changes to the main content of the Church Manual that will be recommended to the next General Conference Session. However, the General Conference Executive Committee may address changes to the Notes at any Annual Council.

The Church Manual Committee shall be authorized to perform routine editorial tasks which do not alter the meaning of the current text of the *Church Manual*. A report of the Church Manual Committee's editorial work shall be presented, through the General Conference Administrative Committee, to the General Conference Executive Committee at its final Annual Council meeting of the quinquennium. In the event that the Administrative Committee or the General Conference Executive Committee determines by a one-third vote that such editorial work substantively alters the meaning of the current text, such proposed changes will be decided by a General Conference Session.
BA 15 15 Division Responsible for Translations—Divisions shall be responsible to assure that all translations of the *Church Manual*, published or circulated in their respective territories are accurate translations of the *Church Manual*, English Version, adopted by the General Conference in session.

BA 15 20 Division Supplements—The *Church Manual* applies to the world field, and divisions should make it available in the languages of their respective areas. The North American Division should prepare a “supplement” to the *Church Manual*, not in any way modifying it, but containing such additional matter as is applicable to the conditions and circumstances prevailing in the division. Any manuscript for the North American Division “Supplement” shall be acted upon by the Year-end Meeting before being submitted to the General Conference Executive Committee for endorsement prior to being printed. (See General Conference 1948 Annual Council page 19.)

BA 25 Corporations, Trusts, Associations, Institutions, and Other Legal Entities—Establishment, Structure, and Relationships

BA 25 01 Incorporating Organizations—Much of the evangelistic and ecclesiastical activity of the Seventh-day Adventist Church is accomplished through unincorporated organizations. However, the Church increasingly uses various legal vehicles in furtherance of its mission. In order for an organization to exercise certain rights, privileges, duties, and to be held accountable for certain liabilities, it is necessary to have a legal persona. For legal purposes, organizations can be recognized as a legal person separate from the individual members of that group. A corporation is the most common form of this legal personality. From time to time corporations, institutions or other legal entities, such as trusts and associations, are formed for specific functions related to the Church and its mission. Such organizations are established
in harmony with local laws governing charitable, religious, not-for-profit associations, societies, or foundations. The incorporation or registration of legal entities of the Church, other than at the General Conference level, is subject to division policy that takes into consideration the principles of denominational organization and representation, relevant provisions in law, and the specific needs of the Church in the geographic areas served.

BA 25 05 Distinct Identities of Unincorporated Entities for Legal Purposes—The General Conference, divisions of the General Conference, unions, and local conferences/missions have separate identities for their legal purposes. No church organization or entity assumes responsibility for the liabilities, debts, acts, or omissions of any other church organization simply because of its church affiliations. Unless local laws require otherwise, the local church operates under the legal structure of the local conference, mission, or union of churches and not as a separate legal entity.

BA 25 10 Authorization—General Conference institutions and organizations planning to form legal entities such as corporations, trusts, associations, or other forms of organization recognized by local laws, may do so with prior approval from their respective governing board and only after consultation, through the board chair, with the General Conference president, secretary, treasurer/chief financial officer. Division institutions and subsidiary organizations seeking to form such organizations shall comply with division policy regarding the formation of legal entities or, in the absence of such a policy, shall secure approval from the respective division executive committee.

These kinds of organizations do not come into being of themselves each must be specifically authorized by the executive committee of a church organization (conference/mission, union, division, General Conference) or by the board of an institution period.

BA 25 12 Union and Local Conference/Mission Corporations—In some situations, divisions have made provision for unions and local conferences/missions to conduct all their operations
through an incorporated structure. Where this is not practiced, a division will need to determine the arrangements for handling certain legal matters for the unincorporated entities in its territory. Examples of such arrangements are described in BA 25 15 and BA 25 20.

**BA 25 15 Local Conference Association/Corporation for Management of Gifts, Wills, Legacies, and Trust Funds**
The conference association, or corporation, serves primarily in a legal and trustee capacity. Local conference associations/corporations should hold, manage, and invest trust funds and channel unrestricted matured funds as directed by action of the conference executive committee.

**BA 25 20 Property-Holding Corporations**—Division policies may provide for the division and/or unions within the division’s territory to establish a corporation for the purpose of holding title to denominational property. In such cases the properties are held in trust for the denomination or other legal entities such as institutions. The corporation in this case facilitates the documentation and procedures necessary for legitimate property ownership by the Church and its various organizations.

**BA 25 25 Institutions and Other Special-Purpose Organizations**—Several aspects of the Seventh-day Adventist Church mission are addressed through denominational organizations dedicated to a particular facet of mission. Examples would include educational and healthcare institutions, publishing houses, media organizations, social service entities, and food factories. In each case the organization has been established to give added impetus to one or more dimensions of Church activity. In many instances the identity of the organization includes the name “Adventist” or “Seventh-day Adventist,” trademarks owned by the General Conference Corporation and used, under license, by other organizations. Any use of trademarks or names owned by the General Conference must be in harmony with the Trademarks Policy and
could involve entering into a license agreement for their use. These organizations are not structured as integral parts of the regular ecclesiastical organization of the Seventh-day Adventist Church. They have their own distinct legal personality. Their identity and participation in Seventh-day Adventist Church mission and values occurs through selection, by a constituency, of Seventh-day Adventist Church members in regular standing to serve as constituents, directors/trustees, administrators, and employees.

**BA 25.30 Organizational Structure of Legal Entities**—The specifics of organizational structure may vary depending on local laws and regulations. To the fullest extent possible corporations and legal entities established to advance Seventh-day Adventist mission and identity shall embrace the following principles of organizational structure and operation:

1. Each organization shall have a defined membership or constituency. Unless local regulations (i.e. government charter for a university) require otherwise the membership or constituency shall be drawn from or appointed by the sponsoring organization and all individual members shall be Seventh-day Adventist members and/or organizations associated with the Seventh-day Adventist Church.

2. A majority of the membership or constituency is selected/appointed by the executive committee or board of the sponsoring denominational entity. This constituency is entrusted with the ownership rights and obligations of the corporation, including the responsibility to maintain a close relationship with the sponsoring body and its purposes.

3. A membership or constituency meeting is held at least once in five years to review the progress of the organization, its alignment with Seventh-day Adventist Church identity and objectives; to appoint a board of directors/trustees with ability and authority to govern the organization; to adopt/amend the governing documents of the organization; and to perform such other functions as belong to the members or constituency of an organization.
4. Unless board composition is addressed elsewhere in General Conference or division working policy, the board shall be comprised of directors/trustees who are Seventh-day Adventists in regular standing.

5. The board, after consultation with the administration of the organization’s sponsoring entity (i.e. division, union, or other church entity) shall elect the chairperson. In the interest of preserving close alignment with denominational teachings, values, programs, and initiatives the chairperson ordinarily shall be an officer of the sponsoring entity.

6. The governing documents of the entity shall clearly indicate that the board is accountable to the membership/constituency. In rare occasions where a majority of the board membership is based on ex officio positions in denominational entities it may be permissible, subject to executive committee approval (General Conference or division, as applicable), for an organization to have a self-perpetuating board.

7. The governing documents provide that on dissolution all funds remaining shall be used for charitable purposes as directed by the sponsoring organization or its designated entity or the Seventh-day Adventist Church.

**BA 25 35 For-Profit Corporations and Joint Ventures**—Corporations are generally established by the Seventh-day Adventist Church as religious not-for-profit entities. From time to time, due to the nature of its activity, a denominational corporation may find it advisable to establish a for-profit subsidiary or to enter into a joint venture with other persons/corporations who are not members or organizations of the Seventh-day Adventist Church. The formation of for-profit subsidiaries and joint ventures shall follow the same process of authorization as described in BA 25 10. Joint ventures recognized as denominational entities shall have majority control by a denominational entity.

**BA 25 40 Relationship of Denominational Legal Entities to the Church**—Legal entities established or authorized by the denominational church.
national units for specific purposes must bear in mind that their activity is intended to support the overall identity and mission of the Seventh-day Adventist Church. Their corporate conduct is expected to demonstrate Seventh-day Adventist teachings, values, ethics, and lifestyle. Such legal organizations are affiliated with the Seventh-day Adventist Church in advancing its mission and are obligated to maintain alignment with denominational policies, objectives, and purposes.

**BA 25 45 Relationship of Denominational Legal Entities to Local Seventh-day Adventist Congregations**—Denominational institutions and other legal entities, by virtue of a relatively high concentration of Seventh-day Adventist employees in one location, also need to maintain a clear and mutually beneficial relationship with the local Seventh-day Adventist Church. In many cases the church building may reside on the campus of the institution and a high percentage of the church members be drawn from the institution’s employees. In these situations it is important to preserve a distinction between the functions of the institution and the role of the local church. The pastors of the local church are employees of the local conference/mission and the local church remains a member unit of the conference/mission. The administration of the institution and the pastors of the church will need to keep in frequent and mutually supportive communication in order for the life of institution and church to thrive.

**BA 30 Legal Counsel**

**BA 30 05 Employment of Legal Counsel**—The Seventh-day Adventist Church at all levels—General Conference, division, union, and local conference—shall seek and use legal counsel to safeguard the Church in the fulfillment of its mission.

**BA 30 10 Seventh-day Adventist Lawyers**—Priority shall be given to the selection of qualified lawyers who are members of the Seventh-day Adventist Church and are duly licensed in the appro-
appropriate jurisdiction and display the professional credentials appropriate to the need of the Church in that jurisdiction.

**BA 30 15 Functions of Legal Counsel**—Lawyers advising and representing the Church and its institutions shall in all matters and at every opportunity give legal counsel consistent with the laws of the applicable jurisdiction. Above and beyond basic legal requirements, lawyers should advise the Church as to what appears to be fair, just, moral, and equitable, thereby seeking to direct the Church toward a position of moral and social leadership in harmony with scripture and reflective of Christian love.

**BA 35 Financial Consequences of Litigation**

When a church entity is named as a party in litigation for a matter in which it was not directly involved, the church entity directly involved in the matter leading to the litigation shall reimburse the sum of all damages, judgment or settlement of any legal action, court costs, legal fees, and fees of experts paid by the uninvolved, named party. This includes insured costs when the requirements of S 60 05 (3) are not followed.

Unless there are extenuating circumstances that cause reasonable delay in notifying the party actually involved in the suit, the responsible entity(s) involved shall be notified of any such pending litigation at the commencement of the litigation and shall be permitted to take part in or control the defense of the action to the extent of such entity’s anticipated liability. If, as a result of this policy or for any other reason, it is anticipated that the North American Division or General Conference will be requested to fund any portion of the litigation costs or damages awarded, then the Division or General Conference shall be notified at the commencement of the case and the Office of General Counsel shall be responsible for administering the litigation if the Division and/or the General Conference agrees to participate in the funding of costs or damages in the case.
BA 40 General Conference of Seventh-day Adventists Trademark

BA 40 05 Statement of Philosophy—The Seventh-day Adventist Church has an historical, evangelical, and proprietary interest in trademarks, service marks, and trade names (referred to collectively herein as “trademarks”) developed by the Church and its related organizations. This policy shall apply to the General Conference of Seventh-day Adventists, the world divisions and departments of the General Conference of Seventh-day Adventists, and other services, organizations, and corporations listed as General Conference entities in the current Seventh-day Adventist Yearbook (referred to collectively herein as “General Conference”). This policy shall also apply to other Seventh-day Adventist entities or organizations utilizing trademarks owned or controlled by the General Conference. Further, it is anticipated that Seventh-day Adventist church members and supporting ministries shall abide by these policies. It shall be the policy of the General Conference to obtain maximum legal protection under applicable law in harmony with the following procedures and guidelines listed below. Organizations authorized to use trademarks shall include the appropriate indicia of ownership as permitted in their jurisdiction to attribute ownership of the trademarks. For instance, the ® should be used where registration is held and the ® correctly attributes that ownership registration.

BA 40 10 Ownership—All legal rights in any trademark utilized by the General Conference, as defined, shall be vested in the General Conference Corporation with use by a related or subsidiary entity subject at all times to approval and review by the General Conference Corporation.

BA 40 15 Registration and Fees—Trademark registration shall be obtained through the General Conference Office of General Counsel pursuant to an enabling action of the General Conference Corporation. Legal fees and other expenses incidental to max-
imizing trademark protection shall be paid in full by any depart-
ment, subsidiary, or related organization of the General Conference
initiating the process or utilizing the trademark with the under-
standing that ownership at all times shall be vested in the General
Conference Corporation.

**BA 40 25 Unauthorized Use**—It shall be the responsibility of
the Division to monitor and review any unauthorized use of trade-
marks registered in the name of the General Conference Corpo-
ration. In the event that a registered trademark or name is being used
without authority, the division shall initiate the Trademark Protec-
tion Procedures outlined in BA 40 50 in order to protect the propri-
etary interests of the Church as well as its good name. Approval by
the General Conference Corporation through the General Confer-
eence Administrative Committee shall be obtained prior to the im-
plementation of any legal action.

**BA 40 30 Other Trademarks**—Seventh-day Adventist entities
other than the General Conference shall be entitled to maintain
trademark ownership and registration for various marks in their
own names so long as such application, ownership, and use does
not conflict with existing trademarks, legal rights, and/or policy of
the General Conference. The General Conference Office of Gen-
eral Counsel shall provide assistance and direction to non-General
Conference entities as necessary.

**BA 40 35 Limitation of Rights**—Nothing in this policy shall
be construed or interpreted as limiting any of the legal rights of the
General Conference Corporation with respect to its ownership and
use of any and all of its trademarks.

**BA 40 40 Use of Existing Marks**—Exiting trademarks in-
declare, but are not limited to, the denominational logo, the name
“Seventh-day Adventists” and/or “Adventist,” or any derivative of
such trademarks, including, but not limited to “SDA.” Use of
trademarks may be authorized as follows:

1. Church entities that have denominational status and are in-
cluded in the current *Seventh-day Adventist Yearbook* shall have an
automatic license to use these trademarks in their names and ministries by virtue of this policy unless specifically revoked by the General Conference Corporation. Such trademarks shall not be utilized in commercial endeavors.

2. Local churches and companies may use these trademarks in their names and ministries following approval of status by the local conference or mission. Such trademarks shall not be utilized in commercial endeavors.

3. Church members, supporting ministries, business and professional groups shall not utilize trademarks owned by the General Conference Corporation without its express written approval. Applications for such use shall be made to the General Conference Corporation through the Office of General Counsel. Granting a license to use trademarks owned by the General Conference Corporation shall be at the sole discretion of the General Conference Corporation based on the following conditions:
   a. Recommendation by the local conference/mission/field that the church members, supporting ministries, business or professional group requesting trademark usage be granted the license;
   b. The activities of the church members, supporting ministries, business or professional group shall be in harmony with the teachings of and specifically supported by the Seventh-day Adventist Church;
   c. The organization’s board and membership shall consist of Seventh-day Adventists in regular standing;
   d. The anticipated use of the trademark shall not be in conflict with previously granted license(s); and
   e. The trademark shall be utilized in noncommercial functions, except as approved by the General Conference Corporation.

BA 40 45 Right to Revoke—The General Conference Corporation shall maintain the right to revoke permission for the use of any trademarks by any denominational entity or church members, supporting ministries, business or professional group at any time, with or without cause.
BA 40 50 Trademark Protection Procedures—It is the responsibility of every organizational entity, at all levels of the Seventh-day Adventist Church, to protect the names Seventh-day Adventist, Adventist, and SDA (or their equivalents in other languages). Any unauthorized use of the name (see BA 40 25) shall be reported to the officers of the division and the Office of General Counsel. The division, in cooperation with the reporting entity, shall attempt to obtain a simple remedy. If this is not successful, the division shall advise the General Conference Corporation of the matter who, through the Office of General Counsel, will work with the division to resolve the issue.

If all attempts to bring resolution fail, and it is determined that legal action is required to protect the Church’s trademarks, the reporting entity, in cooperation with the division and in consultation with the General Conference Corporation Office of General Counsel, may recommend redress through the courts. Further, the General Conference Corporation reserves the right to initiate such legal action on its own in consultation with the division and other Church entities located where the unauthorized use occurs.

Prior to the initiation of legal action, the appropriate administrative committees of each entity involved in legal proceedings to protect the name are to officially record approval. Unless another organization agrees in writing to bear legal costs, the entity initiating legal action will be responsible for such costs. Information regarding the matter should be disseminated to church members and other interested parties in order to keep them informed regarding the case and eliminate or reduce criticism of the church for initiating legal action.

BA 40 55 Authorizations for Divisions—The General Conference Corporation may authorize divisions with both a corporate basis and expert legal counsel to implement trademark protection procedures in cooperation with the General Conference Office of General Counsel.
BA 41 Personal Relations and Organizational Authority

BA 41 05 Unity in Work—It is fundamental that employees counsel together as to plans and policies of work in all organizations, the consensus, or majority conviction, being accepted as the general working plan. Unity in effort is more essential and fruitful in soul winning than exact perfection in plans.

BA 41 10 Dispute Resolution—Each union, local conference/mission, and institution shall develop appropriate Conciliation and Dispute Resolution Procedures, which take into account legal requirements and principles of fairness, for the use of denominational organizations and employees within its territory. (See BA 42)

BA 41 15 Adjustment of Personal Differences—Persons accepting employment in any branch of the work of the denomination thereby indicate their willingness to support the purposes and policies of their employing organization and, should the need arise, to use Biblical principles in conciliation and dispute resolution procedures. Some employers may have a specific set of conciliation and dispute resolution procedures for use by the employer and employee. (See BA 42)

BA 41 25 Adjustments of Differences—Divisions and General Conference—If any adjustment is needed regarding differences of opinion arising between the division committee and the General Conference Committee or the General Conference Administrative Committee, the matter is to be referred to the next Annual Council.

BA 41 26 Appeal for a Hearing—Provision is made in the North American Division Conciliation and Dispute Resolution Procedures policy (See BA 42) by which aggrieved individuals or groups in the Church may appeal for a hearing in order to resolve conflict without resorting to litigation and are assured full privilege of presenting opinions and convictions, and asking consideration and counsel in matters affecting life and service without prejudice.
Employees of church institutions which have established grievance procedures are to follow the procedures of their employing institutions.

**BA 42 Conciliation and Dispute Resolution Procedures**

**BA 42 05 Purpose**—The Conciliation and Dispute Resolution Procedures were developed to provide a method whereby the Church may resolve disputes between church members, individual lay members and various church leaders, employees and church employers, church organizations (service organizations, departments, associations, etc) and/or between conferences and institutions.

The role of the Seventh-day Adventist Church entities in resolving disputes among their members has a long historical tradition. These procedures were prompted by a doctrinal concern based on the Bible and counsel given to the Church by Ellen G White. The Conciliation and Dispute Resolution process is designed to be neutral, impartial, and independent.

**BA 42 10 Church Policy**—The Conciliation and Dispute Resolution Procedures are subject to the policies recorded in the Seventh-day Adventist Church Manual and the General Conference and North American Division Working Policy. Before applying the following procedures, all parties involved in the resolution of a dispute should read “Safeguarding the Unity of the Church” in the current edition of the Church Manual.

**BA 42 15 Dispute Resolution**—Binding Arbitration is available to the Church (local church, local conference, union, and division) for resolving disputes in ways that lead to reconciliation. It is a quasi-legal procedure in which the parties in dispute meet voluntarily in the presence of one or more arbitrators for a hearing. The verdict of the arbitrator(s) is binding upon all parties.

Binding arbitration is not to be entered into without prior efforts to negotiate informally and mediate the dispute. It must be
evident that these steps, as listed below, have been taken before a request for binding arbitration is approved:

1. **Informal Negotiation**—The parties in dispute must voluntarily meet with one another in order to resolve their differences and become reconciled (Matt. 18:15). A pastor or other spiritual counselors may prompt the parties to meet for this purpose.

   Adequate time for spiritual preparation should be allowed in order for the Holy Spirit to work in the hearts of the parties in dispute. The disputing parties must begin the conciliation and dispute resolution process with informal negotiation.

2. **Mediation**—If the informal negotiation does not suffice, the parties in dispute must voluntarily meet together with one or more mediators. The mediator(s) serve(s) to guide the negotiation as the parties seek to agree and become reconciled (Matt. 18:16).

   Before the process of binding arbitration can begin, all pending lawsuits related to the dispute must be dismissed, and/or the parties involved must sign an agreement not to institute a lawsuit against each other.

**BA 42 20 Exemptions**—The Conciliation and Dispute Resolution Procedures may not apply in situations which are deemed to be outside the jurisdiction of the Church or for which the Church agrees that it has no adequate process for orderly settlement. Examples of cases that are not covered by these procedures may include but are not limited to:

1. Settlement of insurance or self-insurance claims.
2. Issuance of decrees affecting the boundaries and ownership of real property.
3. Marital differences.
5. Deciding matters involving the administration of estates.
7. Individual disputes with any branch of civil government or law enforcement agencies.
8. Specific theological questions.
9. Questions regarding church discipline and the transfer or reinstatement of membership.

10. Church elections.

**BA 42 25 Jurisdiction**—It is the expectation of the North American Division that all grievances be resolved at the level where they arose. An in-house procedure that is equitable for all parties concerned, and which includes informal negotiation and mediation as essential first steps to resolution and reconciliation, should be used to settle the dispute.

If an in-house procedure fails to bring about resolution and reconciliation, either the grievant or the organization may request binding arbitration using the North American Division Conciliation and Dispute Resolution Procedures. The higher ecclesiastical authority over the territory where a dispute arises has jurisdiction in the resolution of the conflict when the Conciliation and Dispute Resolution Procedures are used. Requests are to be carefully reviewed by the higher body and approved in situations where to do so is in the best interests of the party(ies) concerned. In disputes involving members of different churches, and employees of different conferences, unions, and institutions, jurisdiction is with the next higher level of the church/conference/institution of the member/employee whom the claim is against.

The arbitration initiation form and agreement, the binding arbitration protocol statement, and the confidentiality agreement referred to in this section are made available to the administrators of this process by the North American Division Office of Human Relations. When organizations review decisions of other organizations, they do not assume responsibility for the liabilities of any other organization.

1. **Local Church Disputes**—The local church has jurisdiction in disputes between its lay members. Disputes that affect the employment of members hired by the conference, locally funded em-

*Covered by policies in the Seventh-day Adventist Church Manual.*
employees of conference institutions, or the division to serve the local church are in the jurisdiction of the hiring body.

2. *Local Conference Disputes*—The local conference has jurisdiction in disputes between:
   a. Local conference employees and/or locally funded conference employees of local conference institutions or churches.
   b. Local conference and locally funded employees and the congregation.
   c. Conference and locally funded institution employees and the institution.
   d. Lay members and the local conference.
   e. Locally funded church employees, locally funded conference employees, local conference institution employees, and the local conference.
   f. Local conference churches, organizations, and/or institutions.
   g. Congregation splits within the conference.

3. *Union Conference Disputes*—The union conference has jurisdiction in disputes between:
   a. Intraunion conference employees (includes locally funded employees of local conference churches, organizations, and institutions) and/or union employees.
   b. Local conference and locally funded employees and the conference.
   c. Union institution employees and the institution.
   d. Lay members or local churches and the union conference.
   e. Local conference employees, conference and locally funded institutional employees, union conference institution employees, and the union conference.
   f. Intraunion organizations, union institutions, and/or local conferences within the union.

4. *Division Disputes*—The North American Division has jurisdiction in disputes between:
a. Inter-union denominational employees, division employees, and/or employees of division institutions.

b. Union conference employees and the union conference.

c. Division institution employees and the union conference.

d. Division employees and the division (through the Office of Human Relations rather than administration).

e. Lay members and the division.

f. Local and union conference institutions or division institution employees and the division.

g. Any two denominational organizations within the division which do not come under the jurisdiction of a single union conference.

h. Any denominational organization within the division and the division.

5. Institution Disputes—The next higher level of the institution has jurisdiction in resolving disputes of institutional employees that have been approved to use the Conciliation and Dispute Resolution Procedures.

**BA 42 30 Initiation Process**—The following steps must be taken to initiate the Conciliation and Dispute Resolution Procedures at all levels of the North American Division.

1. **Local Church**—To initiate the procedures at the local church level, the grievant(s) shall make a written request for binding arbitration to the local church pastor or church board. Normally, within 15 working days of the receipt of the request, the pastor or church board shall respond to the grievant(s) with a written acknowledgment and statement as to how and when the request will be processed. Arbitration forms shall be enclosed for the grievant(s) to complete and return to the pastor or board as soon as possible.

2. **Local Conference**—To initiate the procedures at the local conference level the grievant(s) shall make a written request for an arbitration hearing to the secretary/human relations director of the local conference. Normally, within 15 working days of the receipt
of the request, the conference secretary/human relations director shall respond to the party making the request with a written acknowledgment and statement as to how and when the request will be processed. Arbitration forms shall be enclosed for the grievant(s) to complete and return to the conference secretary/human relations director as soon as possible. These include the conciliation and dispute spiritual preparation study, the binding arbitration protocol statement, and the confidentiality agreement statement. After the arbitration initiation forms have been signed and returned, the following steps shall be taken by the local conference secretary:

a. Present the request and arbitration initiation forms to the local conference administrative committee (or other appropriate body) for action.

b. Notify the grievant of the decision of the conference. If that decision is for binding arbitration, in communication with the grievant, set the date, time, and place for the hearing; and select the arbitrator(s) and observer(s). The arbitrator(s) and observer(s) must be approved by the parties in dispute.

c. Furnish the arbitrator(s) and observer(s) a copy of the arbitration initiation agreement signed by the parties in dispute within ten (10) working days prior to the arbitration hearing date. The information contained in the agreement shall include time, place, and date of the hearing; each party’s version of the facts; issues to be discussed; positions taken relative to the issues; documents of evidence, proof, or verification; names of invited witnesses; and nature of the settlement requested.

3. **Union Conference**—Union Conference personnel shall initiate the dispute process at the union conference level. To do this, the grievant(s) shall make a written request for an arbitration hearing to the secretary/human relations director of the union conference. Normally, within 15 days of the receipt of the request, the union conference secretary/human relations director should respond to the grievant(s) with a written acknowledgment and state-
Arbitration forms shall be enclosed for the grievant(s) to complete and return to the union secretary/human relations director as soon as possible. These include the conciliation and dispute spiritual preparation study, the binding arbitration protocol statement, and the confidentiality agreement statement. After the arbitration initiation forms have been signed and returned, the following steps shall be taken by the union conference secretary/human relations director:

a. Present the request and arbitration initiation forms to the union conference administrative committee (or other appropriate body) for action.

b. Notify the grievant(s) of the decision of the union conference. If that decision is for binding arbitration, in communication with the grievant(s), set the date, time, and place for the hearing; and select the arbitrator(s) and observer(s). The arbitrator(s) and observer(s) must be approved by the parties in dispute.

c. Furnish the arbitrator(s) and observer(s) a copy of the arbitration initiation agreement signed by the parties in dispute within ten (10) working days prior to the arbitration hearing date. The information contained in the agreement shall include time, place, and date of the hearing; each party’s version of the facts; issues to be addressed; positions taken relative to the issues; documents of evidence, proof, or verification; names of invited witnesses; and nature of the settlement requested.

4. Division Office—Division office personnel shall initiate the dispute process through the associate secretary of the division/Office of Human Relations director. Normally, within 15 working days of the receipt of the request, the associate secretary/Office of Human Relations director shall respond to the grievant(s) with a written acknowledgment and statement as to how and when the request will be processed. Arbitration forms shall be enclosed for the grievant(s) to complete and return to the associate secretary/Office of Human Relations director as soon as possible. These include the conciliation and dispute spiritual preparation study, the
binding arbitration protocol statement, and the confidentiality agreement statement. After the arbitration initiation forms have been signed and returned, the following steps shall be taken by the associate secretary/human relations director:

a. Present the request and arbitration initiation forms to the division administrative committee for action.

b. Notify the grievant(s) of the decision of the division administrative committee. If that decision is for binding arbitration, in communicating with the grievant(s), set the date, time, and place for the hearing; and select the arbitrator(s) and observer(s). The arbitrator(s) and observer(s) must be approved by the parties in dispute.

c. Furnish the arbitrator(s) and observer(s) a copy of the arbitration initiation agreement signed by the parties in dispute within ten (10) working days prior to the arbitration hearing date. The information contained in the agreement should include time, place, and date of hearing; each party's version of the facts; issues to be discussed; positions taken relative to the issues; documents of evidence, proof, or verification; names of invited witnesses; and nature of settlement requested.

BA 4235 Institutions—Educational and other institutions affiliated with the local and union conferences and the division are expected to have established grievance procedures that are designed to address disputes between its employees. When an in-house grievance process has failed to bring about resolution, the grievant or the administration of the institution may request a binding arbitration hearing to be administered by the next higher body. The acceptance or rejection of this request is left to the discretion of the administration at the next higher level.

When an in-house grievance process has failed in a General Conference institution based in the North American Division, the grievant or the administration of the institution may request that a binding arbitration hearing be conducted by the president or secretary of the General Conference. The General Conference officers
may ask the administration of the North American Division to conduct the hearing. The acceptance or rejection of the request from the institution is left to the discretion of the General Conference administration.

**BA 42 40 The Arbitration Panel**—The credibility of the arbitration panel in the eyes of the parties in dispute is of utmost importance. The panel should be perceived by the parties in dispute to be neutral, impartial, and independent.

An arbitration hearing may be conducted by either one or three persons, including the moderator; however, in either case, the parties in dispute must agree on the person(s) as well as the number of persons appointed to serve.

On the local church level, the arbitrator(s) as well as the moderator of the arbitration panel are appointed by the church board after they have been agreed upon by all parties in dispute. On the local conference, union conference, and division levels, the arbitration panel as well as the moderator are appointed by the secretary/human relations director of these organizations after they have been agreed upon by all parties in dispute.

**BA 42 45 Qualifications of the Arbitrator(s)**—Arbitrators must be church members in regular standing who are trained and qualified to serve on arbitration panels and who have the potential for bringing about a resolution. A pool of volunteer arbitrators shall be formed from which individuals may be randomly selected to serve as needed. Every effort should be made to include ethnic minorities, women, nondenominationally employed persons, retired former church employees and others as appropriate to the situation.

**BA 42 50 Legal Representation**—The Conciliation and Dispute Resolution Procedures are designed to be an alternative process to the court system where legal representatives are present. Since the intent is to engage in a process that is semiformal, flexible, and nonlegalistic, it is therefore recommended that:
1. Legal representation be discouraged unless the attorneys are present to provide expert counsel on specific legal matters. All parties must agree on both the attendance and personnel involved.

2. Peer representation be permitted if both the attendance and personnel are agreed upon by all parties in the dispute.

**BA 42 55 Observers**—To ensure that the hearing is conducted in keeping with Church policy and the arbitration agreement, an observer may be permitted only at the request of and with the consent of all parties in dispute. Observers may answer questions that are asked by either the arbitrator(s) or the parties in dispute.

**BA 42 60 Conflicts of Interest**—The arbitrator(s) and observer(s) shall commit themselves to strict confidentiality and shall disclose all real or potential conflicts of interest in the dispute. When such conflicts of interest are disclosed, the person(s) involved shall be replaced.

**BA 42 65 Witnesses**—Witnesses appear in an arbitration hearing at the call of the moderator. They are present in the hearing only to testify and must leave when they have completed their testimony.

**BA 42 70 Transcripts and Recordings**—Formal transcripts or electronic recordings are permissible in arbitration hearings.

**BA 42 75 Duration of an Arbitration Hearing**—An arbitration hearing should normally consume one day or less.

**BA 42 80 Financial Arrangements**—The costs for conducting arbitration hearings are to be allocated in the following manner unless otherwise agreed to by all parties involved:

1. The parties in dispute are to pay all of the travel expenses (transportation, per diem, lodging) for themselves and the witnesses they invite.

2. The parties in dispute are to pay on a 50-50 basis the travel expenses of any lay person or retired former church employee who serves as an arbitrator.
3. The local or union conference is to pay the travel and lodging expenses for their employees who serve as arbitrators and observers.

4. When a local conference employee is asked to serve as an arbitrator or an observer in another local conference, the inviting conference pays the travel and lodging expenses.

5. When a union conference employee is asked to serve as an arbitrator or an observer in another union, the inviting union pays the travel and lodging expenses.

6. The North American Division pays the travel expenses for its employees who serve as arbitrators and observers.

7. Incidental expenses incurred by private moderators and arbitrators such as secretarial help, telephone calls, postage, etc., are to be paid by the local church, the local or union conference, or the division that appointed them.

**BA 42 85 Follow-up**—After-the-fact details are to be cared for by a person(s) assigned the responsibility by the local church, the conference, or the division. These include:

1. Filing of any materials generated by the arbitration hearing with the secretary of the conference or institution that had original jurisdiction.
2. Healing relationships hurt by the dispute.
3. Effectuating and monitoring the settlement.
4. Filing annual reports of union and division arbitration hearings with the North American Division associate secretary/director of the Office of Human Relations. (See BA 70)

**BA 50 Institutional Organizations**

**BA 50 10 Election of Institutional Boards**—Institutional boards are to be elected by the constituency (or equivalent) of the institution, and the election shall ordinarily be for the period between regular sessions of the constituency. (Local field institutions, two to three years; union field institutions, four to five years.)
BA 50 15 Appointment of Institutional Administrators—
The appointment of institutional administrators shall be by the
board of the institution and not by direct action of the constituency
of the institution.

BA 55 Procedure in Electing Institutional
Boards and Administrators

BA 55 05 Appointment of Standing Committees in Institutional Constituency Meetings—At the time of the constituency meetings of denominational institutions, excluding General Conference institutions, the standing committees for said meeting shall follow after the general pattern as outlined in the NAD Working Policy for organizing the standing committees for union conference sessions. In the case of the institution, segments of the constituency such as General Conference and union conferences, and constituent members within the institution shall each name an agreed number from their groups to constitute the committee to nominate the standing committees for the constituency meeting. The ranking officer of the North American Division present, or in the case of a local conference institution, the ranking officer of the union conference present, shall serve as chairman of this special committee. Representatives from these several groups shall be appointed to serve on this special committee by these groups at the time of the constituency meeting.

BA 55 10 Appointing Chief Administrator—In electing the boards of institutions the office of the chief administrator should be named, but not the individual. The current chief administrator should not be present when the newly elected board considers the appointment of the chief administrator of the institution.

BA 55 15 Authority of Board of Management—Boards of management of institutions are the constitutional bodies to which has been delegated full authority to control and manage the institutions in harmony with established working policies.
**BA 55 20 Local Board**—Where circumstances indicate the necessity for appointment of a local board, administrative committee, or house committee, the board of management should make such appointment, and should in a written statement clearly define the duties and limitations of such local board or house committee. The board of management should outline important projects and policies and hold the local board or house committee responsible for carrying them out as instructed. The local board, in administering the affairs of the institution, should be limited in its expenditures to a sum which shall be clearly defined. All proposed expenditures for new enterprises, equipment, or repairs in excess of the sum indicated are to be brought to the board of management for authorization. Minutes of the local board or the house committee should be kept and circulated as directed by the board of management so they may be always informed of the proceedings of the local board. All authority of management is vested in the board of management, and local boards or house committees shall exercise only such authority as has been delegated to them by the general board of management.

**BA 55 25 Relationships—Boards and/or Administrators**—Administrators of institutions, enterprises, and branches are the persons chosen to carry out the decisions of the managing boards. Powers, rights, and authority of management are not vested primarily in such persons, but in the respective boards from which they receive direction.

**BA 70 Retention and Safeguarding of Records**

**BA 70 05 Records Management**—The normal operation of denominational organizations and institutions results in the production and the accumulation of a large volume of files and records of varying degrees of administrative and historical value. In order to preserve documents of permanent value and to avoid the unneces-
sary preservation of unneeded materials, each organization will find it advantageous to establish a records management program.

Administrators, business managers, and other employees in all organizations should evaluate the legal, financial, and cultural worth of various types of files and records produced in all offices. The political unrest through which the world is constantly passing seriously affect property rights, for example, and demand the proper preservation of denominational property records. Corporate papers and board minutes not only tell the history of an organization but may be called upon in cases of litigation. Many other documents and general files that seem to be of little value beyond their initial retention period grow rapidly in historical value as time passes and even serve future administrators in restudying issues and problems.

**BA 70 10 Records Retention**—1. Each organization and institution shall establish a records center, that is, a storage place to protect documents from fire, deterioration and unauthorized access. This records center shall house those noncurrent documents or files designated for either short-term or permanent storage. The records center is not to be used for the storage of current files, that is, those that are consulted several times a year in the normal course of business.

2. A records retention schedule, available from the General Conference Office of Archives, Statistics, and Research, shall be considered by the respective denominational organizations and institutions and, with revisions that may be indicated by local needs or varying legal requirements, be adopted by their governing boards or committees.

3. Documents and files stored in the records center awaiting later destruction shall be boxed in such a way as to make clear the date of their destruction, under the provision of a records retention schedule approved by the organization’s executive committee or board.
4. Documents and files to be preserved permanently may be kept in hard copy, microform, or digital form, at the discretion of the appropriate governing body. Hard copy and microform may be stored in the same storage facility with less permanent items but should be physically separated from them and clearly labeled. In the event of digital storage, copies of vital records, including executive officer correspondence and major committee minutes, should also be stored offsite.

5. Organizational units (see B10) with sizable collections of records, aged fifty years or older, shall make provision to create an historical archive, where measures can be taken for long-term preservation and for making documents accessible to researchers. Organizational units may designate an Adventist tertiary institution as their historical archive, with the agreement of the institution.

**BA 70 12 Records Manager**—At divisions and unions, a records manager should be designated who will be responsible to the secretary (see BA 70 30) for implementing the records management program and, in particular, the provisions of the records retention schedule.

**BA 70 15 Transmittal of Vital Records**—1. All organizations and institutions shall give special attention to the preservation and security of their own vital records, such as articles of incorporation, constitutions and bylaws, minutes of boards or governing committees, property records and other legal documents.

2. The secretary of each union conference in the North American Division shall forward to the General Conference Office of Archives, Statistics, and Research a true copy of the articles of incorporation of all legal bodies within the union conference, the union committee minutes and the board minutes of union institutions.

3. The treasurer/chief financial officer of each union conference in the North American Division shall forward to the General Conference Office of Archives, Statistics, and Research properly
indexed and identified copies of property records as follows in microform or photocopy:

a. All deeds, mortgages, contracts, and other documents covering the acquisition and holding of real property by any Seventh-day Adventist organization or institution within the union’s territory, excluding those of local churches and elementary (primary) schools. It is understood that local conference and/or union conference treasurers/chief financial officers will keep all property records on file including those of local churches and elementary (primary) schools.

b. A list or index of such documents, with a brief description stating the location, name of legal body holding title, original cost, date acquired, and summary of major improvements or additions. Property records are to be brought up to date annually by reports to the General Conference Office of Archives, Statistics, and Research as additional property is acquired, major improvements are effected, or property is disposed of.

**BA 70 20 Ownership of Records**—1. When an organization records ideas and information on paper or other medium, it retains the ownership of that record. Both the information and medium on which it is recorded are a resource to be protected and preserved, or destroyed, according to approved records management principles.

2. All records, files, and documents (including emails and other correspondence) created by the employee in the course of employment are the property of the employing organization and shall at all times continue in the ownership and control of the employing organization for its use, preservation, or destruction according to its records management policies. On leaving employment, the individual shall transfer copies of all such documents relating to their official duties to the secretary (or designee) of the employing or parent organizational unit.

a. The term “records” includes, but is not limited to, information recorded on or transmitted by paper, film, audio and video
tape, email, or other electronic media or sound media, as well as charts, drawings, and maps.

b. Excluded from this policy are materials closely related to an employee’s professional career or graduate education such as sermons and sermon files and graduate research materials.

3. In addition to the informational value of organizational documents, files, and other records, some items have a literary value. Although this value also resides with the employer, it may, by written agreement, be vested in the employee or shared with the employee. (See B 70 25, Literary Property Interests.)

**BA 70 25 Literary and Other Property Interests**—

1. **Ownership**—Literary and computer software property interests in any work prepared on the job by an employee within his/her employment shall vest in the legal employing church entity. Such legal entity shall hold title to any copyright, trademark, patent, or other legal property interest without responsibility for royalty or reimbursement other than the regular salary and benefits earned by the employment.

2. **Exclusion**—This policy is not intended to cover sermons and graduate-study materials.

3. **Exception**—The legal employing church entity by written agreement signed by all parties may exempt an employee from any portion of this policy. Any such agreement must be approved by majority vote of the executive committee/board of the legal church entity, and an original copy of the agreement must be filed with the official minutes of such board.

**BA 70 30 Implementation**—The secretary of a local conference/mission, union or division shall be responsible for the implementation of this policy in his/her respective field and in its subsidiary organizations except for those portions specifically designated as being the responsibility of the treasurer/chief financial officer. In the case of institutions, the secretary may delegate this responsibility to the institution’s chief executive officer.
BA 75 Access to Personnel Information and Placing Interorganizational Calls

BA 75 05 Access to Personnel Information and Placing Calls Within Area of Administrative Responsibility—A denominational organization shall be authorized to access personnel information or place calls for personnel serving within its own area of administrative responsibility.

BA 75 10 Placing Calls With Other Areas of Administrative Responsibility—A denominational organization which wishes to place calls outside its own area of administrative responsibility shall do so by referring its request in writing to the local conference/mission, institution, union conference, or Division Secretariat/Human Resources office of the organization with which it wishes to place the call (see also NAD E 45). Only by following this procedure shall any organization place a call outside its own area of administrative responsibility. However, the Division executive committee may approve an alternate intradivision call procedure involving administrative organizations.

BA 75 15 Calls Involving a General Conference Institution—If the General Conference agrees, calls within a division involving a General Conference institution with that division may be processed under the alternate procedure established by the division. (See BA 75 10)
DIVISION ADMINISTRATION

C 05 North American Division Territory

The North American Division shall consist of Bermuda, Canada, the French possession of St. Pierre and Miquelon, the United States of America, Johnson Island, Midway Islands, and all other islands of the Pacific not attached to other divisions and bounded by the date line on the west, by the equator on the south, and by longitude 120 on the east.

C 05 05 Atlantic Union—Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, and the Bermuda Islands.

C 05 10 Canadian Union—Canada and the French possession of St. Pierre and Miquelon.

C 05 20 Columbia Union—Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia, and the District of Columbia.

C 05 25 Lake Union—Illinois, Indiana, Michigan, and Wisconsin.

C 05 27 Mid-America Union—Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wyoming, and San Juan County in New Mexico.


C 05 40 Pacific Union—Arizona, California, Hawaii, Nevada, Utah, Johnston Island, Midway Islands, and all other islands of the Pacific not attached to other divisions and bounded by the date line on the west, by the equator on the south, and by longitude 120 on the east.

C 05 45 Southern Union—Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.
C 05 50 Southwestern Union—Arkansas, Louisiana, New Mexico (excepting San Juan County), Oklahoma, and Texas.
C 05 55 Attached Field—The United States Territories of Guam and Wake Island, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

C 10 North American Division Corporation

The North American Division seeks to fulfill its divinely appointed mission while operating in a complex business and legal environment especially in the area of property titling and protection of legal rights and interests of the Church in North America. As a result of the need to have an organizational structure that meets these wide ranging needs, the North American Division formed the North American Division Corporation of Seventh-day Adventists to serve the Division. The primary purposes of the Corporation are to allow the Church in North America to hold title to property, to register various trademarks, service marks and other intellectual property, to facilitate entering of contracts and to function in other legal capacities as determined by its Constituency and Board of Directors.

C 11 North American Division

C 11 02 North American Division Administration—Our Lord’s commission to His church is to go into all the world, to every kindred, tribe, and nation, and to prepare a people for His coming kingdom. It is evident that this mighty task can be accomplished with greater efficiency by releasing the General Conference leaders from as much of the detailed administration of the work in the North American Division as possible, thus leaving the General Conference officers and Committee better able to divide their interests among the divisions of the General
Conference. Furthermore, it should be the objective of the North American Division not only to evangelize the peoples of North America but also to train employees for overseas service and provide financial and other support to the other divisions. The unique relationship existing between the North American Division and the General Conference, due to the fact that the division administration is centered at the world headquarters, makes advisable some modification of the usual mode of division organization and operation.

**C 11 05 Administrative Plan**—The administrative plan of the North American Division shall be on the following basis:

1. The North American Division Committee (NADCOM) transacts business as outlined by this policy together with such other responsibilities as may be delegated to it by the General Conference Executive Committee. Actions of this committee shall be considered final, subject to general limitations imposed by the General Conference bylaws on division committees. The members of this committee should be Seventh-day Adventists in regular standing.

2. The North American Division Committee shall be constituted as follows:
   a. President of the North American Division, Chair.
   b. Presidents of North American Division union conferences.
   c. President, secretary, treasurer/chief financial officer, and general vice presidents of the General Conference.
   d. Secretary and associate secretary of the North American Division.
   e. Treasurer/chief financial officer and associate treasurer/chief financial officers of the North American Division.
   f. Division vice presidents and field secretaries.
   g. Assistants to the president of the North American Division.
h. Directors and associates of all departments, associations, services, agencies, and offices in the North American Division.

i. Secretaries, treasurer/chief financial officers, vice presidents and union ethnic coordinators of North American Division union conferences.

j. Presidents of NAD-sponsored institutions.

k. Presidents of North American Division local conferences.

l. Chief executive officers of denominationally-affiliated colleges/universities located in the North American Division territory.

m. The president and the secretary-treasurer/chief financial officer of Adventist-Laymen’s Services and Industries.

n. North American Division ministers and laypersons who are members of the General Conference Executive Committee.

o. Dean of Andrews Theological Seminary.

p. Fifty-eight (58) members of North American Division churches who are not employed by the denomination or related institutions. These individuals shall be elected by the union conference executive committees. The fifty-eight seats shall be apportioned by NADCOM and elected by the union conferences at the first meeting following each General Conference Session.

q. Four pastors from each North American Division union conference to be selected by the union conference executive committees; a minimum of one of whom should be a woman.

r. Education directors of the North American Division union conferences.

s. Two classroom teachers from each North American Division union conference to be selected by the union conference executive committees; at least one of whom should be a woman.

t. Any other member of the General Conference Executive Committee present.

u. Such other persons as may be named by NADCOM not to exceed 5% of the total membership.
v. President of Adventist Intercollegiate Association, and the president of the student association from each college/university, who is a Seventh-day Adventist in regular standing.

Members of NADCOM provided for in paragraphs o, p, r, and t above, shall serve except for resignation or other termination from the time of their selection until the conclusion of the first Year End meeting following the year after a General Conference session.

3. The North American Division officers may issue a standing request for the following invitees to attend each annual Year-end Meeting:
   c. The directors of the North American Division Evangelism Institute, the Institute of Church Ministry, AdventSource, and resource centers fully accredited by the North American Division Church Resources Center Board.
   d. Chairpersons of General Conference institutional boards.
   e. The ranking officers of General Conference and North American Division institutions.

4. The North American Division Committee (NADCOM) is responsible for the following items, among others: the recommendation for selection in case of vacancies or removal of division executive officers; policy addition, deletion, and amendments; setting of the budget. The in-house NADCOM has the full authority of the Year-end NADCOM with the exception of the items listed above.

   C1110 Responsibility of North American Division—The North American Division shall be responsible for fostering the following lines of work in North America:
   1. Work in behalf of the spiritual interests of the members and all lines of departmental endeavor and, as a supreme objective, the maintaining of a strong program of evangelism.
2. Cultivate among the members a deep sense of responsibility for the finishing of the gospel work in all the world and leading out in the raising of funds for the world mission program in cooperation with the General Conference Treasury and the Church Ministries Department.
3. Transfer of employees within the division.
4. Work among the foreign-language groups.
6. Assist in the placing of returned missionaries.
7. Allocate ministerial scholarships.
8. Distribute and manage the North American Division funds.
9. Appoint standing/ad hoc study groups/task forces, committees, and commissions that deal mainly with North American unions, conferences, and institutions.
10. Hold a year-end meeting of the division committee following the General Conference Annual Council.
11. Prepare the program and agenda for the North American Year-end Meeting.
12. Administer the work which affects mainly the North American Division, its staff, and its subsidiary organizations.
13. Foster the interests and work of Adventist-Laymen’s Services and Industries.

C 11 11 Role of the NAD in Relation to Other Church Organizations—The NAD Office of the General Conference provides system-wide services for the NAD territory that transcend the scope of any one region. Such services include vision-casting, strategy, coordination, branding, training, consultation, and resourcing.

Within the North American Division territory, the NAD Office serves nine union conferences and the Guam-Micronesia Mission, an attached field. Local conferences may also be served in consultation with their union conferences.
The ultimate expression of the Seventh-day Adventist Church is in its local congregations. The effectiveness of support entities, such as offices, ministries, institutions, may be largely judged by how well they impact the local congregation. Congregations are best served when the following three conditions are met:

1) When each local conference and/or union conference helps ensure that every local church leader receives the training, resources, and support needed to be competent and effective. Ministry leaders at local conference and union conference offices may be salaried, paid by contract, or volunteers.

2) When the local pastor is educated and equipped to fulfill the roles and competencies of an effective, supportive congregational leader; and leadership at the NAD, union conferences, and local conferences understand and are prepared for their roles in providing the best support to the local pastor and congregation.

3) When the North American Division provides training, services, resources, and coordination that union conference and conference leaders find effective in their work with local churches. To ensure effectiveness in meeting the ministry needs of all those served, there should be rigorous assessment of NAD resources.

The North American Division refrains from providing ongoing on-site services directly to local churches. Instead, the NAD Office works with unions and conferences to help ensure that competent persons (whether regular, contract, or volunteer) are activated to provide strong, individualized services to local congregations.

In exceptional instances, union conference and conference leadership may request NAD administration to approve ongoing ministries and services to local churches on a pilot or case-by-case basis.

C 11 12 Role of the North American Division and Institutions—The NAD Office provides oversight to institutions in
proportion to the extent of funding they receive directly from the Division. Moreover, the NAD encourages cooperation with and support of institutions operating within the NAD territory though not directly funded by or under the aegis of the Division.

The North American Division moreover promotes greater understanding and dialogue with supporting organizations—those lay organizations not directly funded by any entity of the church. Section K 05 of the North American Division Working Policy describes the criteria, in part, for becoming a supportive ministry within the North American Division.

The North American Division Office, through entities such as AdventSource, provides specific resources to unions, conferences, and churches, as well as individual members. These resources are to be systematically evaluated for effectiveness and integrity of content.

**C 11 15 Financial Requests From NAD Unions**—Financial requests from the North American Division union conferences shall be presented to the NAD treasurer/chief financial officer.

**C 11 20 Mission Offering Goals—Allotments**—The setting of goals for mission offerings and the assignment of allotments for general institutions in North America shall be by the General Conference Executive Committee.

**C 11 25 Calls for North American Employees**—The calling of employees from North America into the General Conference staff and into interdivision service shall be by the General Conference Mission Personnel Processing Committee.

**C 11 30 Travel Authorizations**—1. *North American Division Staff*—Field appointments for the North American Division staff shall be voted by the respective department and approved by the division officers.

   2. *General Conference Staff*—Field appointments for the General Conference staff who travel in the North American Division shall be submitted to the North American Division Secretariat.
3. **Travel by Employees Serving with Privately Operated Institutions**—Travel within the North American Division shall be authorized in harmony with the procedures established by the division for all denominational employees. (For interdivision travel, see C 12 15-1.)

**C 11 35 Quorum, North American Division Committee**—Any five members of the North American Division Committee, including an officer of the North American Division shall, after due notice to available members, constitute a quorum and shall be empowered to transact such business as is in harmony with the general plans outlined by the North American Division at the designated place of meeting as hereinafter provided.

**C 11 40 Plan of Meeting, North American Division Committee**—All meetings of the North American Division Committee shall be held at headquarters, or at such other place as may be definitely arranged by a majority meeting of the North American Division Committee, or by a quorum of at least seven members meeting in regular session at headquarters.

**C 11 45 Spring Meeting/Annual Council**—In addition to the regular meetings of the North American Division Committee, major meetings may be called at other times and may be scheduled in connection with the Spring Meeting and Annual Council of the General Conference Committee.

**C 11 50 Policy Items, North American Division Committee**—Plans developed for the conduct of the work in North America, intended to have the force of policy, shall be adopted at the Year-end Meeting of the North American Division.

**C 11 55 Division Councils, North American Division Committee**—In harmony with the general plan for holding division councils, division-wide or area councils may be arranged by the North American Division, and all such meetings involving two or more unions shall be listed, along with general councils and advisory committees, in the North American Division Year-end Meeting minutes.
C 12 Interdivision Travel

C 12.05 Travel by Employees Serving in the North American Division—1. Requests from Divisions—a. When the officers of an overseas division feel that the work in that division would be benefited by a visit from an employee in the North American Division, they shall inform the officers of the North American Division via the Associate Secretary of the Division who shall take up the matter with the respective union conference officer (secretary) to determine if the employee is available and whether the visit would be in the best interest of the work.

b. If the officers of the employing organization of the North American Division are willing to release the employee for a visit to the overseas division requesting his/her service, the union secretary will communicate their approval to the NAD Associate Secretary utilizing the appropriate form, and authorization for the visit shall be by action of the North American Division Committee for Administration.

2. Requests Initiated by the North American Division—a. At times it is beneficial for an employee of the North American Division to be given the opportunity to visit another division. Such a visit can serve to broaden the vision of an employee and increase his/her understanding of the worldwide work of the Church. In such cases, the Associate Secretary of the North American Division, on behalf of the division officers, shall inform the officers of the division in which the visit is to take place.

b. If the officers of the division in which the visit is to take place are willing to arrange a visit, such approval will then be communicated to the North American Division Associate Secretary.

3. Planning the Visit—a. Provision shall be made for employees to spend sufficient time in the field to enable them to make a real contribution to the work in the division.
b. Responsible committees, in planning for such visits, shall give due consideration to the various needs of the whole field and plan for a balanced development of the work as a whole.

4. **Official Correspondence**—All correspondence between the divisions shall be maintained as a permanent record by both divisions.

5. **Travel Expenses**—All travel requests should indicate who is responsible for the travel expenses.

6. **Insurance**—In the event that a division initiates a service request for an individual who is not denominationally employed, or one who is a retired denominational employee and who is not covered by the policy for volunteers (see GC R 15 15 and GC R 15 25), it is the responsibility of the North American Division to ensure that appropriate insurance coverage is provided. In all cases, including denominational employees, it is the responsibility of the North American Division to ensure that short term travel insurance is provided, and it is the responsibility of the recipient organization to pay for the cost of the short term travel insurance, unless otherwise mutually agreed upon by both divisions.

7. **Invitations to Persons Unknown to the Division Officers**—In the event that the North American Division officers receive requests from entities within its unions and/or conferences/fields/missions for individuals from overseas divisions who are unknown to them, in order to protect the good name of the Church and avoid divisive elements, the officers of the division (through the Secretariat) are requested to contact the appropriate office of the sending division and request a background check and recommendations regarding the invited person’s loyalty and commitment to the Church’s message and mission before an invitation is extended.

**C 12 15 Travel by Denominational Employees Serving with Privately Operated Institutions**—1. **Interdivision Travel**—Travel outside the division of employment on official Church business shall be requested/initiated and approved in the same way as for all denominational employees. (See C 11 30-3.)
2. **Continuation of Status**—Should the provisions of this policy be ignored, the individual concerned will place in jeopardy the continuation of his/her status as a denominational employee.

**C 12 20 Travel by Laypersons**—Divisions requesting laypersons, including retirees, for official church business shall request such visits and await approval in harmony with the provisions of the Adventist Volunteer Service policy. (See R of the *GC Working Policy*.)

**C 20 Procedures for Replacement of Division Officers**

The division president, secretary, and treasurer/chief financial officer are by election officers of the General Conference of Seventh-day Adventists and as such are subject to the rules and regulations of the General Conference *Working Policy*.

The following procedures shall be followed by the General Conference for filling vacancies which may occur in the offices of division president, secretary, or treasurer/chief financial officer, between General Conference Sessions:

**C 20 05 Division President**—1. The division secretary shall serve as acting president of the division until the new president is elected and assumes his responsibilities.

2. Division presidents are vice presidents of the General Conference and are normally elected by the General Conference in session and assigned at the time of their election to preside over division territories (See Constitution, Article VI, Sec. 1 and Article IX, Sec. 4). Both the General Conference and the division concerned shall therefore be involved in the election between sessions of a new division president.

3. In order to ensure division involvement, the full division executive committee under the chairmanship of the General Conference President, or his designee, shall submit its
recommendation for the new division president for consideration by the General Conference Executive Committee.

4. The General Conference Executive Committee shall normally elect the new division president at the next scheduled Annual Council or Spring Meeting but may, in counsel with the division, proceed with the election at a specifically called meeting of the General Conference Executive Committee.

5. In addition to the provisions of paragraph 3 above, if the division or the General Conference chooses, a representative chosen by the division executive committee may be sent to the meeting of the General Conference Executive Committee at which the new president will be elected. Such representation should include the division secretary, the division treasurer/chief financial Officer, a suitable number of union presidents, and two members of the division committee from other categories in the division.

C 20 10 Division Secretary or Treasurer/Chief Financial Officer—1. In order to ensure division involvement, the nomination of a division secretary or Treasurer/Chief Financial Officer shall take place during a full meeting of the division executive committee, under the chair of the division president. If it is not possible for the General Conference Secretary to be present when a new division secretary is to be chosen for nomination, or for the General Conference treasurer/chief financial officer to be present when a new division treasurer/chief financial officer is to be chosen for nomination, the division president shall consult with the appropriate General Conference officer prior to the division executive committee meeting concerning acceptable candidates for nomination. When a name has been chosen, the division executive committee shall submit its recommendation for the new division secretary or Treasurer/Chief Financial Officer for consideration by the General Conference Executive Committee.

2. It is by action of the General Conference Executive Committee that the election takes place, in harmony with the constitutional provision. (See Bylaws, Article XIII, Sec. 1.a.)
C 25 Division Surveys

C 25 05 NADCOM to Plan—NADCOM shall plan surveys of the various aspects of the work in the division territory as circumstances indicate.

C 25 10 Financial Surveys—Regular financial surveys should be made of each organization and institution in the division, preferably once every four years.

C 25 15 Surveys of Organizations and Institutions—General surveys of organizations and institutions should be made when it is indicated such a survey would be helpful.

C 25 20 General Conference Participation—General Conference participation in division surveys may be arranged where indicated.

C 25 25 Survey Chair—The Chair of the survey commission shall not be an officer of the organization being surveyed but shall generally be the General Conference vice president for North America or one of the other General Conference officers as determined by NADCOM.

C 25 31 Local Conference Surveys—A survey shall be made of local conferences and local conference organizations at an appropriate time as arranged by NADCOM, to determine whether or not they measure up to the standards set for conference organizations and in order that appropriate action might be taken in the case of organizations that do not meet these standards.

C 25 32 Union Conference Surveys—A survey shall be made of union conferences and union conference organizations at an appropriate time as arranged by NADCOM, to determine whether these organizations are operating within the spirit of the guidelines established for union conferences, with the understanding that appropriate action will be taken in the case of organizations that do not measure up to the standard.
C 30 Union Conference Session

C 30 05 Lay Delegates—The delegations to union conference sessions shall include a fair proportion of laypersons.

C 30 10 Standing Committees—The union conferences in session shall make constitutional provision for the appointment of standing committees as follows: the standing committees for the union session shall be nominated by a special committee consisting of the president of the North American Division or in his absence one of the other Division officers who may be present, who shall act as Chair, and three representatives from each local conference. The local conference representatives on this special committee shall be appointed by their respective delegations at the union session.

C 30 15 Chair—Nominating Committee—The president of the North American Division or in his absence one of the other Division officers who may be present shall be Chair of the nominating committee at the union conference session. Presidents of conferences which are members of the union shall be named members of the nominating committee.

C 35 Local Conference Session

C 35 05 Organizing Committee—The organizing committee to nominate standing committees at local conference sessions shall be made up as follows:

1. Each church represented in the delegation at the session shall be empowered, through its delegation, to choose one member of a committee to nominate standing committees.

2. In conferences with less than 10,000 members, churches with 250 or more members may choose one additional member for each 500 members or major fraction thereof. (This would provide a total of two members from churches with membership of 251 to 750
members, a total of three members from churches with membership of 751 to 1250, etc.)

3. In conferences with more than 10,000 members, one additional member shall be chosen by each church for each full 500 members. (This would provide a total of two members from churches with membership of 501 to 1000, three members from churches with membership of 1001 to 1500, etc.)

4. The persons thus selected, together with the leading union conference representative present, who shall act as Chair of this committee, shall be responsible for nominating all standing committees to be appointed by the session.

C 35 10 Chair—Nominating Committee—The Chair of the nominating committee at the local conference session shall be the president of the union or, in his absence, one designated by him shall be named to serve as Chair; and, further, the nominating committee shall consist of from nine to fifteen members including the Chair, except in conferences of more than 10,000 members where up to six additional members may be added. This membership shall be balanced, as nearly as possible, between denominational employees and laypersons representing various segments of the work and territories of the conference. Incumbent officers and department directors/secretaries shall not be members of the nominating committee. To provide wider representation, incumbent members of the Conference Executive Committee ordinarily shall not serve as members of the nominating committee.

C 35 15 Committee on Licenses and Credentials—The Committee on Licenses and Credentials shall be composed of the following:

1. Ordained ministers of experience.
2. Non-ordained employees or lay members of experience; up to one third of the membership of the committee.

C 35 20 Audited Statements—Audited financial statements and auditors’ opinions on the financial statements are to be
presented to conference sessions as a regular procedure. Whenever possible the auditor's opinion is to be presented by the auditor in person.

**C 40 Conference or Field Church**

Isolated members should unite with the conference or local field church, which is a body organized for the benefit of scattered believers who are otherwise without church privileges. Aged and infirm members who live adjacent to a local church organization should be members of the local church. It is the duty and responsibility of the local church to minister to such members. Such should not be transferred to the conference or field church, which is not designed to function in place of the local church. Although conference and field officers are the officers of their field churches, they should hold their membership in the church in the locality in which they reside. The conference or local field church is not intended to provide a church home for conference or local field employees. Ministers and employees should unite with the local churches in the community in which they reside.

The conference or field president shall be the presiding elder of the conference or field church, and the work normally carried by the church clerk and the church treasurer shall be handled by the secretary-treasurer/chief financial officer of the conference or field. Any business normally conducted by a local church and its board shall, in the conference or field church for which in the nature of the case there is no board, be conducted by the conference or field committee. They shall also appoint the delegates from the conference or field church to attend their respective sessions.
C 47 Denominational Status for
Seventh-day Adventist Organizations—Criteria

C 47 05 Authority—The North American Division Committee holds the authority and sole discretion to determine, confer, and evaluate denominational status for organizations within its territory in accordance with this policy. The North American Division Committee will consider the factors outlined in this policy as well as any other information it deems relevant to the decision. Compliance with the requirements of this policy shall not be the sole determining factor in the evaluation. So long as an organization retains denominational status, it shall be:

1. Listed in the Seventh-day Adventist Yearbook;
2. Eligible to participate in the appropriate Seventh-day Adventist Church retirement plan, if not-for-profit; and
3. Eligible, if not-for-profit, to be included within group tax exemption that is held and administered by the General Conference of Seventh-day Adventists.

C 47 10 Organizational Structure, Governance, and Operation—Organizations included in the Seventh-day Adventist Yearbook must be affiliated with, and subject to, the general supervision or control of a recognized entity of the Seventh-day Adventist Church, and must comply with the following requirements to hold denominational status:

1. Governing Documents—The governing documents of the organization (i.e., articles of incorporation, constitution, bylaws, articles of association, trusts, etc.) shall provide for the following:
   a. Relation to Denomination—The organization shall be affiliated with and/or be an integral part of the Seventh-day Adventist Church, and its primary purpose shall be in harmony with, and supportive of, the mission of the Church.
   b. Corporate Membership—All persons who serve as corporate members, members of the constituency, or shareholders of the organization shall be members of the Seventh-day Adventist
Church in regular standing. Not less than a majority of the corporate membership, constituency, or shareholders shall be comprised of persons who are directors, trustees, officers, employees, or members of executive committees or operating boards of organizations that are listed in the Seventh-day Adventist Yearbook. Corporations without membership and/or governed by self-perpetuating boards shall not be permitted.

c. Board—The board of directors or trustees (or comparable governing body if not a corporation) shall serve by appointment of the corporate membership, constituency, or shareholders, who shall have the right to elect, appoint, or remove any member of the board. A majority of the board shall be members of the Seventh-day Adventist Church, although the corporate membership, constituency, or shareholders may make an exception in unusual, limited cases where it can be assured that the best interests of the organization and the mission of the Seventh-day Adventist Church can be protected and served.

d. Dissolution—In case of dissolution, the net owned assets of the organization shall be transferred to an organization holding Seventh-day Adventist denominational status which qualifies as a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code or Section 149.1 of the Canadian Income Tax Act, consistent with state or provincial law.

2. Operation—The organization shall function in accordance with Seventh-day Adventist beliefs, standards, and working policies through its bylaws, policies, administration, and financial practices.

3. Property—The organization shall own or otherwise control all its assets in order to assure continuous use over extended periods of time without undue interference or restriction.

C 47 15 Compensation—The organization shall compensate its employees not in excess of the appropriate North American Division denominational wage scale that is applicable to the type of organization. The North American Division has approved
several separate wage scales, such as for higher education or health care. In the event an organization needs an exception to this provision due to unusual circumstances, it shall obtain approval from the North American Division Committee.

**C 47 20 Procedure to Obtain and Maintain Denominational Status**—1. The following items are reviewed as part of the evaluation of qualification of an organization for denominational status:

   a. Governing documents, such as articles of incorporation, constitution, and/or bylaws, and articles of association or trust.
   b. All subsequent name and address changes, and changes in or amendments to the purpose, structure, or documents affected by NAD C 47.
   c. Such other information and documents as the North American Division may reasonably request.

2. **Application**—a. The application for denominational status shall be accompanied by the items enumerated immediately above. The application shall first be submitted for approval to the next larger organizational body and, subsequently, to each larger intervening organizational level until it reaches the Secretary of the North American Division for review and final approval or disapproval at the discretion of the North American Division Committee. Any organization that is not approved shall be provided a written statement of the reason(s) for disapproval.

   b. After denominational status has been approved by the North American Division, any further submissions and actions regarding obtaining and maintaining denominational status may be made directly between the organization and the North American Division. The North American Division Committee is also responsible for taking action to discontinue denominational status of any organization within its territory should it consider such action advisable.

**C 47 25 Participation in or Withdrawing from Retirement Plans**—1. Organizations participating in the Seventh-day
Adventist retirement plans administered by the Retirement Plan Office of the North American Division shall secure the approval of the North American Division before withdrawing.

2. Denominational organizations which do not participate in the Seventh-day Adventist retirement plans shall be listed in the Seventh-day Adventist Yearbook with a notation explaining the nonparticipation.

3. For-profit organizations shall not participate in the Seventh-day Adventist retirement plans administered by the Retirement Plan Office of the North American Division.

C 47 30 Tax Exemption Status—1. Organizations that operate under the 501(c)(3) group exemption held and administered by the General Conference shall obtain the approval of the North American Division before applying for their own 501(c)(3) tax exemption.

2. Denominational organizations that do not operate under the 501(c)(3) group exemption held and administered by the General Conference shall be listed in the Seventh-day Adventist Yearbook with a notation explaining the tax status of the organization or institution.

3. Denominational organizations in Canada shall be responsible for obtaining and maintaining tax exempt status under Section 149.1 of the Canadian Income Tax Act.

C 47 35 Periodic Review—The North American Division may conduct a periodic review of organizations on which it confers denominational status. All denominational organizations that are required to file Internal Revenue Service Forms 990 or 990-T shall annually submit a copy of the form(s) to the Secretary of the North American Division within 30 days subsequent to the form(s) being filed with the Internal Revenue Service (or in Canada Form T 30 10 to Revenue Canada).

C 47 40 Exceptions—If indeed it is clear that the best interests of the organization and the mission of the Seventh-day Adventist Church will be protected and served, the North American Division
Committee may make limited exceptions to specific requests regarding portions of this policy. Any requests for exceptions shall be processed from the requesting entity to the next higher organizational body, and subsequently to each higher organizational level until it reaches the North American Division Committee.

C 48 Human Relations

C 48 05 Basic Principles—Seventh-day Adventists believe in the universal fatherhood of God and the unity of the human family, and are dedicated to the proclamation of the message of Revelation 14:6-12 to all peoples of the earth. This philosophy and its resultant course of action have made the Church multiracial, multiethnic, and gender inclusive.

The position of the Church on the basic principles involved in race and national relationships has been set forth clearly in the Bible, the writings of Ellen G White, and the official pronouncements of the General Conference.

“There is neither Jew nor Greek, there is neither bond nor free, there is neither male nor female: for ye are all one in Christ Jesus” (Gal 3:28).

“Christ came to this earth with a message of mercy and forgiveness. He laid the foundation for a religion by which Jew and Gentile, black and white, free and bond, are linked together in one common brotherhood, recognized as equal in the sight of God. The Saviour has a boundless love for every human being. In each one He sees capacity for improvement. With divine energy and hope He greets those for whom He has given His life. In His strength they can live a life rich in good works, filled with the power of the Spirit.”—Testimonies, vol. 7, p. 225.

“No distinction on account of nationality, race, or caste, is recognized by God. He is the Maker of all mankind. All men are of one family by creation, and all are one through redemption. Christ came to demolish every wall of partition, to throw open every
compartment of the temple, that every soul may have free access to God…. In Christ there is neither Jew nor Greek, bond nor free. All are brought nigh by His precious blood.”—Christ’s Object Lessons, p. 386.

**C 48 10 Official Position**—One of the North American Division’s greatest assets resides in the diversity of the cultural, national, and ethnic origin of its membership. Its varied races, nationalities, and cultures have the potential to offer enrichment to each other as well as to the mission of the Church. They also bring the risk of misunderstandings and of possible injustice.

As a division with a multicultural heritage, the principle of unity within diversity is strongly promoted. This involves cherishing the differences among us while working toward a harmonious unification in the total life of the Church. Accordingly, the division affirms the following principles as a) those by which it will conduct the activities of the Church in its assigned territory; b) those to which its employees will ascribe; and c) those which it will encourage among its membership.

1. All members in regular standing will be given full and equal opportunity within the church to develop the knowledge and skills needed in the building up of the church, and all service and positions of leadership on all levels of church activity will be open on the basis of qualifications without regard to race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status (single, married, or widowed), financial status, or prior military service.

2. Membership and office in all churches and on all levels is to be available to anyone who qualifies.

3. In educational institutions there is to be equal opportunity in the employment of teachers or other personnel and in the admission of students.

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1 The words “all service and positions” used in this statement refer to positions other than those requiring ordination to the ministry.
4. Where normal entrance requirements are met, all Seventh-day Adventist schools from the elementary to the university level shall admit Seventh-day Adventist youth to the school of their choice. Where a church-supported school fails to follow the counsel of the Church, it is the duty of the next higher organization to investigate and recommend corrective measures.

5. Seventh-day Adventist hospitals and nursing homes are to make no racial, gender, ethnic, national origin or ancestral distinctions in admitting patients or in making their facilities available to physicians, interns, residents, nurses, and administrators who meet the professional standards of the institution.

6. Human relations committees should be formed on each union and local conference level to study specific human relations challenges. Workshops should be conducted to give guidance in dealing with local concerns.

7. Pastors may be appointed to any church regardless of their ethnic origin.

In order to make public ministry more effective and to help members and potential members realize the importance of this brotherhood, conference administrators are urged to make clear to pastors and evangelists that it is their duty to teach these principles as a part of the gospel and our special message for the world. Prospective members should be so instructed either in the baptismal class or in personal Bible studies.

C 61 Advanced Education of Employees—Obligation to Home Division

Rising standards and the growing needs of the work make it necessary at times for divisions outside North America to send employees to North America for advanced training, frequently involving large investment, plus the loss of the employee’s service. In order to safeguard their interests, some divisions outside North America have asked their employees to sign a contract to give a
certain number of years of service before they are free to accept a call to another division. The needs of the division outside North America, the moral obligations of the employees concerned, and the investment made by the division outside North America, should be recognized, and organizations and institutions should avoid calling them prior to the fulfillment of their contracts. Exceptions may be made only on the basis of negotiations between such organizations and institutions through the division and the General Conference.

**C 65 Business Internship Plan**

**C 65 05 Plan Adopted**—A business internship plan has been adopted to encourage graduates of Seventh-day Adventist colleges/universities majoring in Business Administration and Accounting to make denominational employment their life work.

**C 65 10 Employment**—Union and local conferences are encouraged to employ graduates of the business administration courses of Seventh-day Adventist colleges/universities on an internship basis, whereby they may be given supervised training in a variety of positions in denominational business lines.

**C 65 15 Salary and Expenses**—The salary and expenses of the intern shall be shared by the union and the employing organization on a monthly basis, as follows:

- **Union**
  - 30% Remuneration Factor 1st Year
  - 20% Remuneration Factor 2nd Year

- **Employing Organization**
  - Balance of remuneration and all other allowances and expenses.

Effective January 2, 2005:

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<td>1. Conference intern</td>
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<td>2. Union intern</td>
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(Note: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances, and expenses.)

C 65 20 Eligibility—Requirements for eligibility to these internships shall include the satisfactory completion of a four-year liberal arts curriculum with a Bachelor’s degree, with a major in Accounting or Business Administration; and recommendation from the faculty of colleges/universities as to Christian experience, scholastic accomplishments, and potential for future service.

C 65 25 Initial Twelve Months—The intern shall be appointed for twelve months’ full-time service with the approval of the respective union committee, and under the direct supervision of the organizations to which he/she may be assigned for training.

C 65 30 Second Year—At the end of the first year of internship the participating organizations shall review the intern’s work and experience, and if, in their judgment, it is decided to continue internship for the second year, training assignments shall be continued, and the individual shall be considered to be available at any time for regular appointment to a position in denominational business lines, as openings may become available.

C 65 35 Training Emphasized—During the entire internship period, and until the intern is appointed to regular employment in a permanent position, the training feature of the assignments shall be emphasized, to provide as wide and varied an experience as possible in the business activities of various types of denominational organizations and institutions.

C 66 Information Technology Internship Plan

C 66 05 Plan Adopted—An Information Technology Internship plan has been adopted to encourage college/university graduates majoring in computer science, information systems or other related fields to make denominational employment their life work.
**C 66 10 Employment**—Union and local conferences are encouraged to employ interns meeting the requirements of C 66 20, Eligibility, in the interest of bringing these individuals into full-time denominational employment.

**C 66 15 Salary and Expenses**—The salary and expenses of the intern shall be shared by the division, union, and conference or institution on a monthly basis, as follows:

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<td>Union intern:</td>
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<td>College/University intern:</td>
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<tr>
<td>NAD Institutional intern:</td>
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(Note: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances, and expenses.)

**C 66 20 Eligibility**—Requirements for eligibility to these internships shall include the satisfactory completion of a minimum of a two-year liberal arts curriculum with an Associate's degree with a major or minor in computer science, information systems or other related field; or the completion of an approved computer certification, i.e., Novell and/or Microsoft, and recommendations from the computer professor where the intern graduated and one other instructor with whom he/she has worked closely.

**C 66 25 Initial Twelve Months**—The intern shall be employed for twelve months full-time service with the approval of the respective union committee, and under the direct supervision of the organization to which he/she may be assigned for training.

**C 66 30 Second Year**—At the end of the first year of internship, the participating organization shall review the intern’s work and experience, and if, in their judgment, it is decided to continue the internship for the second year, training assignments shall be continued, and the individual shall be considered to be
available at any time for regular employment to a position in denominational computer lines, as openings may become available.

C 66 35 Training Emphasized—During the entire internship period, and until the intern is appointed to regular employment in a permanent position, the training feature of the assignments shall be emphasized, to provide as wide and varied an experience as possible in the computer activities of various types of denominational organizations and institutions.

C 66 40 Early Recruitment—If the potentially eligible intern works for the employing organization during the summer between their junior and senior year and is employed in denominational employment upon graduation, the employing organization will be reimbursed for the summer wages under the salary formula. (See C 66 15.)

C 75 Aviation

Aircraft owned or rented by denominational organizations and privately owned or rented aircraft used by a denominational entity shall be operated within the requirements of the governmental entity or entities having authority to regulate the ownership, operation, maintenance or use of the aircraft. Each denominational organization should establish policies and guidelines for the operation, maintenance or use of the aircraft. This policy is designed only to give guidance to denominational organizations. Compliance with this policy or any other laws, rules, regulations or policies are the sole responsibility of the denominational organization owning or renting the aircraft.

C 75 06 Administration—1. Responsibility—Aircraft owned or rented by denominational organizations and privately owned or rented aircraft used by a denominational organization shall be the responsibility of the denominational entity on whose behalf the aircraft is to be used. That denominational organization is
responsible for all aspects of the operation including developing general aviation related policies.

2. **Authorization**—The purchase, rental or operation of general aviation aircraft should be approved by the denominational entity on whose behalf the aircraft is to be used. All pilots, employees, or volunteers should have the administrative approval of the organization on whose behalf the aircraft is to be used.

**C 75 13 Standards of Operation**—Each denominational organization using general aviation aircraft should establish standards of operation that either adopt or meet the requirements of the governmental entity or entities having authority to regulate the ownership, operation, maintenance or use of the aircraft, as well as any insurance requirements for the ownership, operation, maintenance or use of the aircraft.

**C 75 17 Pilot Requirements**—Each denominational organization using general aviation aircraft should establish pilot requirements that either adopt or meet the requirements of the governmental entity or entities having authority to regulate the pilot or pilots operating the aircraft, as well as any insurance requirements for the pilot or pilots operating the aircraft.

**C 75 21 Aircraft Maintenance**—Each denominational organization using general aviation aircraft should establish maintenance standards that either adopt or meet the requirements of the governmental entity or entities having authority to regulate the maintenance of the aircraft, as well as any insurance requirements for the maintenance of the aircraft.

**C 75 24 Aircraft Equipment**—Each denominational organization using general aviation aircraft should establish equipment standards that either adopt or meet the requirements of the governmental entity or entities having authority to establish equipment standard for the aircraft, as well as any insurance requirements for the equipment required for the aircraft.

**C 75 25 Insurance Requirements**—Denominational organizations shall have insurance coverage consistent with GC
WP S 60. It is further recommended that the denominational organization on whose behalf the aircraft is to be used also establish any additional insurance requirements as may be consistent with its own insurance requirements for the ownership, operation or use of other vehicles used on its behalf.
D MODEL CONSTITUTIONS
AND OPERATING POLICIES

D 05 Seventh-day Adventist Church
Organization

The 54th General Conference Session, in its consideration of the Role and Function of Denominational Organizations, pointed out that the constitutions, bylaws and operating policies of all denominational organizations should be consistent with the Seventh-day Adventist concept of the church, its organization, and governance. The fruitage of that concept is a representative and constituency-based system. Its authority is rooted in God and distributed to the whole people of God. It recognizes the committee system. It provides for shared administration (president, secretary, treasurer/chief financial officer) rather than a presidential system. It recognizes a unity of entities (church, conference, union, General Conference) based on mission, purpose, and belief that binds the believers together in a universal fellowship. While the integrity of each entity is recognized (church, conference, union), each is seen to be a part of a sisterhood which cannot act without reference to the whole.

D 10 Union Conference Model
Constitution and Bylaws

D 10 05 Union Conference Constitution and Bylaws—This model constitution shall be followed by all union conferences. Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each union conference. Other sections of the model bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model. Amendments to the Union Conference Model Constitution and Bylaws shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.
CONSTITUTION
OF THE __________ UNION CONFERENCE OF
SEVENTH-DAY ADVENTISTS

Article I—Name
The name of this organization shall be the __________ Union Conference of Seventh-day Adventists, hereinafter referred to as the union or union conference.

Article II—Purpose
The purpose of this [organization] is to call all people within its territory to become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three angels’ messages (Revelation 14:6-12) and to prepare them for Christ’s soon return.

Article III—Relationships
The __________ Union Conference is a member unit of the global Seventh-day Adventist Church and is located in the territory of the __________ Division of the General Conference of Seventh-day Adventists. The purposes, policies, and procedures of this union conference shall be in harmony with the working policies and procedures of the __________ Division and the General Conference of Seventh-day Adventists. This union conference shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Geographic Territory
The territory of this union conference shall consist of ________.
Article V—Membership/Constituency

The membership/constituency of this union conference shall consist of such local conferences/missions/fields as have been or shall be organized in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of the delegates at any regular or special constituency meeting.

Article VI—Bylaws

The members of this union conference, acting in and through a constituency meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any provision not inconsistent with the constitution.

Article VII—Dissolution and Disposition of Assets

This union conference may be dissolved only by a two-thirds majority vote of the delegates present and voting at any constituency meeting.

In the event of the dissolution of this union conference and unless otherwise required by local law, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the __________ Division of the General Conference of Seventh-day Adventists.

Article VIII—Amendments

The bolded text of this constitution shall not be amended except to conform to the union conference model constitution when it is amended by action of the General Conference Executive Committee at an Annual Council. Such amendments shall be adopted into the union’s constitution by a simple majority vote (unless local law requires a higher majority) of
delegates present and voting at a union conference constituency meeting. This union may amend the unbolded text of the constitution from time to time, at a union conference constituency meeting, provided any such changes are in harmony with the spirit and intent of the model constitution. Such amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and voting. The union constituency meeting and/or the union conference executive committee may recommend to the General Conference through the __________ Division of the General Conference of Seventh-day Adventists, amendments to the model constitution.

BYLAWS
OF THE __________ UNION CONFERENCE
OF SEVENTH-DAY ADVENTISTS

Article I—Principal Office
The principal office for the transaction of the business of the __________ Union Conference is fixed and located at __________, __________. In an emergency, the executive committee may change the location of the principal office on a temporary basis.

Article II—Membership/Constituency Meetings
Sec. 1. Regular Meeting: This union conference shall hold a regular quinquennial constituency meeting at such time and place as the executive committee of the union conference shall designate. In the event that the union executive committee fails to call a regular constituency meeting with the quinquennial period, the __________ Division Executive Committee may give notice for such a meeting and designate the time and place. Notice of the time and place of the meeting of the delegates representing the members shall be given by
a. A notice printed in the official publication of the union conference at least four weeks before the date of the session, or

b. A method approved by the __________ Union Conference Executive Committee, provided all member units receive notice with sufficient time to select delegates.

c. A method approved by the __________ Division Executive Committee in the event of inaction or non-compliance by the __________ Union Executive Committee.

Sec. 2. Special Meeting: a. The executive committee of this union conference shall call a special constituency meeting when:

1) It is voted by the executive committee, or

2) It is voted by the delegates at any constituency meeting, or

3) It is requested by ________ percent of the executive committees of the conferences/missions/fields within the union conference, or

4) It is voted by the __________ Division Executive Committee or the General Conference Executive Committee.

The date for such a meeting in response to paragraphs 3) and 4) above shall not be more than 90 days from the date when the actions described in paragraphs 3) and 4) above are communicated to the officers/executive committee of the union.

b. In the absence of a timely response by the union executive committee to paragraphs 2) through 4) in Sec. 2. a. above, the __________ Division Executive Committee or General Conference Executive Committee may call a special constituency meeting of the union conference and designate the time and place for such a meeting.

c. The agenda for special constituency meetings shall be included in the notice of the meeting.

d. Notice as to the time and place of special constituency meetings shall be given in the same manner as for regularly scheduled constituency meetings.
Sec. 3. Chair and Secretary for Constituency Meetings: The president of this union conference shall serve as chair and the secretary of this union shall serve as secretary for constituency meetings. The president may designate other individuals to assist in chair duties from time to time. In the event that the president’s office is vacant or that the president is unavailable to serve as chair, the constituency meeting may be called to order by the ranking division officer present. The first item of business shall be the election of a chair *pro tem*, selected from the delegates present at the meeting. When the election of a president has been completed, the new or re-elected president, if present at the constituency meeting, shall replace the chair *pro tem*.

In a similar manner, arrangements may be made for a secretary *pro tem* if the secretary’s office is vacant or the secretary is unavailable to serve at the constituency meeting. When election of a secretary has been completed, the new or re-elected secretary, if present at the constituency meeting, shall replace the secretary *pro tem*.

A person who is not reelected at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 4. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 10. and 11. below), the receipt of reports from the president, secretary, treasurer/chief financial officer (report based on audited statements), departmental directors, and the auditor. The constituency meeting shall endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the ________ Division.

Sec. 5. Quorum: At least ________ percent of the delegates authorized hereinafter under Section 1. of Article III must be present at the opening of any regular or special constituency
meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates remaining present shall constitute a quorum.

Sec. 6. Proxy Voting: All delegates must be present in person at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 7. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this union conference shall be entitled to one vote on each question to be decided by the body. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of the union conference in which they have been designated to represent a local conference/mission/field, institution, the Division or the General Conference of Seventh-day Adventists.

Sec. 8. Voting: The voting on matters of business shall normally be by *viva voce*. The chair may call for the vote by other means, including a secret ballot, when it is deemed advisable or is requested by the membership.

Sec. 9. Parliamentary Authority: The parliamentary authority pertaining to all rules and procedures for constituency meetings not covered by its bylaws shall be based on those published in the *General Conference Rules of Order*, and any adaptation or supplement approved by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Sec. 10. Election/Appointment and Term of Office: a. Elections: Union conference officers and members of the executive committee who are not ex officio members shall be elected by the delegates at the regular meeting of the union conference constituency. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the union conference constituency meeting, shall be referred to the executive committee. Other positions to be filled
by election may include the chief administrator(s) and board members of union institutions if and as required by the governance documents and structure for each entity.

b. Term of Office: Persons elected at the constituency meeting and those appointed by the executive committee normally serve until the next regular constituency meeting. However, their period of service may be shorter due to resignation, voluntary retirement, retirement in situations where a mandatory retirement age policy is in effect, or removal from office, for cause, by the executive committee or a special constituency meeting.

Sec. 11. Election of Local Mission/Field Officers and Term of Office: a. Elections: The presidents, secretaries, and treasurers/chief financial officers of local missions/fields within the territory of this union conference shall be elected by the union conference in regular session or by the executive committee between sessions.

b. Term of Office: Local mission/field officers elected at the constituency meeting normally serve until a midterm meeting of the union executive committee, unless they resign, voluntarily retire, retire in situations where a mandatory retirement age policy is in effect, or are removed from office, for cause, by the union conference executive committee or by a special constituency meeting.

(Note: Section 11 above is applicable to union conferences in whose territory there is a local mission.)

Article III—Representation at Constituency Meetings

Sec. 1. Regular Delegates—Each member organization shall be represented at union conference constituency meetings by duly appointed delegates as follows:

a. Each local conference/mission/field shall be entitled to one delegate without regard to conference/mission/field
membership and one additional delegate for each _____________ church members or major fraction thereof.

b. Such delegates shall be chosen, by the respective local conference/mission/field executive committees, from among those who hold membership in a duly organized local church within the respective conference/mission/field or from among those who are employees of the member organization.

c. The delegation from each conference/mission/field, if comprised of three or more individuals, shall include representation from laity, pastors, and/or other frontline employees of the respective conference/mission/field and include persons of both genders.

Sec. 2. Delegates at Large—Delegates at large to a union conference constituency meeting consist of:

a. The current members of the executive committee of this union conference.

b. Such other persons from the union conference staff, institutions owned and operated by the union, and local conferences/missions/fields, as may be recommended by the union conference executive committee and accepted by the delegates in the constituency meeting. The number of such delegates shall not exceed ten percent of the total number of regular delegates provided for hereinabove.

c. Members of the General Conference and ______ Division executive committees, who may be present at any constituency meeting of this union conference. The number of such delegates shall not exceed ten percent of the total number of delegates otherwise provided for.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this union conference at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

Article IV—Constituency Meeting Committees
Prior to each union conference constituency meeting the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

Committees that facilitate the business of the session include:

Sec. 1. Organizing Committee: a. An organizing committee for each constituency meeting shall be appointed. It shall consist of representatives from each local conference/mission/field, representatives from the health care system/institution(s) serving the union, one representative from each of the union conference-operated institutions, and the president of the Division, or his designee, who shall serve as chair.

b. The members of the organizing committee shall be appointed by their respective delegate groups as the first item of business at each regularly scheduled constituency meeting.

c. The organizing committee shall nominate and the constituency shall elect:

1) A nominating committee
2) A constitution and bylaws committee
3) Other committees as may be necessary.

Sec. 2. Nominating Committee: The nominating committee shall consist of at least and not more than members, including the president of the Division, or his designee, who shall serve as chair.
a. Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting.

b. Persons holding elective office, as outlined in Article II, Sec. 10. and 11. in the current term shall not be eligible to serve on the Nominating Committee.

c. The Nominating Committee shall limit its nominations to those positions for which persons are to be elected at the constituency meeting and for which budgetary provisions have been made.

d. The Nominating Committee shall also nominate members for the union executive committee and for the boards of union institutions whose bylaws indicate that board members for the entity are elected at a union constituency meeting.

Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution and bylaws committee shall include an officer of the ________ Division, and shall be chaired by the secretary of the ________ Union Conference, or his/her designee. This committee shall function between the regularly scheduled sessions of the constituency and shall submit its reports and detailed recommendations through the executive committee to the next regular constituency meeting.

Article V—Executive Committee

Sec. 1. Membership of Executive Committee: The executive committee of the ________ Union Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than ________ members. The president, secretary, treasurer/chief financial officer, vice president(s), the chief administrator of each union conference institution, and the presidents of constituent conferences/missions/fields shall be members ex officio of the executive committee. The remaining membership shall include laypersons, departmental directors, pastors, or other
denominational employees. The officers of the ________ Division and of the General Conference of Seventh-day Adventists are members ex officio of the union conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

(Note: A union constituency may indicate in its bylaws the minimum percentage of laypersons on the union executive committee.)

Sec. 2. Delegated Authority: The executive committee of this union conference, unless replaced at a special constituency meeting, is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to remove for cause, persons who have been elected at a union constituency meeting, including officers of the union conference or local missions, directors of departments/services, members of boards and committees whose election or appointment is a result of a constituency meeting or executive committee meeting action and to fill, for the remaining portion of the term, any vacancies thus created. The removal of those named under Article VI, Sec. 1. shall require the affirmative vote of two-thirds (2/3) of those voting at a union executive committee meeting where a majority of members is present.

Sec. 3. Administrative Authority: The executive committee shall have full administrative authority:

a. To fill for the current term any vacancies that may occur by death, resignation or otherwise, in its boards, committees, departments, or in offices which have been filled by union conference election. If a new president is to be elected, the president of the ________ Division, or his designee, shall serve as chair of the executive committee.

b. To appoint committees, such as an administrative committee, with their terms of reference.
c. To employ such personnel as may be necessary to execute its work effectively.

d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall require the consent of two-thirds (2/3) of the members of the executive committee.

Sec. 4. Regular Meetings: The executive committee may schedule regular meetings at such times and places as it may select.

Sec. 5. Special Meetings: Special meetings of the executive committee may be called at any time or place by the president or, in his absence, by the secretary. In response to the written request of a majority of the members of the executive committee a special meeting shall also be called by the secretary.

Sec. 6. Attendance at Meetings: Where allowed by local law, executive committee members may participate in meetings by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.

Sec. 7. Notice of Meetings: Notice as to time and place, and any other requirements under these bylaws, shall be provided to all members in a reasonable manner at least 48 hours prior to the meeting if the meeting is to take place by electronic conference or similar communications, or at least 96 hours if the meeting is to take place in person.

Sec. 8. Quorum: _________ members of the executive committee, including the chair or vice-chair, shall constitute a quorum.

Article VI—Officers

Sec. 1. Executive Officers: The executive officers of this union conference shall be a president, a secretary, and a treasurer/chief financial officer. The secretary and treasurer/chief financial officer may be one individual known as the secretary-treasurer. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies,
and programs voted by the division executive committee, by the constituency in session, and/or the union executive committee. These plans, policies, and programs shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall report to the executive committee of the union conference in consultation with the secretary and the treasurer/chief financial officer. He shall act as chair of constituency meetings and the executive committee and serve in the general interests of the union conference as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the __________ Division and of the General Conference of Seventh-day Adventists, work in harmony with the __________ Division executive committee, and in close counsel with the division officers.

b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chair of the executive committee. The secretary shall report to the executive committee of the union conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the union conference constituency meetings and of the executive committee meetings; to furnish copies of these minutes to all members of the executive committee and to the division officers. The secretary shall also be responsible for providing information as may be requested by the president or by the executive committee; and shall perform such other duties as usually pertain to the office.

c. Treasurer/Chief Financial Officer: The treasurer/chief financial officer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer/chief financial officer shall report to
the executive committee of the union conference after consultation with the president. The treasurer/chief financial officer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the division/General Conference in harmony with the ______ Division policy, and for providing financial information to the president and to the executive committee. The treasurer/chief financial officer shall also be responsible for furnishing copies of the financial statements to the ______ Division officers.

Sec. 2. Other Officers: Other individuals may serve as officers of the union conference, such as vice president, associate secretary, and associate treasurer.

**Article VII—Directors of Departments/Associations/Services**

Sec. 1. Advisory Role: The directors of departments/associations/services of this union conference shall work under the direction of the executive committee of the union conference and the president and shall serve in an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Union conference departments/services shall be organized in harmony with the departmental/service structure of the General Conference, but shall not necessarily duplicate the departments/services in the division or the General Conference.

**Article VIII—Other Organizations**

Sec. 1. Unincorporated Organizations: The ______ Union Conference may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the union conference.
Sec. 2. Corporations: The _______ Union Conference may form corporate bodies provided it obtains prior approval of the _______ Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article IX—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this union conference shall consist of such tithe, including direct tithe, as it shall be assigned by policy and as received from the local conferences/missions/fields within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Sec. 2. Policies: The portion of the tithe which is reserved for this union conference, as specified by policy, and all other funds shall be used in harmony with the financial policies of the _______ Division of the General Conference of Seventh-day Adventists; and in the case of donations their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Sec. 3. Bank Accounts: The funds of this union conference shall be safeguarded in harmony with the financial policies of the _______ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the _______ Union Conference of Seventh-day Adventists in regular or special accounts in such banks or savings institutions as the executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the executive committee.

Sec. 4. Financial Statements: The _______ Union Conference shall regularly prepare statements of income and
fund balances and shall be responsible for the filing of copies of
the annual financial statement with the __________ Division
and the General Conference of Seventh-day Adventists and, to
the extent required by law, with any branch of local or national
government.

Article X—Budget, Employee Compensation
Review, and Financial Audit

Sec. 1. Budget: The __________ Union Conference shall
prepare an annual budget in harmony with the policies of the
__________ Division of the General Conference of Seventh-day
Adventists.

Sec. 2. Employee Compensation and Expense Review: The
executive committee shall appoint an employee compensation
and expense review committee whose tasks are outlined in
General Conference Working Policy.

Sec. 3. Independent Audit: A financial audit of this union
conference shall be conducted at least annually by an auditor
chosen in harmony with General Conference Working Policy;
and the records of this union conference or any of its
subsidiaries, agencies, or institutions shall at all times be open
to said auditor.

Article XI—Indemnification

Sec. 1. To the extent permitted by law, this union conference
shall indemnify any person who was or is a party or is threatened to
be made a party to any threatened, pending, or completed action,
suit, or proceeding, whether civil, criminal, administrative, or
investigative, because he/she is or was a member of the union
council executive committee or an officer, employee, or agent
of the union council against expenses (including legal fees),
judgments, fines, and amounts paid in settlement actually and
reasonably incurred by him/her in connection with such action,
suit, or proceeding if he/she acted in good faith and in a manner
he/she reasonably believed to be in or not opposed to the best
interest of the union council, and, with respect to any criminal
action or proceeding, had no reasonable cause to believe his/her
conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and
not exclusive of, all other rights to which such member of the
executive committee, officer or department director may be
entitled.

(Note: This right of indemnification may be expanded or
contracted as allowed under local law and as adopted by the
constituents.)

Article XII—Amendments

Amendment, Revision and Repeal: The bylaws of this union
conference which are essential to the unity of the Church
worldwide, and are designated in bold print shall be amended
or revised from time to time in order to comply with changes to
the Model Union Conference Constitution and Bylaws as voted
by the General Conference Executive Committee in its annual
meetings. Such amendments or revisions shall be approved by
a simple majority vote (unless local law requires a higher
majority) of the delegates present and voting at any duly called
constituency meeting of the union conference. Other sections of
the bylaws may be amended, revised, or repealed by an
affirmative vote of two-thirds (2/3) of those present and voting,
provided such changes are in harmony with the spirit of the
Union Conference Model Constitution and Bylaws, and have
been processed through the union conference executive
committee. Notice of any proposed changes to the Bylaws of
this union conference shall be given specifically in conjunction
with the publication of notice for the constituency meeting.

The constituency or the union conference executive
committee may recommend to the General Conference through
the __________ Division of the General Conference of Seventh-
day Adventists amendments to the Union Conference Model
Bylaws.
D 15 Union Mission Model Operating Policy

D 15 05 Union Mission—The following Union Mission Model Operating Policy shall be followed as closely as possible by all union missions. Those sections of the model operating policy that appear in bold print are essential to the unity of the Church worldwide and shall be included in the operating policy for each union mission. Other sections of the model operating policy may be modified as set out in Article XIV, provided they continue to be in full harmony with the provisions of this model. Any modifications needed to meet specific conditions in a union mission shall be submitted to the respective division executive committee for consideration. Amendments to the Union Mission Model Operating Policy shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.

Operating Policy of the ________ Union Mission of Seventh-day Adventists

Article I—Name

The name of this organization shall be the ________ Union Mission of Seventh-day Adventists, hereinafter referred to as the union or union mission.

Article II—Purpose

The purpose of this [organization] is to call all people within its territory to become disciples of Jesus Christ to proclaim the everlasting gospel embraced by the three angels’ messages (Revelation 14:6-12), and to prepare them for Christ’s soon return.
Article III—Relationships

The __________ Union Mission is a member unit of the global Seventh-day Adventist Church and is located in the territory of the __________ Division of the General Conference of Seventh-day Adventists. The purposes, policies, and procedures of this union mission shall be in harmony with the working policies and procedures of the __________ Division and the General Conference of Seventh-day Adventists. This union mission shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Geographic Territory

The territory of this union mission shall consist of __________.

Article V—Membership/Constituency

The membership of this union mission shall consist of such local conferences/missions/fields as have been or shall be organized in any part of the territory served by the union and which have been formally approved for membership by vote of the delegates at any union mission constituency meeting.

Article VI—Principal Office

The principal office for the transaction of the business of the __________ Union Mission is fixed and located at __________, __________. The executive committee of the __________ Division may change the location of the principal office.
Article VII—Membership/Constituency Meetings

Sec. 1. Regular Meetings: This union mission shall hold regular quinquennial constituency meetings at such time and place as the executive committee shall designate. In the event that the executive committee fails to call a regular constituency meeting within the quinquennial period the _________ Division Executive Committee may give notice for such a meeting and designate the time and place. Notice of the time and place for the meeting shall be given by written notice sent to the presidents of local conference and missions/fields at least thirty days before the date of the session.

Sec. 2. Special Meeting: a. The executive committee shall call a special constituency meeting when:

1) It is voted by the executive committee, or
2) It is voted by the delegates at any constituency meeting, or
3) It is requested by _________ percent of the executive committees of the conferences/missions/fields within the union conference, or
4) It is voted by the _________ Division Executive Committee or the General Conference Executive Committee.

The date for such a meeting in response to paragraphs 3) and 4) above shall not be more than 90 days from the date when the actions described in paragraphs 3) and 4) above are communicated to the officers/executive committee of the union.

b. In the absence of a timely response by the union executive committee to paragraphs 2) through 4) in Sec. 2. a. above the _________ Division Executive Committee or the General Conference Executive Committee may call a special constituency meeting of the union conference and designate the time and place for such a meeting.

c. The agenda for special constituency meetings shall be included in the notice of the meeting.
d. The time and place of special constituency meetings shall be given in the same manner as for regularly scheduled constituency meetings.

Sec. 3. Chair and Secretary for Constituency Meetings: The president of this union mission shall serve as chair and the secretary of this union shall serve as secretary for constituency meetings of this union. The president may designate other individuals to assist in chair duties from time to time. In the event that the president’s office is vacant or that the president is unavailable to serve as chair, the ranking division officer present shall serve as chair for the meeting.

In a similar manner, arrangements may be made for a secretary pro tem if the secretary’s office is vacant or the secretary is unavailable to serve at the constituency meeting.

Sec. 4. Regular Meeting Business: The business of the regular constituency meeting will include the election/appointment of personnel for various positions (see Sec. 10. and 11. below.), the receipt of reports from the president, secretary, treasurer/chief financial officer (report based on audited statements), departmental directors, and the auditor. In addition, the constituency meeting shall review/create plans for moving the union mission toward union conference status. It shall also endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the __________ Division.

Sec. 5. Quorum: At least __________ percent of the delegates authorized hereinafter under Sec. 1. and 2. of Article VIII must be present at the opening of any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates remaining shall constitute a quorum.

Sec. 6. Proxy Voting: All delegates must be present in person at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.
Sec. 7. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this union mission shall be entitled to one vote on each question to be decided by the body. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of the union in which they have been designated to represent a local conference/mission/field, institution, the Division, or the General Conference of Seventh-day Adventists.

Sec. 8. Voting: The voting on matters of business shall normally be by viva voce. The chair may call for the vote by other means, including a secret ballot, when it is deemed advisable or is requested by the membership.

Sec. 9. Parliamentary Authority: The parliamentary authority for constituency meetings pertaining to all rules and procedures not covered by its bylaws shall be based on those published in the General Conference Rules of Order, and any adaptation or supplement approved by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Sec. 10. Elections/Appointments and Term of Office: a. Elections: The president, secretary, and treasurer/chief financial officer of this union mission shall be elected by the division executive committee rather than by the session of this union mission. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers for this union mission, if not determined by the delegates at the union constituency meeting, shall be referred to the executive committee for appointment. The union constituency meeting shall also elect the members (other than ex officio) of the union executive committee and, where required by the governance documents of union institutions, the chief administrator(s) and board members of such entities.

b. Term of Office: Persons elected at the constituency meeting and those appointed by the executive committee
normally serve until the next regular constituency meeting. However, their period of service may be shorter due to resignation, voluntary retirement, retirement in situations where a mandatory retirement age policy is in effect, or removal from office, for cause, by the executive committee or a special constituency meeting.

Sec. 11. Election of Local Mission/Field Officers and Term of Office: a: Elections: The president, secretary, and treasurer/chief financial officer of local missions/fields within the territory of this union mission shall be elected by the union constituency meeting or by the union executive committee between constituency meetings.

b. Term of Office: Local mission/field officers elected at the constituency meeting normally serve until a midterm meeting of the union executive committee, unless they resign, voluntarily retire, retire in situations where a mandatory retirement age policy is in effect, or are removed from office, for cause, by the union executive committee or by a special constituency meeting.

(Note: Sec. 11. above is applicable to union missions in whose territory there is a local mission.)

Article VIII—Representation at Constituency Meetings

Sec. 1. Regular Delegates—Each member organization shall be represented at union constituency meetings by duly appointed delegates as follows:

a. Each local conference or mission/field shall be entitled to one delegate without regard to conference/mission/field membership and one additional delegate for each church members or major fraction thereof.

b. Such delegates shall be chosen by the respective local executive committees from among those who hold membership in a duly organized local church within the respective conference/mission/field.
c. The delegation from each conference/mission/field if comprised of three or more individuals shall include representation from laity, pastors, and/or other frontline employees of the respective conference/mission/field and include persons of both genders.

Sec 2. Delegates at large: Delegates at large to a union mission constituency meeting shall be:
   a. The current members of the executive committee of this union
   b. Such other persons from the union mission staff, institutions owned and operated by the union, institutions operated by the division and located within the union territory, and local conferences/missions/fields, as may be recommended by the union mission executive committee and accepted by the delegates in the constituency meeting. The number of such delegates shall not exceed ten percent of the total number of regular delegates provided for hereinabove.
   c. Members of the General Conference and Division executive committees, who may be present at any constituency meeting of this union mission. The number of such delegates shall not exceed ten percent of the total number of delegates otherwise provided for.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this union mission at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

Article IX—Constituency Meeting Committees
(Note: Division executive committees may authorize a process whereby the session organizing and nominating committees may be selected and empowered to perform their tasks in advance of the session. The process to select such committees for a session shall involve constituency representation rather than being accomplished by the executive committee alone. Unless a division executive committee has approved other arrangements as
described above, the following provisions shall apply for the appointment and functioning of session committees.)

Prior to each constituency meeting of this union mission, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

Committees that facilitate the business of the session include:

Sec. 1. Organizing Committee: a. An organizing committee for each constituency meeting shall be appointed. It shall consist of _______ representative(s) from each local conference/mission/field, _______ representative(s) from each union mission-operated institution or division-operated institution located in this union territory, and the president of the _______ Division, or his designee, who shall serve as chair.

b. The members of the organizing committee shall be appointed by their respective delegates as one of the first item of business at each regularly scheduled constituency meeting.

c. The organizing committee shall nominate and the constituency shall elect:

1) A nominating committee.

2) Other committees as may be necessary.

Sec. 2. Nominating Committee: The nominating committee shall consist of _______ members, including the president of the _______ Division, or his designee, who shall serve as chair.

a. Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting.

b. Persons holding elective office, as outlined in Article VII, Sec. 10 and 11 in the current term shall not be eligible to serve on the Nominating Committee.

c. The Nominating Committee shall limit its nominations to those positions for which persons are to be elected at
the constituency meeting and for which budgetary provisions has been made.

d. The Nominating Committee shall also nominate members for the union executive committee and for the boards of union institutions whose bylaws indicate that board members for the entity are elected at a union constituency meeting.

Article X—Executive Committee

Sec. 1. Membership of Executive Committee: The executive committee of the __________ Union Mission shall consist of not more than ________ members, the actual number to be determined by the __________ Division Executive Committee. The union president, the union secretary and treasurer/chief financial officer, and the presidents of local conferences/missions/fields shall be members ex officio, the other members being elected at the union constituency meeting. The officers of the __________ Division and of the General Conference of Seventh-day Adventists are members ex officio of the union mission executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

Sec. 2. Delegated Authority: The executive committee of this union mission is delegated the authority to act on behalf of the constituents between constituency meetings, including the authority to remove, for cause, persons who have been elected at a union constituency meeting including: officers of local missions/fields; directors of departments/ services; chief administrators of institutions; and boardcommittee members whose election or appointment is a result of constituency meetings or executive committee action; and to fill, for the remaining portion of the term, any vacancies thus created.
Sec. 3. Administrative Authority: The executive committee shall have full administrative authority:
   a. To fill for the current term any vacancies that may occur by death, resignation, or otherwise, in its boards, committees, departments, or in offices which have been filled by union mission constituency meeting election.
   b. To appoint committees, such as an administrative committee, with their terms of reference.
   c. To employ such personnel as may be necessary to execute its work effectively.
   d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall require the affirmative vote of two-thirds (2/3) of those voting at a union executive committee meeting where a majority of members is present.

Sec. 4. Meetings of the executive committee may be called at any time or place by the president, or in his absence by the acting chair appointed by the union executive committee. If the president is absent from the field and no acting chair has been appointed, such a meeting may be called by the secretary upon the written request of any five members, or twenty-five percent (whichever is more), of the executive committee.

Sec. 5. Attendance at Meetings: Where allowed by local law, executive committee members may participate in meetings by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.

Sec. 6. Notice of Meetings: Notice as to time and place, and any other requirements under these bylaws, shall be provided to all members in a reasonable manner at least 48 hours prior to the meeting if the meeting is to take place by electronic conference or similar communications, or at least 96 hours if the meeting is to take place in person.
Sec. 7. Quorum: Unless otherwise required in the Operating Policy, ______ members, including the president, of the union of executive committee shall constitute a quorum.

Article XI—Officers and Their Duties

Sec. 1. Executive Officers: The executive officers of this union mission shall be a president, a secretary, and a treasurer/chief financial officer. The secretary and treasurer/chief financial officer may be one individual known as the secretary-treasurer. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programs voted by the division executive committee, by the constituency and/or the union executive committee. These plans, policies, and programs shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

The union mission executive officers shall be appointed by the division yearend meeting/council, and shall hold office for the period of ______ years or until their successors are appointed and enter upon their duties. Vacancies in such offices shall be filled by action of the division executive committee.

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall report to the union executive committee in consultation with the secretary and the treasurer/chief financial officer. He shall act as chair of constituency meetings and of the union executive committee and serve in the general interests of the union mission as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the ______ Division and of the General Conference of Seventh-day Adventists, work in harmony with the division executive committee, and in close counsel with the division officers.
When a union president is to be absent from the field for prolonged periods of time, the union executive committee shall be authorized, in counsel with the division officers, to appoint an individual to act as chair during such absences.

b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chair of the executive committee. The secretary shall report to the executive committee of the union mission after consultation with the president. It shall be the duty of the secretary to keep the minutes of the union constituency meetings and of the executive committee meetings, and to furnish copies of such to all members of the executive committee and to the officers of the ________ Division. The secretary shall also be responsible for providing information as may be requested by the president or by the union or division executive committee; and shall perform such other duties as pertain to the office.

c. Treasurer/Chief Financial Officer: The treasurer/chief financial officer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer/chief financial officer shall report to the executive committee of the union mission after consultation with the president. The treasurer/chief financial officer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the division/General Conference in harmony with the ________ Division policy, and for providing financial information to the president and to the executive committee. The treasurer/chief financial officer shall also be responsible for furnishing copies of the financial statements to the ________ Division officers.
Sec. 2. Other Officers: Other individuals may serve as officers of the union mission, such as associate secretary and associate treasurer.

Article XII—Directors of Departments/Associations/Services

Sec. 1. Advisory Role: The directors of departments/associations/services of this union mission shall work under the direction of the executive committee and the president shall serve in an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Union mission departments, associations, and services shall be organized in harmony with the department, associations, and service structure of the General Conference but shall not necessarily duplicate the departments, associations, and services at the Division or the General Conference of Seventh-day Adventists.

Article XIII—Other Organizations

Sec. 1. Unincorporated Organizations: The Union Mission may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of this union.

Sec. 2. Corporations: The Union Mission may form corporate bodies provided it obtains prior approval of the Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article XIV—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this union mission shall be:
a. Such portion of tithe as it shall be assigned by policy and receive from its respective conferences/missions/fields.
b. Appropriations from the _______ Division or the General Conference of Seventh-day Adventists
c. Special donations and funds, legacies, gifts, devises, and bequests made to it
d. The assigned portion of tithe from churches not directly under the local fields of the union

Sec. 2. Policies: The portion of tithe which is reserved for this union mission, as specified by policy, and all other funds shall be used in harmony with the policies of the _______ Division of the General Conference; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee. This union mission shall pass on to the _______ Division the specified tithe percentage, retirement fund percentages as may be decided by the division executive committee, and all mission offerings.

Sec 3. Bank Accounts: The funds of this union mission shall be safeguarded in harmony with the financial policies of the _______ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the _______ Union Mission of Seventh-day Adventists in regular or special accounts in such banks or savings institutions as the executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the executive committee.

Sec. 4. Financial Statements: The _______ Union Mission shall regularly prepare statements of income and fund balances and shall be responsible for the filing of copies of the annual financial statement with the _______ Division and
the General Conference of Seventh-day Adventists and, to the extent required by law, with any branch of local or national government.

Sec. 5. Major trust funds belonging to this union mission shall be deposited with the division until needed to fulfill the purpose for which they were raised.

**Article XV—Budget, Employee Compensation Review, and Financial Audit**

Sec. 1. Budget: The _______ Union Mission shall prepare an annual budget in harmony with the policies of the _______ Division of the General Conference of Seventh-day Adventists.

Sec. 2. Employee Compensation and Expense Review: The executive committee shall appoint an employee compensation review committee, including a division officer or one or more representatives appointed by the division executive committee. The tasks of this committee are outlined in General Conference Working Policy.

Sec. 3. Independent Audit: All accounting records of this union mission shall be audited at least annually by an auditor chosen in harmony with General Conference Working Policy; and the records of this union mission or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor.

**Article XVI—Dissolution and Disposition of Assets**

This union mission may be dissolved only by action of the division executive committee.

In the event of the dissolution of this union mission and unless otherwise required by local law, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the _______ Division of the General Conference of Seventh-day Adventists.
Article XVII—Indemnification

Sec. 1. To the extent permitted by law, this union mission shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigatory, because he/she is or was a member of the union mission executive committee or an officer, employee, or agent of the union mission against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the union mission, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the executive committee, officer, or departmental director may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XVIII—Amendments

At any annual meeting of the _________ Division Executive Committee or at a Division Council this operating policy may be amended by a majority vote (unless local law requires a higher majority), provided that such amendments shall not be inconsistent with the Constitution of the General Conference and the working policy of the _________ Division of the General Conference of Seventh-day Adventists, and with the spirit of the Union Mission Model Operating Policy. However, those portions of this Operating Policy which are essential to the unity of the Church worldwide and are designated in bold print shall only be amended or revised from time to time by the _________ Division Executive Committee.
by a simple majority vote (unless local law requires a higher majority) in order to comply with changes to the Union Mission Model Operating Policy as voted by the General Conference Executive Committee in its annual meetings.

D 17 Union of Churches Model Constitution and Bylaws

D 17 05 Union of Churches Constitution and Bylaws—This model constitution shall be followed by all unions of churches with conference status. Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each union of churches. Other sections of the model bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model. Where specific cases require modification to material in bold print, final approval for such modifications to any material in bold print must be studied and approved by the General Conference Administrative Committee after receiving a recommendation from the division executive committee and the Office of General Counsel.

Amendments to the Union of Churches Model Constitution and Bylaws shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.

CONSTITUTION OF THE ________ UNION OF CHURCHES OF SEVENTH-DAY ADVENTISTS

Article I—Name

The name of this organization shall be the ________ Union of Churches of Seventh-day Adventists, hereinafter referred to as the union of churches.
Article II—Purpose
The purpose of this [organization] is to call all people within its territory to become disciples of Jesus Christ to proclaim the everlasting gospel embraced by the three angels’ messages (Revelation 14:6-12), and to prepare them for Christ’s soon return.

Article III—Relationships
The _________ Union of Churches is a member unit of the _________ Division of the General Conference of Seventh-day Adventists. The purposes, policies, and procedures of this union of churches shall be in harmony with the working policies and procedures of the _________ Division and the General Conference of Seventh-day Adventists. This union of churches shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Geographic Territory
The territory of this union of churches shall consist of _________.

Article V—Membership/Constituency
The membership/constituency of this union of churches shall consist of such local churches as have been or shall be organized in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of the delegates at any regular or special constituency meeting.

Article VI—Bylaws
The members of this union of churches, acting in and through a union constituency meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any provision not inconsistent with the constitution or with the
Article VII—Dissolution and Disposition of Assets

This union of churches may be dissolved only by a two-thirds (2/3) majority vote of the delegates present and voting at any constituency meeting.

In the event of the dissolution of this union of churches and unless otherwise required by local law, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the __________ Division of the General Conference of Seventh-day Adventists.

Article VIII—Amendments

This constitution shall not be amended except to conform to the model union of churches constitution when it is amended by action of the General Conference Executive Committee at an Annual Council.

The bolded text of this constitution shall not be amended except to conform to the model union of churches model constitution when it is amended by action of the General Conference Executive Committee at an Annual Council. Such amendments shall be adopted into the union’s constitution by a simple majority vote (unless local law requires a higher majority) of delegates present and voting at a union conference constituency meeting. This union may amend the unbolded text of the constitution from time to time at a union constituency meeting provided any such changes are in harmony with the spirit and intent of the model constitution. Such amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and voting. The union constituency meeting and/or the union executive committee may recommend to the General Conference through the __________ Division of the General
Conference of Seventh-day Adventists, amendments to the model constitution.

BYLAWS
OF THE __________ UNION OF CHURCHES
OF SEVENTH-DAY ADVENTISTS

Article I—Principal Office
The principal office for the transaction of the business of the __________ Union of Churches is fixed and located at __________, __________. The executive committee may in an emergency change the location of the principal office on a temporary basis.

Article II—Membership/Constituency Meetings
Sec. 1. Regular Meeting: This union of churches shall hold a regular quinquennial constituency meeting at such time and place as the executive committee of the union of churches shall designate. In the event that the union executive committee fails to call a regular constituency meeting within the quinquennial period, the __________ Division Executive Committee, or General Conference Executive Committee in the case of unions directly attached to the General Conference, may give notice for such a meeting and designate the time and place. Notice of the time and place of the meeting of the delegates representing the members shall be given by
a. A notice printed in the official publication of the union of churches at least four weeks before the date of the session, or
b. A method approved by the __________ Union of Churches Executive Committee, provided all member units receive notice with sufficient time to select delegates.
c. A method approved by the __________ Division Executive Committee in the event of inaction or non-
compliance by the __________ Union of Churches Executive Committee.

Sec. 2. Special Meeting: a. The executive committee of this union of churches shall call a special constituency meeting when:

1) It is voted by the executive committee, or
2) It is voted by the delegates at any constituency meeting, or
3) At least fifty percent of the constituent churches request it through business meeting decisions of each church.
4) It is voted by the __________ Division Executive Committee or the General Conference Executive Committee.

The date for such a meeting in response to paragraphs 3) and 4) above shall not be more than 90 days from the date when the actions described in paragraphs 3) and 4) above are communicated to the officers/executive committee of the union.

b. In the absence of a timely response by the union executive committee to paragraphs 2) through 4) in Sec. 2. a. above, the __________ Division Executive Committee or General Conference Executive Committee may call a special constituency meeting of the union of churches and designate the time and place for such a meeting.

c. The agenda for special constituency meetings shall be included in the notice of the meeting.

d. Notice as to the time and place of special constituency meetings shall be given in the same manner as for regularly scheduled constituency meetings.

Sec. 3. Chair and Secretary for Constituency Meetings: The president of this union of churches shall serve as chair and the secretary of this union shall serve as secretary for constituency meetings of this union. The president may designate other individuals to assist in chair duties from time to time. In the event that the president’s office is vacant or that the president is unavailable to serve as chair, the constituency meeting may be called to order by the ranking division officer present. The
first item of business shall be the election of a chair pro tem, selected from the delegates present at the meeting. When the election of a president has been completed, the new or re-elected president, if present at the constituency meeting, shall replace the chair pro tem.

In a similar manner, arrangements may be made for a secretary pro tem if the secretary’s office is vacant or the secretary is unavailable to serve at the constituency meeting. When election of a secretary has been completed, the new or re-elected secretary, if present at the constituency meeting, shall replace the secretary pro tem.

A person who is not reelected at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 4. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 10. and 11. below), the receipt of reports from the president, secretary, treasurer/chief financial officer (report based on audited statements), departmental directors, and the auditor. The constituency meeting shall endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the __________ Division.

Sec. 5. Quorum: At least __________ percent of the delegates authorized hereinafter under Section 1. of Article III must be present at the opening of any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates remaining present shall constitute a quorum.

Sec. 6. Proxy Voting: All delegates must be present at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 7. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this union of churches shall be entitled to one vote on each question to be decided by the
body. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of the union of churches in which they have been designated to represent a local church, institution, the Division or the General Conference of Seventh-day Adventists.

Sec. 8. Voting: The voting on matters of business shall normally be by *viva voce*. The chair may call for the vote by other means, including a secret ballot, when it is deemed advisable or is requested by the membership.

Sec. 9. Parliamentary Authority: The parliamentary authority pertaining to all rules and procedures for constituency meetings not covered by its bylaws shall be based on those published in the *General Conference Rules of Order*, and any adaptation or supplement approved by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Sec. 10. Election/Appointment and Term of Office: a. Elections: All union of churches officers and members of the executive committee who are not ex officio members shall be elected by the delegates at the regular meeting of the union of churches constituency. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the union of churches constituency meeting, shall be referred to the executive committee for appointment. Other positions to be filled by election may include the chief administrator(s) and board members of union institutions if and as required by the governance documents and structure for each entity.

b. Term of Office: Persons elected at the constituency meeting and those appointed by the executive committee normally serve until the next regular constituency meeting. However, their period of service may be shorter due to resignation, voluntary retirement, retirement in situations where a mandatory retirement age policy is in effect, or removal from office, for cause, by the executive committee or a special constituency meeting.
Article III—Representation

Sec. 1. Regular Delegates: Member organizations of this union shall be represented at union constituency meetings by duly appointed delegates as follows:

   a. Each local church shall be entitled to one delegate without regard to membership and one additional delegate for each ______ church members or major fraction thereof.

   b. Such delegates shall be chosen by the respective local church business meeting, from among those who hold membership in that local church.

   c. The delegation from each local church, if comprised of three or more individuals, shall include persons of both genders.

Sec. 2. Delegates at Large: Delegates at large to a union constituency meeting include:

   a. The current members of the executive committee of this union of churches.

   b. Such other persons from the union of churches staff, denominational institutions owned and operated by the union, as may be recommended by the union executive committee and accepted by the delegates in the constituency meeting. The number of such delegates shall not exceed ten percent of the total number of regular delegates provided for hereinabove.

   c. Members of the General Conference and Division executive committees, who may be present at any constituency meeting of this union. The number of such delegates shall not exceed ten percent of the total number of delegates otherwise provided for.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this union at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.
Article IV—Constituent Session Committees

(Note: Division executive committees may authorize a process whereby the session organizing and nominating committees may be selected and empowered to perform their tasks in advance of the session. The process to select such committees for a session shall involve constituency representation rather than being accomplished by the executive committee alone. Unless a division executive committee has approved other arrangements as described above, the following provisions shall apply for the appointment and functioning of session committees.)

Prior to each union of churches constituency meeting, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

Committees that facilitate the business of the session include:

Sec. 1. Organizing Committee: a. An organizing committee for each constituency meeting shall be appointed. It shall consist of _________ representative(s) from each member church in the union of churches, _________ representative(s) from each union or division-operated institution located in the union’s territory. The organizing committee will be chaired by the president of the _________ Division, or his designee.

b. The members of the organizing committee shall be appointed by their respective church or institutional delegations as one of the first items of business at each regularly scheduled constituency meeting. If a church or institution is entitled to only one delegate at the session, that person shall serve as a member of the organizing committee.

c. The organizing committee shall nominate and the constituency shall elect:

1) A nominating committee
2) A constitution and bylaws committee
3) Other committees as may be necessary.

Sec. 2. Nominating Committee: The nominating committee shall consist of at least _________ and not more than
members, including the president of the Division, or his designee, who shall serve as chair.

a. Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting.

b. Persons holding elective office, as outlined in Article II, Sec. 10, in the current term shall not be eligible to serve on the Nominating Committee.

c. The Nominating Committee shall limit its nominations to those positions for which persons are to be elected at the constituency meeting and for which budgetary provisions have been made.

d. The Nominating Committee shall also nominate members for the union executive committee and for the boards of union institutions whose bylaws indicate that board members for the entity are elected at a union constituency meeting.

Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution and bylaws committee shall include an officer of the Division, and shall be chaired by the secretary of the Union of Churches, or his/her designee. This committee shall function between the regularly scheduled sessions of the constituency and shall submit its reports and detailed recommendations through the executive committee to the next regular constituency meeting.

Article V—Executive Committee

Sec. 1. Membership of Executive Committee: The executive committee of the Union of Churches of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than members. The president, secretary, treasurer/chief financial officer, vice president(s), and the chief administrator of each union of churches institution, shall be members ex officio of the executive committee. The remaining membership shall
include laypersons, departmental directors, pastors, or other denominational employees. The officers of the __________ Division and of the General Conference of Seventh-day Adventists are members ex officio of the union of churches executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

(Note: The union constituency may indicate in its bylaws the minimum percentage of laypersons on the union executive committee.)

Sec. 2. Delegated Authority: The executive committee of this union of churches, unless replaced at a special constituency meeting, is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to remove for cause, persons who have been elected at a union constituency meeting, including officers, directors of departments/services, members of boards and committees whose election or appointment is a result of a constituency meeting or executive committee meeting action and to fill, for the remaining portion of the term, any vacancies thus created. The removal of those named under Article II, Sec. 10. shall require the affirmative vote of two-thirds (2/3) of those voting at a union executive committee meeting where a majority of members is present.

Sec. 3. Administrative Authority: The executive committee shall have full administrative authority:

a. To fill for the current term any vacancies that may occur by death, resignation or otherwise, in its boards, committees, departments, or in offices which have been filled by union constituency meeting election. If a new president is to be elected, the president of the __________ Division, or his designee, shall serve as chair of the executive committee.
b. To appoint committees, such as an administrative committee, with their terms of reference.

c. To employ such personnel as may be necessary to execute its work effectively.

d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall require the consent of two-thirds (2/3) of the members of the executive committee.

Sec. 4. Regular Meetings: The executive committee may schedule regular meetings at such times and places as it may select.

Sec. 5. Special Meetings: Special meetings of the executive committee may be called at any time or place by the president or, in his absence, by the secretary. In response to the written request of a majority of the members of the executive committee a special meeting shall also be called by the secretary.

Sec. 6. Attendance at Meetings: Where allowed by local law, executive committee members may participate in meetings by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.

Sec. 7. Notice of Meetings: Notice as to time and place, and any other requirements under these bylaws, shall be provided to all members in a reasonable manner at least 48 hours prior to the meeting if the meeting is to take place by electronic conference or similar communications, or at least 96 hours if the meeting is to take place in person.

Sec. 8. Quorum: ________ members of the executive committee shall constitute a quorum.
Article VI—Officers

Sec. 1. Executive Officers: The executive officers of this union of churches shall be a president, a secretary, and a treasurer/chief financial officer. The secretary and treasurer/chief financial officer may be one individual known as the secretary-treasurer.

It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programs voted by the division executive committee, the constituency and/or the union of churches executive committee. These plans, policies, and programs shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall report to the executive committee of the union of churches in consultation with the secretary and the treasurer/chief financial officer. He shall act as chair of constituency meetings and the executive committee and serve in the general interests of the union of churches as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the ______ Division and of the General Conference of Seventh-day Adventists, work in harmony with the ______ Division executive committee, and in close counsel with the division officers.

b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chair of the executive committee. The secretary shall report to the executive committee of the union of churches after consultation with the president. It shall be the duty of the secretary to keep the minutes of the union of churches constituency meetings and of the executive committee meetings; to furnish copies of these minutes to all members of the executive committee and to the division officers. The secretary
shall also be responsible for providing information as may be requested by the president or by the executive committee; and shall perform such other duties as usually pertain to the office.

c. Treasurer/Chief Financial Officer: The treasurer/chief financial officer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer/chief financial officer shall report to the executive committee of the union of churches after consultation with the president. The treasurer/chief financial officer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the division/General Conference in harmony with the _________ Division policy, and for providing financial information to the president and to the executive committee. The treasurer/chief financial officer shall also be responsible for furnishing copies of the financial statements to the _________ Division officers.

Sec. 2. Other Officers: Other individuals may serve as officers of the union of churches, such as vice president, associate secretary, and associate treasurer.

Article VII—Directors of Departments/Associations/Services

Sec. 1. Advisory Role: The directors of departments/associations/services of this union of churches shall work under the direction of the executive committee and the president and shall serve in an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Departments/services of unions of churches shall reflect the needs of its territory and shall take into consideration such services that may be provided by the division and the General Conference.
Article VIII—Other Organizations

Sec. 1. Unincorporated Organizations: The __________ Union of Churches may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the union of churches.

Sec. 2. Corporations: The __________ Union of Churches may form corporate bodies provided it obtains prior approval of the __________ Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article IX—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this union of churches shall consist of such tithe, including direct tithe, as it shall be assigned by policy and as received from the local churches within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Sec. 2. Policies: The portion of the tithe which is reserved for this union of churches, as specified by policy, and all other funds shall be used in harmony with the financial policies of the __________ Division of the General Conference of Seventh-day Adventists; and in the case of donations their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Sec. 3. Bank Accounts: The funds of this union of churches shall be safeguarded in harmony with the financial policies of the __________ Division of the General Conference of Seventh-day Adventists.
Moneys shall be deposited in the name of the ________
Union of Churches of Seventh-day Adventists in regular or
special accounts in such banks or savings institutions as the
executive committee shall designate, and shall be withdrawn
only by persons authorized by resolution of the executive
committee.

Sec. 4. Financial Statements: The ________ Union of
Churches shall regularly prepare statements of income and
fund balances and shall be responsible for the filing of copies of
the annual financial statement with the ________ Division
and the General Conference of Seventh-day Adventists and, to
the extent required by law, with any branch of local or national
government.

Article X—Budget, Employee Compensation
Review, and Financial Audit

Sec. 1. Budget: The ________ Union of Churches shall
prepare an annual budget in harmony with the policies of the
_______ Division of the General Conference of Seventh-day
Adventists.

Sec. 2. Employee Compensation and Expense Review: The
executive committee shall constitute an employee compensation
remuneration review committee whose tasks are outlined in
General Conference Working Policy.

Sec. 3. Independent Audit: All accounting records of this
union of churches shall be audited at least annually by an
auditor chosen in harmony with General Conference Working
Policy; and the records of this union of churches or any of its
subsidiaries, agencies, or institutions shall at all times be open
to said auditor.

Article XI—Indemnification

Sec. 1. To the extent permitted by law, this union of churches
shall indemnify any person who was or is a party or is threatened to
be made a party to any threatened, pending, or completed action,
suit, or proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a member of the union of churches executive committee or an officer, employee, or agent of the union of churches against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the union of churches, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the executive committee, officer or department director may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XII—Amendments

Amendment, Revision and Repeal: The bylaws of this union of churches which are essential to the unity of the Church worldwide, and are designated in bold print shall be amended or revised from time to time in order to comply with changes to the Model Union of Churches Constitution and Bylaws as voted by the General Conference Executive Committee. Such amendments or revisions shall be approved by a simple majority vote (unless local law requires a higher majority) of the delegates present and voting at any duly called constituency meeting of the union of churches. Other sections of the bylaws may be amended, revised, or repealed, by a two-thirds majority vote, provided such changes are in harmony with the spirit of the Model Union of Churches Constitution and Bylaws, and have been processed through the union of churches executive committee. Notice of any proposed changes
to the Constitution and Bylaws of this union of churches shall be given specifically in conjunction with the publication of notice for the constituency meeting.

The constituency or a union of churches executive committee may recommend to the General Conference through the ______ Division of the General Conference of Seventh-day Adventists amendments to the Union of Churches Model Constitution and Bylaws.

D 19 Union of Churches
Model Operating Policy

D 19 05 Union of Churches—The following Union of Churches Model Operating Policy shall be followed as closely as possible by all unions of churches with mission status. Those sections of the model operating policy that appear in bold print are essential to the unity of the Church worldwide and shall be included in the operating policy for each union of churches with mission status. Other sections of the model operating policy may be modified as set out in Article XIV, provided they continue to be in full harmony with the provisions of this model. Any modifications needed to meet specific conditions in a union of churches shall be submitted to the respective division executive committee for consideration. Where specific cases require modification to material in bold print, final approval for such modifications to any material in bold print must be studied and approved by the General Conference Administrative Committee after receiving a recommendation from the division executive committee and the Office of General Counsel.

Amendments to the Union of Churches Model Operating Policy shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.
Operating Policy of the __________ Union of Churches
of Seventh-day Adventists

Article I—Name
This organization shall be known as the __________ Union of Churches of Seventh-day Adventists, hereinafter referred to as the union of churches.

Article II—Purpose
The purpose of this organization is to call all people within its territory to become disciples of Jesus Christ to proclaim the everlasting gospel embraced by the three angels’ messages (Revelation 14:6-12), and to prepare them for Christ’s soon return.

Article III—Relationships
The __________ Union of Churches is a member unit of the global Seventh-day Adventist Church and is located in the territory of the __________ Division of the General Conference of Seventh-day Adventists. The purposes, policies, and procedures of this union of churches shall be in harmony with the working policies and procedures of the __________ Division and the General Conference of Seventh-day Adventists. This union of churches shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Geographic Territory
The territory of this union of churches shall consist of __________.
Article V—Membership/Constituency

The membership/constituency of this union of churches shall consist of such churches as have been or shall be organized in any part of the territory under its jurisdiction and received into membership by vote of the delegates assembled in a union of churches constituency session.

Article VI—Principal Office

The principal office for the transaction of the business of the _______ Union of Churches is fixed and located at __________, __________. The executive committee of the ________ Division may change the location of the principal office.

Article VII—Membership/Constituency Meetings

Sec. 1. Regular Meetings: This union of churches shall hold regular quinquennial constituency meetings at such time and place as the executive committee shall designate. In the event that the union executive committee fails to call a regular constituency meeting within the quinquennial period, the ______ Division Executive Committee, or General Conference Executive Committee in the case of unions directly attached to the General Conference, may give notice for such a meeting and designate the time and place. Notice of the time and place for the meeting shall be given by written notice sent to the member churches at least thirty days before the date of the session.

Sec. 2. Special Meeting: a. The executive committee of this conference shall call a special constituency meeting, at a time and place it deems proper when:

1) It is voted by the executive committee, or
2) It is voted by the delegates at any constituency meeting, or
3) It is requested by the ______ Division Executive Committee or the General Conference Executive Committee.
The date for such a meeting in response to paragraph 3) above, shall not be more than 90 days from the date when the actions described in paragraphs 3) above are communicated to the officers/executive committee of the union.

b. In the absence of a timely response by the union executive committee to paragraphs 2) and 3) in Sec. 2. a. above, the _________ Division Executive Committee or the General Conference Executive Committee may call a special constituency meeting of the union and designate the time and place for such a meeting.

c. The agenda for special constituency meetings shall be included in the notice of the meeting.

d. Notice regarding the time and place of special constituency meetings shall be given in the same manner as for regularly scheduled constituency meetings.

Sec. 3. Chair and Secretary for Constituency Meetings: The president of this union shall serve as chair and the secretary of this union shall serve as secretary for constituency meetings of this union. The president may designate other individuals to assist in chair duties from time to time. In the event that the president’s office is vacant or that the president is unavailable to serve as chair, the ranking division officer present shall serve as chair for the meeting.

In a similar manner, arrangements may be made for a secretary pro tem if the secretary’s office is vacant or the secretary is unavailable to serve at the constituency meeting.

Sec. 4. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 10. below), the receipt of reports from the president, secretary, treasurer/chief financial officer (report based on audited statements), departmental directors, and the auditor. In addition, the constituency meeting shall review/create plans for moving the union of churches with mission status toward union of churches with conference status. It shall also endorse/approve/develop plans for the conduct of the work as
are desirable and in harmony with the policies of the ________ Division.

Sec. 5. Quorum: At least _______ percent of the delegates authorized hereinafter under Sec. 1. and 2. of Article VIII must be present at the opening of any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates remaining shall constitute a quorum.

Sec. 6. Proxy Voting: All delegates must be present in person at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 7. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this union of churches shall be entitled to one vote on each question to be decided by the body. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of the union in which they have been designated to represent a church or institution.

Sec. 8. Voting: The voting on matters of business shall normally be by \textit{viva voce}. The chair may call for the vote by other means, including a secret ballot, when it is deemed advisable or is requested by the membership.

Sec. 9. Parliamentary Authority: The parliamentary authority for constituency meetings pertaining to all rules and procedures not covered by its bylaws shall be based on those published in the \textit{General Conference Rules of Order}, and any adaptation or supplement approved by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Sec. 10. Elections/Appointments and Term of Office: a. Elections: The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the union constituency meeting, shall be referred to the executive committee for appointment. The union constituency meeting shall also elect the members (other than ex officio) of the union executive committee and, where required by the governance
documents of union institutions, the chief administrator(s) and board members of such entities.

b. Term of Office: Persons elected at the constituency meeting and those appointed by the executive committee normally serve until the next regular constituency meeting. However, their period of service may be shorter due to resignation, voluntary retirement, retirement in situation where a mandatory retirement age policy is in effect, or removal from office, for cause, by the executive committee or a special constituency meeting.

Article VIII—Representation

Sec. 1. Regular Delegates: Member organizations of this union shall be represented at union constituency meetings by duly appointed delegates as follows:

a. Each local church shall be entitled to one delegate without regard to total church membership and one additional delegate for each ________ church members or major fraction thereof.

b. Such delegates shall be chosen, by the respective local church business meeting, from among those who hold membership in that local church.

c. The delegation from each local church, if comprised of three or more individuals, shall include persons of both genders.

Sec. 2. Delegates at Large: Delegates at large to a union constituency meeting include:

a. The current members of the executive committee of this union of churches.

b. Such other persons from the union of churches staff, denominational institutions owned and operated by the union/division/General Conference, as may be recommended by the union executive committee and accepted by the delegates in the constituency meeting. The number of such delegates shall not exceed ten percent of the total number of regular delegates provided for hereinabove.
c. Members of the General Conference and _______ Division executive committees, who may be present at any constituency meeting of this union. The number of such delegates shall not exceed ten percent of the total number of delegates otherwise provided for.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this union at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

**Article IX—Constituency Session Committees**

(Note: Division executive committees may authorize a process whereby the session organizing and nominating committees may be selected and empowered to perform their tasks in advance of the session. The process to select such committees for a session shall involve constituency representation rather than being accomplished by the executive committee alone. Unless a division executive committee has approved other arrangements as described above, the following provisions shall apply for the appointment and functioning of session committees.)

Prior to each union of churches constituency meeting, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

Committees that facilitate the business of the session include:

Sec. 1. Organizing Committee: a. An organizing committee for each constituency meeting shall be appointed. It shall consist of _______ representative(s) from each member church in the union of churches, _______ representative(s) from each union/division/General Conference-operated institution located in the union’s territory. The organizing committee will be chaired by the president of the _______ Division, or his designee.

b. The members of the organizing committee shall be appointed by their respective church or institutional delegations as one of the first items of business at each regularly scheduled constituency meeting. If a church or institution is entitled to only
one delegate at the session, that person shall serve as a member of the organizing committee.

c. The organizing committee shall nominate and the constituency shall elect:
   1) A nominating committee
   2) A constitution and bylaws committee
   3) Other committees as may be necessary

Sec. 2. Nominating Committee: The nominating committee shall consist of at least ________ and not more than ________ members, including the president of the ________ Division, or his designee, who shall serve as chair.

   a. Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting.
   b. Persons holding elective office, as outlined in Article II, Sec. 10., in the current term shall not be eligible to serve on the Nominating Committee.
   c. The Nominating Committee shall limit its nominations to those positions for which persons are to be elected at the constituency meeting and for which budgetary provisions have been made.
   d. The Nominating Committee shall also nominate members for the union executive committee and for the boards of union institutions whose bylaws indicate that board members for the entity are elected at a union constituency meeting.

Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution and bylaws committee shall include an officer of the ________ Division, and shall be chaired by the secretary of the ________ Union of Churches, or his/her designee. This committee shall function between the regularly scheduled sessions of the constituency and shall submit its reports and detailed recommendations through the executive committee to the next regular constituency meeting.

Article X—Executive Committee
Sec. 1. Membership of Executive Committee: The executive committee of the __________ Union of Churches of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than _________ members. The union of churches president, the union of churches secretary and treasurer/chief financial officer, shall be members ex officio, the other members being elected at the union of churches regular session. The officers of the __________ Division and of the General Conference of Seventh-day Adventists are members ex officio of the union of churches executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

(Note: The division may indicate in this operating policy the minimum percentage of laypersons on the union executive committee.)

Sec. 2. Delegated Authority: The executive committee of this union of churches, unless replaced at a special constituency meeting, is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to remove for cause, persons who have been elected at a union constituency meeting, including directors of departments/services, members of boards and committees whose election or appointment is a result of a constituency meeting or executive committee meeting action and to fill, for the remaining portion of the term, any vacancies thus created. (The offices of union of churches president, secretary, and treasurer/chief financial officer are always filled by action of the division executive committee.) The removal of those named under Article VII, Sec. 10., shall require the affirmative vote of two-thirds (2/3) of those voting at a union executive committee meeting where a majority of members is present.
Sec. 3. Administrative Authority: The executive committee shall have full administrative authority:
   a. To fill for the current term any vacancies that may occur by death, resignation or otherwise, in its boards, committees, departments, or in offices which have been filled by union constituency meeting election.
   b. To appoint committees, such as an administrative committee, with their terms of reference.
   c. To employ such personnel as may be necessary to execute its work effectively.
   d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall require the consent of two thirds (2/3) of the members of the executive committee.

Sec. 4. Regular Meetings: The executive committee may schedule regular meetings at such times and places as it may select.

Sec. 5. Special Meetings: Special meetings of the executive committee may be called at any time or place by the president or, in his absence, by the secretary. In response to the written request of a majority of the members of the executive committee a special meeting shall also be called by the secretary.

Sec. 6. Attendance at Meetings: Where allowed by local law, executive committee members may participate in meetings by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.

Sec. 7. Notice of Meetings: Notice as to time and place, and any other requirements under these bylaws, shall be provided to all members in a reasonable manner at least 48 hours prior to the meeting if the meeting is to take place by electronic conference or similar communications, or at least 96 hours if the meeting is to take place in person.

Sec. 8. Quorum: _________ members of the executive committee shall constitute a quorum.
Article XI—Officers and Their Duties

Sec. 1. Executive Officers: The executive officers of this union of churches shall be a president, a secretary, and a treasurer/chief financial officer. The secretary and treasurer/chief financial officer may be one individual known as the secretary-treasurer. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programs voted by the division executive committee, the constituency, and/or the union of churches executive committee. These plans, policies, and programs shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

The union of churches executive officers shall be appointed by the division executive committee and shall hold office until their successors are appointed and enter upon their duties. Vacancies in such offices shall be filled by action of the division executive committee.

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall report to the union of churches executive committee in consultation with the secretary and the treasurer/chief financial officer. He shall act as chair of constituency meetings and of the union of churches executive committee and serve in the general interests of the union of churches as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the __________ Division and of the General Conference of Seventh-day Adventists, work in harmony with the division executive committee, and in close counsel with the division officers.

b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chair of the executive committee. The secretary shall report to the executive committee of the union of churches after consultation
with the president. It shall be the duty of the secretary to keep
the minutes of the union of churches sessions and of the
executive committee meetings, and to furnish copies of such to
all members of the executive committee and to the officers of
the _________ Division. The secretary shall also be
responsible for providing information as may be requested by
the president or by the union of churches or division executive
committee; and shall perform such other duties as pertain to
the office.

c. Treasurer/Chief Financial Officer: The treasurer/
chief financial officer, associated with the president as an
executive officer, shall serve under the direction of the
executive committee. The treasurer/chief financial officer shall
report to the executive committee of the union of churches
after consultation with the president. The treasurer/chief
financial officer shall be responsible for providing financial
leadership to the organization which will include, but shall not
be limited to, receiving, safeguarding and disbursing all funds
in harmony with the actions of the executive committee, for
remitting all required funds to the division/General Conference
in harmony with the _________ Division policy, and for
providing financial information to the president and to the
executive committee. The treasurer/chief financial officer shall
also be responsible for furnishing copies of the financial
statements to the _________ Division officers.

Sec. 2. Other Officers: Other individuals may serve as officers
of the union of churches, such as vice-president, associate
secretary, and associate treasurer.

Article XII—Directors of
Departments/Associations/Services

Sec. 1. Advisory Role: The directors of _______ departments/
associations/services of this union of churches shall work under
the direction of the executive committee and the president and
shall serve in an advisory relationship to the field.
Sec. 2. Departments/Services Structure: Departments/Services of unions of churches shall reflect the needs of its territory and shall take into consideration such services that may be provided by the division and the General Conference.

Article XIII—Other Organizations

Sec. 1. Unincorporated Organizations: The _________ Union of Churches may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the union of churches.

Sec. 2. Corporations: The _________ Union of Churches may form corporate bodies provided it obtains prior approval of the _________ Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article XIV—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this union of churches shall consist of such tithe, including direct tithe, as it shall be assigned by policy and as received from the local churches within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Sec. 2. Policies: The portion of tithe which is reserved for this union of churches, as specified by policy, and all other funds shall be used in harmony with the financial policies of the _________ Division of the General Conference of Seventh-day Adventists; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.
Sec 3. Bank Accounts: The funds of this union of churches shall be safeguarded in harmony with the financial policies of the __________ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the __________ Union of Churches of Seventh-day Adventists in regular or special accounts in such banks or savings institutions as the executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the executive committee.

Sec. 4. Financial Statements: The __________ Union of Churches shall regularly prepare statements of income and fund balances and shall be responsible for the filing of copies of the annual financial statement with the __________ Division and the General Conference of Seventh-day Adventists and, to the extent required by law, with any branch of local or national government.

Sec. 5. Major trust funds belonging to this union of churches shall be deposited with the division until needed to fulfill the purpose for which they were raised.

Article XV—Budget, Employee Compensation Review, and Financial Audit

Sec. 1. Budget: The __________ Union of Churches shall prepare an annual budget in harmony with the policies of the __________ Division of the General Conference of Seventh-day Adventists.

Sec. 2. Employee Compensation and Expense Review: The executive committee shall appoint an employee compensation review committee, including a division officer or one or more representatives appointed by the division executive committee. The tasks of this committee are outlined in General Conference Working Policy.

Sec. 3. Independent Audit: All accounting records of this union of churches shall be audited at least annually by an auditor chosen in harmony with General Conference Working Policy; and the records of this union of churches or any of its
subsidiaries, agencies, or institutions shall at all times be open to said auditor.

Article XVI—Indemnification

Sec. 1. To the extent permitted by law, this union of churches shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a member of the union of churches executive committee or an officer, employee, or agent of the union of churches against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the union of churches, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the executive committee, officer, departmental director or employee may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XIII—Dissolution and Disposition of Assets

This union of churches may be dissolved only by action of the division executive committee.

In the event of the dissolution of this union of churches and unless otherwise required by local law, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the ______ Division of the General Conference of Seventh-day Adventists.
Article XIV—Amendments

At any annual meeting of the _______ Division Executive Committee or at a Division Council this operating policy may be amended by a majority vote, provided that such amendments shall not be inconsistent with the Constitution of the General Conference and the working policy of the _______ Division of the General Conference of Seventh-day Adventists, and with the spirit of the Union of Churches Model Operating Policy. However, those portions of this operating policy which are essential to the unity of the Church worldwide and are designated in bold print shall only be amended or revised from time to time by the _______ Division Executive Committee by a simple majority vote in order to comply with changes to the Union of Churches Model Operating Policy as voted by the General Conference Executive Committee in its annual meetings.

D 20 Local Conference Model Constitution and Bylaws

D 20 05 Local Conference Constitution and Bylaws—This model constitution shall be followed by all local conferences. Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each local conference. Other sections of the model bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model. Where specific cases require modification to material in bold print, final approval for such modifications to any material in bold print must be studied and approved by the General Conference Administrative Committee after receiving a recommendation from the division executive committee and the Office of General Counsel.

Amendments to the Local Conference Model Constitution shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.
CONSTITUTION OF THE
__________ CONFERENCE
OF SEVENTH-DAY ADVENTISTS

Article I—Name
The name of this organization shall be known as the
________ Conference of Seventh-day Adventists, hereinafter
referred to as the conference.

Article II—Purpose
The purpose of this [organization] is to call all people within
its territory to become disciples of Jesus Christ, to proclaim the
everlasting gospel embraced by the three angels’ messages
(Revelation 14:6-12), and to prepare them for Christ’s soon
return.

Article III—Relationships
The __________ Conference is a member unit of the
________ Union Conference/Mission of the Seventh-day
Adventist Church and is located in the territory of the
________ Division of the General Conference of Seventh-
day Adventists. This conference shall pursue the mission of the
Church in harmony with the Fundamental Beliefs, programs,
and initiatives adopted and approved by the General
Conference of Seventh-day Adventists in its quinquennial
sessions.

Article IV—Geographic Territory
The territory of this conference shall consist of __________.

Article V—Membership/Constituency
The membership/constituency of this conference shall
consist of such churches as have been or shall be properly
organized in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of the delegates at any regular or special constituency meeting.

Article VI—Bylaws
The members of this conference, acting in and through a conference constituency meeting, may enact bylaws, and/or repeal them, and such bylaws may embrace any provision not inconsistent with the constitution or with the current local conference model constitution and bylaws approved by the Executive Committee of the General Conference of Seventh-day Adventists.

Article VII—Dissolution and Disposition of Assets
This conference may be dissolved only by a two-thirds (2/3) majority vote of the delegates present and voting at any constituency meeting.

In the event of the dissolution of this conference and unless otherwise required by local law, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the _________ Division of the General Conference of Seventh-day Adventists.

Article VIII—Amendments
The bolded text of this constitution shall not be amended except to conform to the local conference model constitution when it is amended by action of the General Conference Executive Committee at an Annual Council. Such amendments shall be adopted into the conference constitution by a simple majority vote (unless local law requires a higher majority) of delegates present and voting at a conference constituency meeting. This conference may amend the unbolded text of the constitution from time to time at a conference constituency meeting provided any such changes are in harmony with the spirit and intent of the model constitution. Such amendments
shall require an affirmative vote of two-thirds (2/3) of the
delegates present and voting. The conference executive
committee may recommend to the General Conference,
through the __________ Union Conference/Union Mission and
the __________ Division of the General Conference of Seventh-
day Adventists, amendments to the model constitution.

BYLAWS OF THE __________ CONFERENCE
OF SEVENTH-DAY ADVENTISTS

Article I—Principal Office

The principal office for the transaction of the business of
the __________ Conference is fixed and located at __________.
__________. The executive committee may in an emergency
change the location of the principal office on a temporary basis.

Article II—Constituency Meetings

Sec. 1. Regular Meeting: This conference shall hold a
regular ________ (biennial, triennial, quadrennial, or
quinquennial) constituency meeting at such time and place as
the executive committee of the conference shall designate. In
the event that the executive committee fails to call a regular
constituency meeting within the quinquennial period, the
__________ Union Executive Committee may give notice for
such a meeting and designate the time and place. Notice of the
time and place of the meeting of the delegates representing the
members shall be given by

a. A notice printed in the official publication of the
__________ Union Mission/Union Conference at least four weeks
before the date of the session, or

b. A method approved by the ________ Conference
Executive Committee, provided all member units receive notice
with sufficient time to select delegates, or

c. A method approved by the ________ Union
Executive Committee in the event of inaction or non-
compliance by the __________ Conference Executive Committee.

Sec. 2. Special Meeting: a. The executive committee of this conference shall call a special constituency meeting when:
   1) It is voted by the executive committee, or
   2) It is voted by the delegates at any constituency meeting, or
   3) It is requested by __________ percent of the churches of the conference through their church boards, or
   4) It is voted by the union executive committee, division executive committee, or General Conference Executive Committee.

   The date for such a meeting in response to paragraphs 3) and 4) above shall not be more than 90 days from the date when the actions described in paragraphs 3) and 4) above are communicated to the officers/executive committee of the union.

   b. In the absence of a timely response by the executive committee to paragraphs 2) through 4) in Sec. 2. a. above the __________ Union Executive Committee or __________ Division Executive Committee may call a special constituency meeting of the conference and designate the time and place for such a meeting.

   c. The agenda for special constituency meetings shall be included in the notice of the meeting.

   d. Notice as to the time and place of special constituency meetings shall be given in the same manner as for regularly scheduled constituency meetings.

Sec. 3. Chair and Secretary for Constituency Meetings: The president of this conference shall serve as chair and the secretary of this conference shall serve as secretary for constituency meetings of the conference. The president may designate other individuals to assist in chair duties from time to time. In the event that the president’s office is vacant or that the president is unavailable to serve as chair, the constituency meeting may be called to order by the ranking union officer
present. The first item of business shall be the election of a chair pro tem, selected from the delegates present at the meeting. When the election of a president has been completed, the new or re-elected president, if present at the constituency meeting, shall replace the chair pro tem.

In a similar manner, arrangements may be made for a secretary pro tem if the secretary’s office is vacant or the secretary is unavailable to serve at the constituency meeting. When election of a secretary has been completed, the new or re-elected secretary, if present at the constituency meeting, shall replace the secretary pro tem.

A person who is not reelected a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 4. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 10. below), the receipt of reports from the president, secretary, treasurer/chief financial officer (report based on audited statements), departmental directors, and the auditor. The constituency meeting shall endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the ________ Division.

Sec. 5. Quorum: At least ________ percent of the delegates authorized hereinafter under Section 1. of Article III must be present at any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates present shall constitute a quorum.

Sec. 6. Proxy Voting: All delegates must be present in person at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 7. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this conference shall be entitled to one vote on each question to be decided by the body. The voting rights of the individual delegates representing the
members as hereinafter provided shall be limited to the particular constituency meeting of the conference in which they have been designated to represent a local church, an institution, the _______ Union Conference, the _______ Division or the General Conference of Seventh-day Adventists.

Sec. 8. Voting: The voting on matters of business shall normally be by *viva voce*. The chair may call for the vote by other means, including a secret ballot, when it is deemed advisable or is requested by the membership.

Sec. 9. Parliamentary Authority: The parliamentary authority pertaining to all rules and procedures for constituency meetings not covered by its bylaws shall be based on those published in the *General Conference Rules of Order*, and any adaptation or supplement approved by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Sec. 10. Election/Appointment and Term of Office: a. Election: All officers and members of the executive committee who are not ex officio members shall be elected by the delegates at the regular meeting of the conference constituency. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the conference constituency meeting, shall be referred to the executive committee for appointment.

b. Term of Office: Persons elected at the constituency meeting and those appointed by the executive committee normally serve until the next regular constituency meeting. However, their period of service may be shorter due to resignation, voluntary retirement, retirement in situations where a mandatory retirement age policy is in effect, or removal from office, for cause, by the executive committee or a special constituency meeting.
Article III—Representation

Sec. 1. The delegates at any constituency meeting of this conference shall be regular delegates and delegates at large.

a. Regular Delegates: All delegates duly accredited by any one of the organized churches of the conference. Each church shall be entitled to one delegate for the organization and one additional delegate for each ________ members or major fraction thereof and who hold membership in the local church which accredits them. Such delegates shall be chosen by the business meeting of the respective local church.

b. Delegates at large:

1) All members of the executive committee of the ________ Conference.

2) All members of the executive committee of the ________ Union Mission/Union Conference who may be present at any constituency meeting of this conference.

3) All employees holding credentials or ministerial licenses issued by this conference.

4) Members of the division executive committee who may be present at any constituency meeting of this conference. The number of such delegates representing the Division shall not exceed ten percent of the total number of delegates otherwise provided for.

5) Such other persons as may be recommended by the executive committee and accepted by the delegates in session. The number of such delegates shall not exceed ten percent of the total number of regular delegates provided for hereinabove.

Sec. 2. All delegates appointed to represent the members of this conference at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

Article IV—Constituency Meeting Committees

(Note: Division executive committees may authorize a process whereby the session organizing and nominating committees may be
selected and empowered to perform their tasks in advance of the session. The process to select such committees for a session shall involve constituency representation rather than being accomplished by the executive committee alone. Unless a division executive committee has approved other arrangements as described above, the following provisions shall apply for the appointment and functioning of session committees.

Prior to each conference constituency meeting, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

Committees that facilitate the business of the session include:

Sec. 1. Organizing Committee: a. The organizing committee shall be constituted as follows: Each church represented at the constituency meeting shall choose, or empower its delegation to choose, one member plus one additional member for each ________ members or a major fraction thereof. In addition, the at-large delegates to the constituency meeting shall select _________ persons from the at-large delegate group to serve on the organizing committee.

b. Members of the organizing committee shall be chosen at or prior to the constituency meeting.

c. If the organizing committee is to meet prior to the constituency meeting, the time and place of the meeting shall be given in the official notice of the meeting.

d. The chair of the organizing committee shall be the president of the ________ Union or his designee.

e. The organizing committee shall nominate and elect:

1) A nominating committee
2) A constitution and bylaws committee
3) Other committees as may be necessary.

Sec. 2. Nominating Committee: The nominating committee shall consist of at least _________ and not more than _________ members, including the president of the
__________ Union Mission/Conference, or his designee, who shall serve as the chair. The membership of the committee shall be balanced, as nearly as possible, between denominational workers and laypersons representing various segments of the work and territories of the conference.

a. Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting.

b. Persons holding elective office, as outlined in Article II, Sec. 10, in the current term shall not be eligible to serve on the Nominating Committee.

c. The Nominating Committee shall limit its nominations to those positions for which persons are to be elected at the constituency meeting and for which budgetary provisions have been made.

d. The Nominating Committee shall also nominate members for the executive committee and for the boards of conference institutions whose bylaws indicate that board members for the entity are elected at a conference constituency meeting.

Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution and bylaws committee shall include an officer of the __________ Union Mission/Conference, and shall be chaired by the secretary of the local conference, or his/her designee.

This committee shall function between the regularly scheduled constituency meetings and shall submit its reports and detailed recommendations through the conference executive committee to the next regular constituency meeting.

Article V—Executive Committee

Sec. 1. Membership: The executive committee of the __________ Conference shall be elected at its regularly scheduled constituency meeting and shall consist of not more than __________ members. The president, secretary, treasur-
er/chief financial officer, and vice president(s) of the conference shall be members ex officio of the executive committee. The membership of the committee may include at least one departmental director and one institutional representative with the remaining membership balanced as nearly as possible between laypersons and pastors or other denominational employees from various sections of the conference. The officers of the __________ Union Mission/Conference, of the __________ Division and of the General Conference of Seventh-day Adventists are members ex officio of the local conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

(Note: A constituency may indicate in its bylaws the minimum percentage of laypersons on the executive committee.)

Sec. 2. Delegated Authority: The executive committee of this conference, unless replaced at a special constituency session, is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to remove for cause persons who have been elected at a union constituency meeting, including officers of the conference, directors of departments/services, members of boards and committees whose election or appointment is a result of a constituency meeting or executive committee meeting action and to fill, for the remaining portion of the term, any vacancies thus created. The removal of those named under Article VI, Sec. 1., shall require the affirmative vote of two-thirds (2/3) of those voting at an executive committee meeting where a majority of members is present. Sec. 3. Administrative Authority: The executive committee shall have full administrative authority:

a. To fill for the current term any vacancies that may occur by death, resignation or otherwise, in its boards, committees, departments, or in offices which have been filled by conference
election. If a new president is to be elected, the president of the 
Union Mission/Union Conference or his designee, 
shall serve as chair of the executive committee.

b. To appoint committees, such as an administrative 
committee, with their terms of reference.

c. To employ ministers, secretaries, teachers, and other 
persons as deemed necessary for the work of the conference.

d. To grant and withdraw credentials and licenses. The 
withdrawal of credentials shall require the consent of two-thirds (2/3) of the members of the executive committee.

Sec. 4. Regular Meetings: The executive committee may 
schedule regular meetings at such times and places as it may select.

Sec. 5. Special Meetings: Special meetings of the executive 
committee may be called at any time or place by the president or, 
in his absence, by the secretary. A special meeting shall also be 
called by the secretary in response to the written request of a 
majority of the members of the executive committee.

Sec. 6. Attendance at Meetings: Where allowed by local law, 
executive committee members may participate in meetings by 
means of an electronic conference or similar communications 
by which all persons participating can hear each other at the 
same time, and participation by such means shall constitute 
presence in person at such a meeting.

Sec. 7. Notice of Meetings: Notice as to time and place, and 
any other requirements under these bylaws, shall be provided 
to all members in a reasonable manner at least 48 hours prior to 
the meeting if the meeting is to take place by electronic 
conference or similar communications, or at least 96 hours if the 
meeting is to take place in person.

Sec. 8. Quorum: ________ members of the executive 
committee shall constitute a quorum.

Article VI—Officers

Sec. 1. Executive Officers: The executive officers of this 
conference shall be a president, a secretary, and a treasurer/
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chief financial officer. The secretary and treasurer/chief financial officer may be one individual known as the secretary-treasurer. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programs voted by the union executive committee, the constituency, and/or the conference executive committee. These plans, policies, and programs shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall report to the executive committee of the conference in consultation with the secretary and the treasurer/chief financial officer. He shall act as chair of the constituency meetings and the executive committee, and serve in the general interests of the ________ Conference as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the ________ Union Mission/Union Conference, the ________ Division and the General Conference of Seventh-day Adventists, work in harmony with the ________ Union Mission/Union Conference Committee, and in close counsel with the union officers.

b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chair of the executive committee. The secretary shall report to the executive committee of the conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the conference constituency meetings and of the executive committee meetings, to furnish copies of these minutes to all members of the executive committee and to the officers of the ________ Union Mission/Union Conference. The secretary shall also be responsible for providing information as may be requested by the president or by the executive
committee, and shall perform such other duties as usually pertain to the office.

c. Treasurer/Chief Financial Officer: The treasurer/chief financial officer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer/chief financial officer shall report to the executive committee of the conference after consultation with the president. The treasurer/chief financial officer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the union/division/General Conference in harmony with the _________ Division policy, and for providing financial information to the president and to the executive committee. The treasurer/chief financial officer shall also be responsible for furnishing copies of the financial statements to the _________ Union officers.

Sec. 2. Other Officers: Other individuals may serve as officers of the local conference, such as vice president, associate secretary, and associate treasurer.

Article VII—Directors of Departments/Associations/Services

Sec. 1. Advisory Role: The directors of departments/associations/services of this conference shall work under the direction of the executive committee of the conference and the president and shall serve in an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Conference departments/services shall be organized in harmony with the departmental/service structure of the General Conference but shall not necessarily duplicate the departments/services in the union, division, or General Conference.
Article VIII—Other Organizations

Sec. 1. Unincorporated Organizations: The _________ Conference may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the conference.

Sec. 2. Corporations: The _________ Conference may form corporate bodies provided it obtains prior approval of the _________ Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article IX—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this conference shall consist of such tithe, including direct tithe, as it shall be assigned by policy and as received from within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Sec. 2. Policies: The portion of the tithe which is reserved for this conference, as specified by policy, and all other funds shall be used in harmony with the financial policies of the _________ Division of the General Conference of Seventh-day Adventists; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the union and division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Sec. 3. Bank Accounts: The funds of this conference shall be safeguarded in harmony with the financial policies of the _________ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the
Conference of Seventh-day Adventists in regular or special accounts, in such banks or savings institutions as the executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the executive committee.

Sec. 4. Financial Statements: The Conference shall prepare regularly appropriate statements of income and fund balances and shall be responsible for the filing of any financial information directly with the Union and the Division of the General Conference of Seventh-day Adventists and, to the extent required by law, with any branch of local or national government.

Article X—Budget, Employee Compensation Review, and Financial Audit

Sec. 1. Budget: The Conference shall prepare an annual budget in harmony with the policies of the Division of the General Conference of Seventh-day Adventists.

Sec. 2. Employee Compensation and Expense Review: The executive committee shall appoint an employee compensation review committee whose tasks are outlined in General Conference Working Policy.

Sec. 3. Independent Audit: All accounting records of this conference shall be audited at least annually by an auditor chosen in harmony with General Conference Working Policy and the records of this conference or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor.

Article XI—Indemnification

Sec. 1. To the extent permitted by law, this conference shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investiga-
tive, because he/she is or was a member of the conference executive committee or an officer, employee, or agent of the conference against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the conference, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the executive committee, or an officer or department director may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XII—Amendments

Amendment, Revision, and Repeal: The bylaws of this conference which are essential to the unity of the Church worldwide, and are designated in bold print shall be amended or revised from time to time in order to comply with changes to the Local Conference Model Constitution and Bylaws as voted by the General Conference Executive Committee in its annual meetings. Such amendments or revisions shall be approved by a simple majority vote (unless local law requires a higher majority) of the delegates present and voting at any duly called constituency meeting of the local conference. Other sections of the bylaws may be amended, revised, or repealed, by an affirmative vote of two-thirds (2/3) of those present and voting, provided such changes are in harmony with the spirit of the Local Conference Model Constitution and Bylaws, and have been processed through the conference executive committee. Notice of any proposed changes to the bylaws of this
conference shall be given specifically in conjunction with the publication of notice for the session.

The constituency or the conference executive committee may recommend to the General Conference through the _________ Union Mission/Union Conference and the _________ Division of the General Conference of Seventh-day Adventists amendments to the Local Conference Model Constitution and Bylaws.

D 25 Local Mission Model Operating Policy

D 25 05 Mission/Field—The following Mission/Field Model Operating Policy shall be followed as closely as possible by all missions/fields. Those sections of the model operating policy that appear in bold print are essential to the unity of the Church worldwide and shall be included in the operating policy for each mission/field. Other sections of the model operating policy may be modified as set out in Article XIV, provided they continue to be in full harmony with the provisions of this model. Any other modifications needed to meet specific conditions in a mission/field shall be submitted to the respective division executive committee for consideration. Where specific cases require modification to material in bold print, final approval for such modifications to any material in bold print must be studied and approved by the General Conference Administrative Committee after receiving a recommendation from the division executive committee and the Office of General Counsel.

Amendments to the Mission/Field Model Operating Policy shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that committee.
Operating Policy of the ________ Mission/Field of Seventh-day Adventists

Article I—Name
This organization shall be known as the ________ Mission/Field of Seventh-day Adventists, hereinafter referred to as the mission/field.

Article II—Purpose
The purpose of this [organization] is to call all people within its territory to become disciples of Jesus Christ, to proclaim the everlasting gospel embraced by the three angels' messages (Revelation 14:6-12), and to prepare them for Christ’s soon return.

Article III—Relationships
The ________ Mission/Field is a member unit of the ________ Union and is located in the territory of the ________ Division of the General Conference of Seventh-day Adventists. The purposes, policies, and procedures of this mission/field shall be in harmony with the working policies and procedures of the ________ Division and the General Conference of Seventh-day Adventists. This mission/field shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Geographic Territory
The territory of this mission/field shall consist of ________ .

Article V—Membership/Constituency
The membership/constituency of this mission/field shall consist of such churches as have been or shall be properly
organized in any part of the territory served by the mission/field and accepted by vote of the delegates assembled at any mission/field constituency session.

Article VI—Principal Office

The principal office for the transaction of the business of the ________ Mission/Field is fixed and located at ________, ________. The executive committee of the ________ Union may change the location of the principal office.

Article VII—Membership/Constituency Meetings

Sec. 1. Regular Meetings: This mission/field shall hold regular ________ (biennial, triennial, quadrennial, or quinquennial) constituency meetings at such time and place as the mission/field executive committee in counsel with the officers of the union mission/union conference shall designate. In the event that the executive committee fails to call a regular constituency meeting within the quinquennial period, the ________ Union Executive Committee may give notice for such a meeting and designate the time and place. Notice of the time and place for the meeting shall be given by written notice and sent to the presidents of member churches at least thirty days before the date of the session.

Sec. 2. Special Meeting: a. The executive committee shall call a special constituency meeting when:

1) It is voted by the executive committee, or
2) It is voted by the delegates at any constituency meeting, or
3) It is requested by ________ percent of the churches through their church boards, or
4) It is voted by the ________ Union Executive Committee or the Division Conference Executive Committee.

The date for such a meeting in response to paragraphs 3) and 4) above shall not be more than 90 days from the date
when the actions described in paragraphs 3) and 4) above are communicated to the officers/executive committee of the union.

b. In the absence of a timely response by the executive committee to paragraphs 2) through 4) in Sec. 2. a. above, the _________ Union Executive Committee or the Division Executive Committee may call a special constituency meeting of the mission/field and designate the time and place for such a meeting.

c. The agenda for special constituency meetings shall be included in the notice of the meeting.

d. The time and place of special constituency meetings shall be given in the same manner as for regularly scheduled constituency meetings.

Sec. 3. Chair and Secretary for Constituency Meetings: The president of this mission/field shall serve as chair and the secretary of this mission/field shall serve as secretary for constituency meetings of this mission/field. The president may designate other individuals to assist in chair duties from time to time. In the event that the president’s office is vacant or that the president is unavailable to serve as chair, the ranking union officer present shall serve as chair for the meeting.

In a similar manner, arrangements may be made for a secretary pro tem if the secretary’s office is vacant or the secretary is unavailable to serve at the constituency meeting.

Sec. 4. Regular Meeting Business: The business of the regular constituency meeting will include the election/appointment of personnel for various positions (see Sec. 10. below), the receipt of reports from the president, secretary, treasurer/chief financial officer (report based on audited statements), departmental directors, and the auditor. In addition, the constituency meeting shall review/create plans for moving the mission/field toward conference status. It shall also endorse/approve/develop plans for the conduct of the work as are desirable and in harmony with the policies of the _________ Division.
Sec. 5. Quorum: At least ________ percent of the delegates authorized hereinafter under Sec. 1. and 2. of Article VI must be present at the opening of any regular or special constituency meeting to constitute a quorum for the transaction of business. Once the meeting is declared open, the delegates remaining shall constitute a quorum.

Sec. 6. Proxy Voting: All delegates must be present in person at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 7. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this mission/field shall be entitled to one vote on each question to be decided by the body. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of the mission/field in which they have been designated to represent a local church, institution, the Union, the Division, or the General Conference of Seventh-day Adventists.

Sec. 8. Voting: The voting on matters of business shall normally be by *viva voce*. The chair may call for the vote by other means, including a secret ballot, when it is deemed advisable or is requested by the membership.

Sec. 9. Parliamentary Authority: The parliamentary authority for constituency meetings pertaining to all rules and procedures not covered by its bylaws shall be based on those published in the *General Conference Rules of Order*, and any adaptation or supplement approved by the division executive committee, unless otherwise determined by a two-thirds (2/3) majority vote of the constituency meeting.

Sec. 10. Elections/Appointments and Term of Office: a. Elections: The president, secretary, and treasurer/chief financial officer of this mission/field shall be elected by the union constituency/executive committee rather than by the session of this mission/field. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers for this mission/field, is
normally done during the constituency session. If personnel for
available positions are not all elected during the session, their
appointment shall be referred to the executive committee. The
constituency meeting shall also elect the members (other than
ex officio) of the mission/field executive committee and, where
required by the governance documents of mission/field
institutions, the chief administrator(s) and board members of
such entities.

b. Term of Office: Persons elected at the constituency
meeting and those appointed by the executive committee
normally serve until the next regular constituency meeting.
However, their period of service may be shorter due to
resignation, voluntary retirement, retirement in situation
where a mandatory retirement age policy is in effect, or
removal from office, for cause, by the executive committee or a
special constituency meeting.

Article VIII—Representation

Sec. 1. Regular Delegates: Regular delegates to a
mission/field session shall be such delegates as shall be duly
accredited by the organized churches of the mission/field, on
the basis of one for each local organized church, and one additional
for each ________ members or major fraction thereof. Such
delegates shall be chosen by action of the business meeting of each
respective local church.

Sec. 2. Delegates at large: Delegates at large to a mission/
field session shall be:

a. The members of the executive committee of this
mission/field

b. Members of the General Conference, the ________
Division and the ________ Union Mission/Conference
Committees who may be present at any session of this
mission/field. The number of such delegates shall not exceed
ten percent of the total number of delegates otherwise provided for
c. All ordained and licensed ministers, and those holding missionary credentials from the _______ Union or the mission/field

d. Such other persons as may be recommended by the executive committee, and accepted by the delegates in session.

Sec. 3. All delegates appointed to represent the members of this mission/field at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

Article IX—Constituency Meeting Committees

(Note: Division executive committees may authorize a process whereby the session organizing and nominating committees may be selected and empowered to perform their tasks in advance of the session. The process to select such committees for a session shall involve constituency representation rather than being accomplished by the executive committee alone. Unless a division executive committee has approved other arrangements as described above, the following provisions shall apply for the appointment and functioning of session committees.)

Prior to each constituency meeting of this mission/field, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

Committees that facilitate the business of the session include:

Sec. 1. Organizing Committee: a. An organizing committee shall be constituted as follows: Each church represented at the constituency meeting shall choose, or empower its delegation to choose, one member plus one additional member for each ________ members or a major fraction thereof. In addition, the at-large delegates to the constituency meeting shall select ________ persons from the at-large delegate group to serve on the organizing committee.

b. Members of the organizing committee shall be chosen at or prior to the constituency meeting.
c. If the organizing committee is to meet prior to the constituency meeting, the time and place of the meeting shall be given in the official notice of the meeting.

d. The chair of the organizing committee shall be the president of the Union or his designee.

e. The organizing committee shall nominate and the constituency shall elect:
   1) A nominating committee.
   2) Other committees as may be necessary.

Sec. 2. Nominating Committee: The nominating committee shall consist of ________ members, including the president of the ________ Union, or his designee, who shall serve as chair.

   a. Those chosen as members of the Nominating Committee must be duly appointed delegates in attendance at the constituency meeting.

   b. Persons holding elective office, as outlined in Article V, Sec. 10. in the current term shall not be eligible to serve on the Nominating Committee.

   c. The Nominating Committee shall limit its nominations to those positions for which persons are to be elected at the constituency meeting and for which budgetary provisions have been made.

   d. The Nominating Committee shall also nominate members, other than ex officio members, for the mission/field executive committee and for the boards of mission/field institutions whose bylaws indicate that board members for the entity are elected at a mission/field constituency meeting.

Article X—Executive Committee

Sec. 1. The mission/field executive committee, of which the president shall be the chair and the secretary/secretary-treasurer shall be the secretary, shall consist of from five to fifteen members, as determined by the union conference/union mission executive committee. The mission/field president, secretary, and treasurer/chief financial officer shall be ex
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officio members of the executive committee. The officers of the _______ Union Mission/Union Conference, the _______ Division, and the General Conference of Seventh-day Adventists are members ex officio of the mission/field executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

Sec. 2. Delegated Authority: The executive committee of this mission/field is delegated the authority to act on behalf of the constituents between constituency meetings, including the authority to remove, for cause, persons who have been elected at a mission/field constituency meeting including: directors of departments/services; chief administrators of institutions; and board/committee members whose election or appointment is a result of a constituency meeting or executive committee meeting action; and to fill, for the remaining portion of the term, any vacancies thus created.

Sec. 3. Administrative Authority: The executive committee shall have full administrative authority:

a. To fill for the current term any vacancies that may occur by death, resignation, or otherwise, in its boards, committees, departments, or in offices which have been filled by mission/field constituency meeting election.

b. To appoint committees, such as an administrative committee, with their terms of reference.

c. To employ such personnel as may be necessary to execute its work effectively.

d. To grant and withdraw credentials and licenses. The withdrawal of credentials shall require the consent of two-thirds (2/3) of those voting at an executive committee meeting where a majority of members is present.

Sec. 4. Meetings of the mission/field executive committee may be called at any time or place by the president, or should he be absent from the field, such meetings may be called by the secretary
upon the written request of any three members of the mission/field executive committee.

Sec. 5. Attendance at Meetings: Where allowed by local law, executive committee members may participate in meetings by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time, and participation by such means shall constitute presence in person at such a meeting.

Sec. 6. Notice of Meetings: Notice as to time and place, and any other requirements under these bylaws, shall be provided to all members in a reasonable manner at least 48 hours prior to the meeting if the meeting is to take place by electronic conference or similar communications, or at least 96 hours if the meeting is to take place in person.

Sec. 7. Quorum: Unless otherwise required in the Operating Policy, ________ members, including the president, of the executive committee, shall constitute a quorum.

Article XI—Officers and Their Duties

Sec. 1. Executive Officers: The executive officers of this mission/field shall be a president, a secretary, and a treasurer/chief financial officer. The secretary and treasurer/chief financial officer may be one individual known as the secretary-treasurer. It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programs voted by the constituency and/or the mission/field executive committee. These plans, policies, and programs shall be in harmony with the Fundamental Beliefs and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

The executive officers of this mission/field shall be appointed by the union at the time of its sessions, or by the union executive committee between union sessions. The executive officers shall be members of the local mission/field
executive committee. Vacancies in such offices shall be filled by action of the union executive committee.

a. President: The president, who shall be an ordained minister of experience, is the first officer and shall report to the executive committee in consultation with the secretary and the treasurer/chief financial officer. He shall act as chair of constituency meetings and of the executive committee and serve in the general interests of the mission/field as the constituency and the mission/field executive committee shall determine. In his leadership he shall adhere to the policies of the ________ Union, the ________ Division and of the General Conference of Seventh-day Adventists, work in harmony with the union executive committee, and in close counsel with the union officers. When a local mission/field president is to be absent from the field for prolonged periods of time, the mission/field executive committee shall be authorized, in counsel with the union officers, to appoint an individual to act as chair during such absence.

b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chair of the executive committee. The secretary shall report to the executive committee after consultation with the president. It shall be the duty of the secretary to keep the minutes of the constituency sessions and of the executive committee and to furnish copies of such to all members of the executive committee and to the officers of the ________ Union Mission/Union Conference. The secretary shall also be responsible for providing information as may be requested by the president or the union and local mission committees, and shall perform such other duties as pertain to the office.

c. Treasurer/Chief Financial Officer: The treasurer/chief financial officer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer/chief financial officer shall
report to the executive committee after consultation with the president. The treasurer/chief financial officer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding, and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the union/division/General Conference in harmony with the _________ Division policy, and for providing financial information to the president and to the executive committee. The treasurer/chief financial officer shall also be responsible for furnishing copies of the financial statements to the _________ Union officers.

Sec. 2. Other Officers: Other individuals may serve as officers of the mission/field, such as associate secretary and associate treasurer.

Article XII—Directors of Departments/Associations/Services

Sec. 1. Advisory Role: The directors of departments/associations/services of this mission/field shall work under the direction of the executive committee and the president and shall serve in an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Mission/Field departments, associations, and services shall be organized in harmony with the department, association, service structure of the General Conference, but shall not necessarily duplicate the departments, associations, and services of the _________ Union or the Division.
Article XIII—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this mission/field shall be:

a. Such portion of tithe as it shall be assigned by policy and as received from all churches and isolated members in the mission/field

b. Appropriations from the _________ Union Mission/Union Conference or the _________ Division

c. Special donations.

Sec. 2. Policies: The portion of tithe which is reserved for this mission/field, as specified by policy, and all other funds shall be used in harmony with the policies of the _________ Division of the General Conference; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the union and division on fixed percentages as set by the division executive committee and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee. This mission/field shall pass on monthly to the _________ Union Mission/Union Conference the specified tithe percentage, all mission/field offerings, and such other funds as may be called for by the policies of the union and division organizations.

Sec. 3. Bank Accounts: The funds of this mission/field shall be safeguarded in harmony with the financial policies of the _________ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the _________ Mission/Field of Seventh-day Adventists in regular or special accounts in such banks or savings institutions as the mission/field executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the mission/field executive committee.

Sec. 4. Financial Statements: The _________ Mission/Field shall regularly prepare statements of income and fund balances
and shall be responsible for the filing of copies of the annual financial statement with the ________ Union, and the Division and, to the extent required by law, with any branch of local or national government.

Article XIV—Budget, Employee Compensation Review, and Financial Audit

Sec. 1. Budget: The ________ Mission/Field shall prepare an annual budget in harmony with the policies of the ________ Division of the General Conference of Seventh-day Adventists.

Sec. 2. Employee Compensation and Expense Review: The executive committee shall appoint an employee compensation and expense review committee, including a union officer or one or more representatives appointed by the union executive committee. The tasks of this committee are outlined in General Conference Working Policy.

Sec. 3. Independent Audit: A financial audit of this mission/field shall be conducted at least annually by an auditor chosen in harmony with General Conference Working Policy; and the records of this mission/field or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor.

Article XV—Dissolution and Disposition of Assets

This mission/field may be dissolved only by action of the union executive committee.

In the event of the dissolution of this mission/field and unless otherwise required by local law, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the ________ Division of the General Conference of Seventh-day Adventists.
Article XVI—Indemnification

Sec. 1. To the extent permitted by law, this mission/field shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a member of the mission/field executive committee or an officer, employee, or agent of the mission/field against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the mission/field, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the executive committee, officer or department director may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XVII—Amendments

At any annual meeting of the ________ Union Mission/Union Conference Executive Committee, this operating policy may be amended by a majority vote, provided that such amendments shall not be inconsistent with the Constitution of the General Conference and the working policy of the ________ Division of the General Conference of Seventh-day Adventists, and with the spirit of the Mission/Field Model Operating Policy. However, those portions of this operating policy which are essential to the unity of the Church worldwide and are designated in bold print shall only be amended or revised from time to time by the
Union Mission/Union Conference Executive Committee in order to comply with changes to the Mission/Field Model Operating Policy as voted by the General Conference Executive Committee in its annual meetings.
E

EMPLOYEES—ACCREDITING, TRANSFERRING, EMPLOYMENT REGULATIONS

E 05 Denominational Employees
Classification and Accreditation

E 05 05 Types—Denominational employees shall be classified and accredited by the employing organization (see E 10) according to the categories listed below. No person shall be included in more than one category at the same time. Any union that wishes to issue credentials other than those categorized below, may do so with prior approval of the General Conference Executive Committee at Annual Council, upon the recommendation of the North American Division Executive Committee.1 Only those with Ministerial Credentials, Commissioned Minister Credentials, Ministerial License and Commissioned Minister License holders are eligible for parsonage allowance. This exclusion was initiated by the United States government for ordained pastors only. The Church has created the commissioned credential and license for those who are not on the ordination track but are in pastoral or ministerial work. L 32 and L 33 clarify the requirements for receiving this credential.

E 05 10 Ministerial Employees—Ordained, Commissioned and Licensed—l. a. Ministerial Credential—To ministerial employees who have demonstrated a divine call to ministry and have been previously classified as licensed ministers and ordained to the ministry. An ordained minister is authorized to perform all the ministerial functions of the Church without limitation. (See L 35.)

1Sentences 4 and 5 do not apply to the Seventh-day Adventist Church in Canada.
b. Ministerial License—To ministerial employees who have demonstrated a divine call to ministry which is recognized by a conference with an assignment as a spiritual leader, pastor, chaplain, or evangelist. Such employees must have been ordained as a local elder, and are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the territory of the assigned organization. A licensed minister is on the path toward ordination. (See L 25)

2. Commissioned Minister—a. Commissioned Minister Credential—To the following ministerial employees who have demonstrated a divine call to ministry and have been previously classified as a licensed commissioned minister, in which capacity he/she has served for at least five years (See L 26) unless they hold ministerial credentials and except as provided in E 05 15. In addition, individuals who have demonstrated a divine call to ministry and whose spiritual leadership is acknowledged by election or appointment to serve in full-time spiritual leadership positions (administrative, departmental, and institutional) normally occupied by an ordained minister prior to the adoption of this policy are also eligible to receive Commissioned Minister Credentials. (See L 27.) Commissioned ministers are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the territory of the assigned organization, institution, or congregation. For employees serving in a pastoral role who have received the commissioning service, the credential is retained as long as they remain employees of the denomination.

1) An appropriate commissioning service shall be conducted when an employee is granted a Commissioned Minister Credential.

2) It is not the normal practice to ordain an individual holding a Commissioned Minister Credential.
b. Commissioned Minister License—To ministerial employees who have demonstrated a divine call to ministry which is recognized by a conference with an assignment as a pastor, institutional chaplain or commissioned minister in a leadership position. Such employees must be ordained and must currently serve as a local elder, and are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the assigned institution or congregation. Commissioned ministers holding a license are not normally on the path toward ordination to the ministry.

E 05 15 Non-Ministerial Employees—1. Administrative Ministries Credential—To non-ministerial employees who are in leadership positions with not less than five years in denominational service. These individuals have demonstrated proficiency in the responsibilities assigned to them and are salaried employees in the denominational remuneration scale. These may include North American Division, union, conference and institutional officers and administrators, directors and associate directors.

2. Administrative Ministries License—To non-ministerial employees who are leaders with limited experience (less than five years) including North American Division union, conference and institutional officers and administrators, directors and associate directors.

3. Missionary Credential—To employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is at approximately the maximum for their category in the denominational remuneration scale. These may include regularly employed field, institution and office employees.

*Paragraphs 1 and 2 do not apply to the Seventh-day Adventist Church in Canada.*
4. **Missionary License**—To employees with limited experience (less than five years) including regularly employed field, institutional and office employees.

5. All denominational employers within the United States and its territories shall follow the North American Division *Working Policy* with regard to meeting the requirements of L 27 for the commissioned minister license and/or credential. Compliance with United States Internal Revenue Code for Parsonage Exclusion is imperative for denominational employees living in the United States.

**E 05 20 Teachers**—Educators—As denominational employees all Seventh-day Adventist educators in Seventh-day Adventist schools at all levels shall be classified and accredited by the employing organization according to the categories listed below.

A separate and distinct K-12 educators’ certification process has also been established by the NAD Office of Education to recognize personal and professional qualifications and continuing education requirements for educational employees. Employing organizations shall verify that K-12 educators are Seventh-day Adventist members and qualified for working in a school environment as prescribed by all applicable policy.

1. **Criteria**—
   a. Commissioned Ministry of Teaching Credential—To educators with a life-long commitment to and significant experience in the Seventh-day Adventist ministry of education, usually not fewer than 6 years, with demonstrated proficiency in assigned responsibilities. Such educators will also exhibit Christian responsibility for nurturing and leading students to Christ, consistently upholding Christ as the focal point of all curriculum and instruction, and demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.

   b. Commissioned Ministry of Teaching License—To licensed/certificated educators with not fewer than 3 years of satisfactory service, who have demonstrated a commitment to long-term
service in the Seventh-day Adventist ministry of education, who support the fundamental beliefs of the Church, and are in regular standing in the Church, and who practice a Seventh-day Adventist lifestyle.

c. Ministry of Teaching License—Generally to entry-level teachers or teachers initiating their work into the Seventh-day Adventist ministry of education. This is a provisionary status for all newly employed Seventh-day Adventist teachers.

2. Procedures—a. Candidates eligible for Ministry of Teaching credentials and licenses shall be reviewed and recommended by their respective employing boards (K-12 or college/university boards) to the appropriate issuing authority.

b. Employees holding a Commissioned Ministry of Teaching License may be eligible for the Commissioned Ministry of Teaching Credential after five years of satisfactory full-time service.

c. It is recommended that a commissioning service be conducted when an employee is granted a Commissioned Ministry of Teaching Credential.

3. Renewal—After the initial period of approval, renewal of such credentials and licenses shall be in harmony with the provisions of E 10.

**E 05 25 Literature Evangelists**—1. *Literature Evangelist Credential*—To permanent regular literature evangelists in regular standing. (FP 70 10)

2. *Literature Evangelist License*—To beginners in the literature ministry after they have given three months of satisfactory service and who plan definitely to remain in this work. (FP 70 10)

**E 05 30 Other Employees**—1. *Employment Certificate—Denominational Employees*—Issued by the employing organization or institution rather than the committee usually issuing credentials and licenses to all employees not holding credentials or licenses from a denominational organization.
2. Employment Certificate—Nondenominational Employees—Shall also be issued in the same way by the employing organization or institution to employees who are not members of the Seventh-day Adventist Church.

E 05 31 North American Division Conference Locally Funded Employee Conversion Summary for Local Conferences—While employees may be locally funded (i.e., their remuneration and benefits are funded by a local church or school), they are employed by the lowest level of employer in the Seventh-day Adventist Church structure, the local Conference. As the lowest legal entity for employment, the local Conference is the employer for all employees in all classifications, whether assigned to the Conference office or any other Conference facility, such as a church or school.

The following three actions are to assist in bringing locally funded employees into compliance with federal, state, provincial, and local statutes as employees of the local Conference.

a. Action I—Phase I will be implemented starting July 1, 2011 and will address the treatment of Conference Locally Funded exempt K-12 instructional educational employees, and exempt and non-exempt part-time pastors. For Phase I, definitions for the following terms in the education context have already been voted: Full-time Academy Teacher, Full-time Blended Teacher, Full-time Elementary, and Part-Time.

b. Action II—It has been confirmed that pastors are exempt employees whose job descriptions shall be determined by the conference based on the job functions to be performed and the percentage of workload as compared to a full-time pastor’s job description. Pastor positions will be both full and part-time. If the part-time work does not meet the federal guidelines for salary payment, the pastor will be classified as non-exempt, as determined by the conference in consultation with legal counsel.

All employees will be governed by the applicable state, provincial, and federal laws with the employer being the local
conference. For employees who divide their work time between denominational employers, each employing organization shall independently determine part-time or full-time status based on each organization’s job description.

c. Action III—All full-time Conference Funded and Conference Locally Funded employees will be eligible for health care benefits. No healthcare benefits will be available for part-time Conference Funded and part-time Conference Locally Funded employees.

Retirement benefits will be offered to eligible full-time Conference Funded and Conference Locally Funded employees with the basic employer contribution and the employee match up to the allowable amount. Effective July 1, 2011 retirement benefits will be offered to eligible part-time Conference Funded and Conference Locally Funded employees with no basic employer contribution, but with the employee match up to the allowable amount.

It is required that coordination of all applicable benefits where the employee is employed by more than one denominational employer and the combined time worked by an employee equals, or exceeds, 38 hours per week.

Phase II, if approved, will be implemented no later than July 1, 2012, and will address the treatment of Locally Funded employees such as local church/school secretaries, janitors, and Early Childhood Education and Care Center employees, etc.

**E 05 35 Special Identification Papers**—In areas where for special reasons certain employees require identification other than the regularly issued denominational credentials and licenses, organizations concerned may authorize the issuing of special identification papers to meet local needs.

**E 05 40 Emeritus Credentials**—Emeritus credentials for formerly exempt employees, if requested, may be granted to retirement beneficiaries who are members of the Seventh-day Adventist Church. (See E 10 60)
E 05 41 Individuals Assigned to Other Employers—Service credit for individuals whose work assignment is with, and whose funding is provided by, employers who are not listed in the Seventh-day Adventist Yearbook shall not be permitted except for ministers who are chaplains endorsed by Adventist Chaplaincy Ministries. (See NAD Z 15 37-3)

E 05 42 Adventist Chaplain—For the purpose of section E 05 41, the definition of an Adventist Chaplain and the job description for such an individual is as follows:

1. Definition of a Seventh-day Adventist Chaplain—A Seventh-day Adventist Chaplain is a duly-licensed/credentialed minister of the Church with ecclesiastical endorsement to serve in a specialized, institutional setting. A chaplain provides pastoral care for persons in need, facilitates ministry by other persons and works with institutional leadership in mission interpretation and policy/program issues pertaining to the mission of the institution.

2. Job Description of a Seventh-day Adventist Chaplain—A Seventh-day Adventist Chaplain’s work will be demonstrably pastoral in nature; that is, it must encompass the customary functions of the pastoral office for which the church has granted credentials. This will include, but need not be limited to, worship leadership, spiritual nurture and support, administration of church ordinances and rites, preaching, religious/biblical instruction, pastoral counseling, equipping others for ministry, etc. The chaplain’s ministry may also involve other roles and functions relevant to the workplace, but these will always be in conjunction with the above functions rather than in place of them. A written job description will document this ministry and the title of chaplain will publicly identify the minister.
E 10 Credentials and Licenses—
Method of Issuing

E 10 05 Issued for Definite Period—Credentials and licenses and other papers are issued for a designated period.

E 10 10 Local Conference Employees—By the local conference or mission to its employees, including literature evangelists and those entitled to papers in conference institutions except as otherwise provided by action of NADCOM.

E 10 20 Union Conference Employees—By the union conference to its employees, to employees entitled to papers in union institutions and to other employees within its territory as may be provided for by action of NADCOM.

E 10 30 Interunion/General Conference Institutions—By the union conference to employees serving in interunion institutions located within that union, excepting those employees who receive papers directly from the division or the General Conference; but including employees of such institutions residing outside the union where the institution is located, in which case the home union of the institution will consult with the union of the employee’s residence before issuing his/her papers.

E 10 40 General Conference Employees—By the General Conference to employees under General Conference direction including ex-presidents of the General Conference and the officers of the divisions and to employees in General Conference institutions.

E 10 45 Special Employees—By the General Conference to such employees as in the judgment of the Committee should receive such credentials.

E 10 50 Interdivision Appointees—By the General Conference to interdivision employees to cover the period of their preparation and travel to the field.

E 10 55 Permanent Returnees/Chaplains—By the General Conference for one year to permanently returned interdivision
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employees and endorsed chaplains who have not been employed by any conference or institution and whose current papers do not cover a period of one year, provided they are in regular standing.

E 10 60 Emeritus Credentials—Interdivision employees, or those who have been in General Conference employ, who, though in regular standing, are without employment in denominational work for a period of one year from the time their employment ceased, shall be referred to the union conference in which they reside. Emeritus credentials may be issued to them by the union conference committee and renewed from time to time at its discretion.

E 10 65 General Conference Retired Personnel—Elected members of the General Conference, including division presidents who end their service with and retire from General Conference employment, shall receive emeritus credentials from the General Conference. Emeritus credentials may also be granted to such other employees who end their service with and retire from the General Conference and who in the judgment of the committee should receive such credentials.

E 10 70 Retirement Plan Beneficiaries—All other employees receiving benefits from the Retirement Plan and retired military chaplains receiving military retirement pay, if entitled to credentials or other papers, are to receive the same from the union conference in which they reside.

E 10 75 Spouses of Interdivision Employees—When employees are called to serve in divisions outside their home divisions, their spouses may be granted appropriate credentials or licenses. Division committees shall determine under what conditions spouses of employees shall receive credentials or licenses in their respective divisions.

E 10 80 Employees—Credentials/licenses shall be issued to denominational employees and to those under the supervision of conferences/missions/regions/field stations or denominationally-owned institutions. They shall expire when denominational
employment is terminated. Divisions are authorized to determine eligibility based on full-time or part-time employment. In special cases, a credential/license may be issued to a nondenominationally employed individual while serving the Church under the supervision of a denominational organization; e.g., Adventist Chaplaincy Ministries for a chaplain.

E 10 85 Ordained Ministers Attending Denominational College/Seminary/University—Ordained ministers who are not on denominational salary, but who are attending a denominational college/seminary/university may continue to receive ministerial credentials for a period of up to three years by arrangement with the previous employing organization.

E 10 90 Chaplains—Adventist chaplains are first and foremost Adventist clergy who are called to express their spiritual gifts in special ministries. As clergy, they are granted credentials by a conference, union or division. Ecclesiastical endorsement from the NAD Adventist Chaplaincy Ministries Committee is a prerequisite for employment as an Adventist chaplain (see Chapter FA for additional guidance).

1. Chaplains Employed by Denominational Organizations—All applicants for ecclesiastical endorsement for denominational employment as a chaplain in a NAD denominational institution must possess a current ministerial license or credential/commissioned minister license or credential. Non-Adventist chaplains of other faiths who work in Adventist healthcare facilities will possess ministerial credentials and ecclesiastical endorsement by their faith.

2. Chaplains Employed by Nondenominational Organizations—Adventist applicants granted ecclesiastical endorsement by the Adventist Chaplaincy Ministries Committee of the North American Division of Seventh-day Adventists who become employed in non-denominational settings as full-time Adventist chaplains will receive their credentials from the North American Division of Seventh-day Adventists. As Adventist chaplains, they
will be accountable to the Adventist Chaplaincy Ministries Committee for meeting all requirements for retaining their ecclesiastical endorsement and to the Secretariat of the North American Division of Seventh-day Adventists for meeting all requirements for retaining their credentials.

3. CPE Residents and Military Chaplain Candidates—Seminary graduates who are in the process of gaining required pastoral experience as military chaplain candidates or residents in Clinical Pastoral Education training and are serving as supervised ministerial interns shall be granted ministerial licenses or commissioned minister licenses.

4. Licensed Chaplains—Once a licensed chaplain has been satisfactorily employed full-time in a non-denominational setting for a minimum of three years, he/she may become eligible for ordination and the ministerial credential or the commissioned credential by the North American Division.

5. Ministries Related to Chaplaincy—Increasing numbers of Adventists are employed in the related specialty fields as Clinical Pastoral Education training supervisors, marriage and family therapists and pastoral counselors. When qualified and experienced as pastors, such ministers should be issued a ministerial/commission/license credential for the purpose of ecclesiastical endorsement, subject to their meeting established requirements for retaining credentials.

E 10 95 Bible Society Employees—A Seventh-day Adventist minister, who is invited to serve the United Bible Society or comparable institutions devoted to the distribution of Scripture, on an employment basis, may be issued a credential/license while he/she serves that institution. Such credential/license shall normally be issued by the division in whose territory the individual serves, however, when the territory of responsibility covers more than one division, the General Conference shall issue the papers. Such employment shall not accrue denominational service credit.
E 10 100 Change of Employment—Ministers—When an ordained, licensed or commissioned minister changes his/her denominational employment to work other than that for which a ministerial credential/license is ordinarily issued, his/her credential/license shall cease to be valid except in those cases where the employing organization recommends, and the next higher organization approves, the continuing of the ministerial credential/license. When an individual is extended a call under the above circumstances, he/she shall be informed as to his/her relationship in this matter.

E 10 105 Withdrawing Credentials—Any organization with authority to issue credentials and licenses has the power to withdraw the papers it has granted, in harmony with the constitutional provisions of the organization concerned.

E 15 Homeland, Division, and Division Country Relationships

E 15 05 Homeland—Homeland is the country in which an individual was born and received his/her early education and to which, for policy purposes, he/she bears a permanent relationship, which is not changed or modified by subsequent moves, changes in citizenship, residence, employment (denominational or non-denominational), or transfer with or without a call. It is understood, however, that a child born in a foreign country to parents on denominational, government, or corporate assignment to that country, or living in a country on a temporary basis for education or other similar reason, is considered, for policy purposes, as having the same homeland as his/her parents.

E 15 10 Home Division—The home division is the division which administers the work in an individual’s homeland.

E 15 15 Base Division—The base division is the home division unless the employee has chosen another division as his/her adopted division in harmony with the provisions of policy. At the time that
such adoption is recognized, the adopted division becomes the employee's base division. The base division assumes ultimate administrative responsibility for an employee and therefore processes the appointment if the individual is called to serve as an interdivision employee in another division; administers the annual leave when the interdivision employee is entitled to such; assumes responsibility for the employee when he/she is permanently returned; and provides the retirement benefits for which he/she qualifies upon retirement. The appointee and spouse may choose or be required by circumstances to have different base divisions and/or base division countries. (See GC M 15 05)

**E 15 20 Base Division Country**—The base division country is the country chosen by the individual in which he/she holds citizenship or holds resident status under the following criteria (for situations involving dual citizenship, see E 15 25):

1. Resident status shall be of a nature that is expected to be permanent and/or gives the right to eventual citizenship.
2. Resident status shall be maintained during absence for interdivision service.
3. Resident status shall include the legal right to employment in the country, and the right to participate in the social security/national insurance plan of the country if there is one, and must make the individual eligible to participate in any denominational retirement plan involved.
4. The individual must have been resident in the country for at least the qualifying period of residency as required by the immigration department.
5. An individual whose home division country is other than his/her proposed adopted division country shall have been voted an independent transfer by the division committee of the chosen country in order for that division to become his/her base division.
6. The base division country of the spouse of an interdivision employee is identified under the same criteria as appears in paragraphs 1. to 5. above.
E 15 25 Situations Involving Dual Citizenship—In cases where a potential appointee/employee has dual citizenship, with one of the countries of citizenship being the proposed host division country, he/she may be appointed to that host division country as an interdivision employee only if the immigration laws of the host division country allow him/her to enter, for employment purposes, as a citizen of another country and the appointment is on that basis. Any unusual cases that do not fall within these parameters shall be considered on a case-by-case basis.

E 15 30 Adopted Division—1. Definition—An adopted division is a division to which an individual transfers permanently on his/her own responsibility.

2. Procedures—When such a transfer takes place: a. The individual who already has previous denominational service shall be processed under the provisions of E 20, Independent Transfers.

b. The individual who has no previous denominational service may be employed on a local-employment basis provided the proper immigration requirements are met for the respective country of employment.

c. The individual who has no previous denominational service may, if being considered for interdivision service, be processed under the provisions of GC E 30, Adopted Division Status for Individuals Never Employed by Their Home Division.

E 15 35 Adopted Division Country—The adopted division country is the country to which an individual transfers permanently on his/her own responsibility and has fulfilled the appropriate immigration requirements which allow permanent employment, and takes up denominational employment. The immigration status and employment shall entitle the individual to participate in the applicable country denominational retirement plan.

E 15 40 Family Adopted Division—The family adopted division is the division in which either the employee or spouse has a base division country or that has been chosen as the family adopted division.
**E 15 45 Family Adopted Division Country**—The family adopted division country is the country within the family adopted division which is the base division country of either the interdivision employee or spouse. The family adopted division country is the country chosen by an interdivision employee and spouse when the interdivision employee and spouse have different base division countries. The choice of a family adopted division country is a one-time choice for any continuous period of interdivision service and may not be changed unless there is a change of citizenship or a loss of resident status. (See GC M 15 20)

**E 15 50 Host Division**—The host division is the division to which an individual is called for interdivision service and which is responsible for administering the interdivision policies applicable to that employee while in the host division territory. (See GC M 15 35)

**E 15 55 Host Division Country**—The host division country is the country in the host division territory in which an interdivision employee serves. If the interdivision employee takes out citizenship in the host division country, his/her interdivision employment status ceases and any future employment in that country is on a local employment basis. (See GC M 15 40)

**E 15 60 Change of Interdivision Employment to Intra-division Employment**—If the interdivision employee applies for and receives citizenship in the host division country, his/her interdivision employment status ceases and any future employment in that country are on a local employment basis.

**E 20 Independent Transfers**

**E 20 05 Definition**—An independent transfer is affected in any one of the following four situations:

1. The transfer of an employee on his/her own responsibility from one division to another division and the subsequent
employment in the other division without a regular call. (See E 15 30)

2. The choice by an interdivision employee who meets the necessary criteria (see E 15 30 and GC M 15 20) to adopt another division country as his/her adopted division country. In the case of the employee who remains in continuous interdivision employment, a permanent return is voted for record-keeping purposes only. An independent transfer is processed to the chosen division.

3. The choice by an interdivision employee who meets the necessary criteria (see E 15 35 and GC M 15 40) to adopt the host division country as his/her adopted division country. Such a choice is followed by processing a permanent return and an independent transfer to the chosen division where the employee then serves on a local employment basis.

4. The choice by an interdivision employee to take out citizenship in the host division country. This decision terminates his/her interdivision employee status. Such a choice is followed by processing a permanent return and an independent transfer to the chosen division where the employee then serves on a local employment basis.

**E 20 10 Procedure**—1. An individual, with previous denominational service, having decided to change his/her base division by one of the processes outlined in E 20 05 shall make his/her decision/request known to the secretary of his/her employing organization in writing. This information shall be sent through proper channels to the base division secretary. Upon receipt of this information, the secretary of the base division shall communicate in writing to the individual the impact of denominational policies on the service record and the retirement benefit expectations of the individual should he/she proceed with the transfer, and the entitlements or loss of same arising out of such transfer.

2. As soon as the secretary of the division chosen as the adopted division is made aware of the transfer/intended transfer,
he/she shall communicate in writing to the individual the terms under which the independent transfer will be approved, and what future expectations the transferee might rightly assume under policy. The independent transferee shall bear the consequences of the independent transfer on his/her future, whether or not he/she has communicated with the base division, or the new employing organization regarding the independent transfer, or has signed a statement of acceptance of the terms of the independent transfer or the conditions associated with it.

3. Upon receipt of the communications in writing from the secretaries of the two divisions, an individual effecting the independent transfer shall submit a signed letter/form to the secretaries of the two divisions involved stating that he/she understands and accepts the terms of the independent transfer and the conditions associated with it.

4. Any organization wishing to employ an individual who intends to make an independent transfer from another division shall obtain prior clearance through the North American Division Secretariat from the administration of the division from which the individual is transferring.

5. The employee who chooses to make the independent transfer shall be responsible for obtaining/maintaining the visas and work permits required by the country to which he/she intends to transfer independently and should not be employed until all applicable immigration and employment documentation is in order.

6. If the individual has financial obligations to the former employing organization, mutually satisfactory arrangements for meeting these shall be negotiated between the organizations concerned.

7. If an organization employs the independent transferee without the required clearance, it shall accept his/her financial obligations to the former employing organization and be responsible for negotiating a settlement with the individual.
8. The division from which the individual is transferring shall forward his/her service record through the North American Division Secretariat which will forward the same onward to the new employing organization together with any other pertinent facts.

9. The divisions concerned shall approve and make a record of the independent transfer.

**E 20 15 Expenses**—All travel and moving expenses shall be the responsibility of the employee, however, the employing organization in the adopted division may grant financial assistance up to a maximum equivalent to the actual air fare from the port of entry in the adopted division to the place of employment.

**E 20 20 Not Eligible for Annual Leave to the Home Division**—The employee and/or his/her family shall not be eligible for annual leave nor for financial assistance for travel to the home division.

**E 20 25 Subsequent Transfers**—1. *To the Home Division on an Interdivision Call Basis*—If an employee is called from the adopted division (See E 15 30 Adopted Division) to return to the home division (See E 15 10 Home Division) on an interdivision call basis, he/she shall continue to earn eligibility in the adopted division country retirement plan. An exception to this policy shall apply when the individual is a citizen of the home division country. (See paragraph 3. and E 15 25.) In such cases, the individual shall serve on a local employee basis.

2. *To the Home Division on Special Arrangement*—If an employee is called from the adopted division to return to the home division under home division remuneration policies without benefit of an Interdivision call, the call shall be recorded as on special arrangement. Service credit will be in the home division, not the adopted division.

3. *Interdivision Status Shall Not Apply if the Appointee/Employee is a Citizen of the Host Division Country*—If the potential appointee/employee is a citizen of the proposed host
division country, the employment shall not be on the basis of interdivision service, but shall come under the terms of paragraph 2. above or GC T 45, National Employees Returning. (For exceptions see E 15 25.) If the spouse of an interdivision appointee/employee is a citizen of the host division country, he/she shall be eligible to receive only the allowances which are applicable to the family of an interdivision employee, such as appointee/annual leave/permanent return travel and related allowances, which are not tied to specific employment, and shall not be eligible for assignment to any interdivision budget code. He/She shall not be eligible for base country deposit, expatriate allowance, service credit in another division, nor employer contributions to the national insurance/social security of another country. He/She shall be treated as a local employee but shall receive annual leave travel and travel related expenses on the same basis as a spouse who was not employed. The same arrangement shall apply for the spouse of a single interdivision employee who marries a citizen of the host division country. (See GC O 100)

E 20 35 Retirement Benefits—The distribution of responsibility for the payment of retirement benefits by the division(s) in which the employee has served shall be determined by the retirement plan policy. (See also GC Z 20)

E 25 Calling Employees for Interdivision Service

E 25 05 Procedure in Calling—The General Conference Secretary and Associate Secretaries, with the cooperation of department directors, shall gather information regarding possible candidates to fill calls, this information to be studied and recommendations to be made to the General Conference Mission Personnel Processing Committee.

E 25 10 Secretariat Responsibility—General Conference employees in all departments shall confine themselves to making
inquiries only with a view to securing information of potential appointees. No definite proposition or negotiation relating to the invitation or movement of any employee shall be initiated by them. This information should be placed with the Secretariat for presentation to the General Conference Mission Personnel Processing Committee and the committee action conveyed by the Secretariat inviting an individual to foreign service shall be the basis of negotiation.

E 25 15 All Calls Through General Conference—All calls for individuals to serve outside their base divisions shall be made by the host division committee and shall be communicated to the General Conference Secretariat by one of the division officers. The General Conference Secretariat shall communicate the action of the General Conference Mission Personnel Processing Committee through the division office, with full information as to the call, the same to be passed by the division to the union, with counsel. It shall be the duty of the union office to take up the matter with the local conference or mission officer, who should pass the call on to the candidate. If, in the judgment of the division or local officers, the employee is not qualified for the work to be done, or cannot possibly be released, the passing on of the call shall be deferred until communication can be entered into with the General Conference.

Calls from one division to another for individuals who are not denominationally employed, shall likewise be made through the General Conference Mission Personnel Processing Committee, except in the case of calls by divisions for nationals who are residing outside their own division, but who do not qualify for adopted division status. Such calls shall be placed directly with the individual by the calling division.

When placing calls from one division to another for individuals who are not denominationally employed, care must be exercised to secure recommendations concerning the individual from the division in which he/she resides. The fact that the General
Conference acts as intermediary in effecting calls, in no way affects the question as to whether or not the individual is entitled to outfitting allowance or annual leave privileges.

**E 25 20 Letter of Call Routing**— No call to an employee serving in a conference or institution is to go directly to the employee. Letters of call for employees shall be sent by the Secretariat of the General Conference to the union conference president or designated officer, who shall forward a copy of the call to the local conference president or designated officer. The North American Division secretary shall be notified via the General Conference Mission Personnel Processing Committee process. The union conference officer shall send the letter of call for the employee to the local conference officer or head of union institution to be passed to the employee. The letter to the candidate should reach his/her hands in every case, but it is the privilege of a union or local conference or institution to pass on counsel respecting the call to the candidate at the time the letter is handed to him/her. However, if in the judgment of the union or local conference officer the employee is not qualified for the work to which he/she is being called, the passing on of the call shall be deferred until communication can be entered into with the General Conference or division.

**E 25 25 Secretariat Gives Official Notice**— It shall be the duty of the Secretariat to write to the candidate (as outlined in paragraph E 25 20 above), giving official notice of the committee action, calling attention to the procedure as to medical examination or any special conditions or needs, so that on receipt of the call the appointee shall have full information on which to base a decision.

**E 25 30 Departmental Calls**— When word has been received from the union or local conference that a call to departmental responsibilities has been passed on to the candidate, the director of the department concerned may feel free to communicate with him/her, exchanging helpful information relative to the progress of the departmental work in the field to which he/she is called; but
there shall be no definition of the terms or policies under which the work is to be conducted in the field to which the employee is going.

**E 26 Special Interdivision Transfers—Financial Provisions**

**E 26 05 Modified Transfer Allowances**—The General Conference, in counsel with the appointing and calling divisions concerned, may approve modified financial and transfer (moving and freight) allowances for interdivision employees in specific situations in which it is not considered feasible to grant the regular allowances.

**E 26 10 Modified Provisions for AU, EU, NA, NZ**—1. *For Initial Transfer In, Transfer Out or Permanent Return Only*—An interdivision employee appointed to serve in Australia, Europe, North America (including IAD, Miami), or New Zealand shall receive regular interdivision freight, baggage and outfitting/rehabilitation allowances only at the time of initial transfer into one of those areas or when leaving it on transfer to another appointment or on permanent return but shall receive no allowances at the time of annual leave, except as provided in 2. below.

2. *Annual Leave*—Financial arrangements for annual leave of an interdivision employee serving in the areas referred to above shall be as follows:
   a. Actual travel expense
   b. Free baggage allowance
   c. Salary paid at his/her choice of either the rate for the division/country where he/she spends his/her annual leave or the rate for the division/country where he/she is currently serving
   d. Salary-related allowances as follows:
1) Base Division/Country Allowances—All allowances for which he would totally qualify as a regular employee of that division/country.

2) Service Division/Country Allowances—All allowances for which the employee has on-going obligations while on annual leave. This shall normally be limited to automobile and housing allowances.

3. Coordinated Travel Arrangements—Elected staff of the General Conference and of divisions with headquarters in designated areas shall, when possible, schedule annual leave in connection with other travel appointments in their respective divisions.

**E 27 Responsibility for Expenses of Interdivision Employees—North American Division**

**E 27 05 Initial Move**—Total cost of the initial move to North America shall be the responsibility of the calling organization. All expenses involved shall be set up as a prepaid expense and amortized over a five-year period. If the employee is called to another organization before the five years have expired, the unamortized amount shall be assumed by the new employing organization.

**E 27 10 Annual Leave**—The salary and travel expenses in connection with annual leave shall be the responsibility of the current employing organization. This amount shall be set up as a prepaid expense and amortized over a three-year period following the annual leave. If the employee is called to another organization before the end of the three-year period, the unamortized amount shall be assumed by the new employing organization.

**E 27 15 Permanent Returns**—Expenses in connection with a permanent return, including transportation and allowances in harmony with policy, shall be paid by the employing organization(s) that has/have employed the person during the preceding
four years. Salary settlement of up to three months shall be the responsibility of the last employing organization.

**E 45 Calling Employees for Intradivision Service**

**E 45 05 Preliminary Contact**—Persons in responsible positions shall be free to make inquiry from officers of institutions or organizations employing employees for whose services they are thinking of asking, for the purpose of counsel as to the suitability of such persons for the work in mind, and to ascertain whether or not their release could be arranged; but in no case shall inquiries be made, either directly or indirectly, of the individual employee, unless permission for such inquiry has been granted by the chairman of the board or the president of the conference in which conference or institution the employee is employed.

**E 45 10 Within a Union**—Calls for persons within a union or interchange of employees between local conferences/missions or institutions within a union shall be made directly through the Secretariat/Human Resources of the union, the local conference/mission or institution for whom the person is employed.

**E 45 15 Between Unions**—The union desiring an employee from a sister union shall request from the sister union through the Secretariat/Human Resources to secure the release of such employee.

**E 45 25 Letter of Call—Proper Channels**—In no case shall the call be made to the individual, but through the union, local conference/mission or institution in which the employee is laboring. The letter of call for the employee shall be approved by the union, local conference/mission or institution committee and be sent by the calling organizations Secretariat/Human Resources to the union, local conference/mission, or institution’s designated officer. If and when the letter of call has been placed in the hands of the employee, the union, local conference/mission or institution...
designated officer shall communicate with the designated officer of
the calling union, local conference/mission or institution giving the
information that the employee has received the call. After such
word has been received, the officers of the calling union, local
conference/mission or institution shall be privileged to correspond or
otherwise make contact with the employee.

**E 45 30 Departmental Calls**—When word has been received
by the employing organization from the calling organization
(union, local conference/mission or institution) that a call to
departmental responsibilities has been passed on to the candidate,
the director/secretary of the department concerned may feel free to
communicate with the individual exchanging helpful information
relative to the progress of the departmental work in the calling
field; but there shall be no definition of the terms or policies under
which the work is to be conducted in the field to which the
employee is going.

**E 45 35 Call to Reach Employee**—In all negotiations
regarding the securing and transferring of employees, an unselfish
and broad-minded spirit should be exercised, and after the call has
been passed on, the responsible leaders should see to it that the call
reaches the desired employee, in order that the employee may
become a factor in the decision affecting their work. However, if in
the judgment of the union, local conference/mission or institution
leaders the employee is not qualified for the work to be done, or
cannot possibly be released, the passing on of the call shall be
defered until communication can take place between the two
organizations.

**E 45 40 Irregular Approach**—Clear evidence of irregular
approach to an employee before the call reaches him/her shall be
considered by the employing organization (union, local
conference/mission or institution) as a justifiable reason for
declining to pass on the call.

**E 45 45 Employee Initiating Call**—Regulations governing
transfers among organizations in no wise preclude the right of the
individual employee making known their desire to arrange a change of field.

**E 45 50 Minimum Terms**—No employee who has served less than five years within a union conference territory shall receive a call to another union conference unless the calling union conference obtains the consent of the employee’s employing union conference. This policy does not apply to interdivision calls. (See FEB 05 20 for application of this policy to teachers.)

**E 45 55 Employee Properly Released**—Unions, local conferences/missions and institutions shall work in cooperation on the hiring and release of an employee in order to facilitate the uninterrupted service of the employee and to assure that all employment matters are cared for.

**E 45 60 Calls for Educational Employees**—An educational institution or conference that may have interest in placing a call for an educational employee employed by another denominationally operated K-12 school or college/university shall observe the following procedure. Informal contacts to ascertain possible interest by an employee in accepting a call to another institution or conference may be pursued without permission of the current employer. When an administrator is at the point of obtaining formal references or interviewing a prospective educational employee, the prospective employee’s current administrator or conference office of education must be notified. The prospective employer must be careful to enquire from the current or previous employer of possible indebtedness according to E 45 72.

If a prospective employee has not signed an employment agreement with the current employer for the next year, another educational institution or conference is free to offer the prospective employee an employment agreement without the current employer blocking the call. However, if the employee has signed an employment agreement for the next school year with his/her current employer, the calling party must have the consent of the
administrator or conference office of education before contacting an employee for an interview or placing a call.

Every effort should be made on the part of school administrators to cooperate with the General Conference in filling emergency overseas calls which may arise at any time for teachers or employees working in denominational schools.

**E 45 70 Calls for Seminary Students**—Ministerial or other employees sent to a Seventh-day Adventist theological seminary under the Ministerial Training Program shall be recognized as members of the working staff of the organization sending them. Unless called to increased responsibilities, such employees should not ordinarily be subject to transfer to another organization, except in case of calls to mission service, for at least two years following their attendance at the seminary.

Should such employees be transferred, except to mission service, before having given subsequent service to the employing organization to the extent of nine months for each quarter spent at the seminary, the calling organization shall be expected to reimburse the employing organization for a proportionate share of the salary paid such employees during their stay at the seminary.

**E 45 71 Amortization of Moving Expense**—The moving expense of denominational employees shall be amortized as follows:

1. Any organization calling an employee who has rendered less than two full years of service to the employing organization shall make 100 percent reimbursement for the employee’s last move to the territory of that organization. In case the employee has rendered more than two but less than three full years of service, the reimbursement shall be 50 percent, and for less than four years, 25 percent. Any exception to this may be worked out on the administrative level.

2. If a ministerial intern who has entered upon field service is called between organizations, the above policy relating to the moving expense of regular employees shall apply.
3. It shall be the responsibility of the calling organization to ascertain whether there are any unamortized expenses pertaining to the employee being called.

4. In the case of employees called for service outside the North American Division, employing organizations are encouraged to waive the provisions of this policy.

5. In the case of an employee being called from the General Conference, the principles outlined in paragraph 1 above shall be followed and applied to any move which has been made within the past four years involving a distance greater than 500 miles.

**E 45 72 Responsibility for Indebtedness of Transferred Employees**—When an employee transfers to another organization and has outstanding indebtedness with the former organization, including health care institutions, the following procedures are to be followed:

1. **Information**—The calling organization shall be responsible to obtain full information regarding the employee’s financial responsibilities to the current employer. Any indebtedness information not communicated at the time of the transfer or within 60 days of confirmation of the call will not be the responsibility of the calling organization.

2. **Home Loans**—The former organization shall continue to carry home loans for up to six months, with the new organization making payroll deductions and sending the payments to the former organization. During this six-month period the employee must dispose of the property or refinance. In case of termination during this six-month period, any settlement shall be applied to the loans with the former employing organization.

3. **Automobile Loans**—The calling organization is responsible to either assume the financing of automobile loans or to require the employee to refinance.

4. **Unamortized Moving Expense and Educational Loans**—The calling organization is responsible to assume unamortized moving expense, which includes preliminary trips, duplicate housing
allowances, duplicate automobile licenses and fees, etc, educational loans and unamortized educational expense.

**E 45 75 Institutional Employees**—Institutional employees carrying major responsibilities should not be dropped from employment without effort being made to provide for their employment elsewhere or in other lines of work, on the same basis that governs the transfer of all conference employees.

**E 45 80 Employees Who Resign**—In the case of employees who voluntarily withdraw from the organized work, the denomination is under no obligation to return the individual to a former location.

**E 45 85 Study Leave**—1. **Definition:** A leave from regular denominational service granted exclusively for study purposes on a basis agreed to by the employee and the employing organization. (In cases of study leaves for interdivision employees, the provisions of the General Conference policy, P 80 Plans for Service or Study, shall apply.)

2. **Criteria:**
   a. It is specifically for study purposes.
   b. It is for a specific period of time.
   c. The employee agrees to return for continued service with the granting organization upon completion of the study leave.
   d. The granting organization agrees to accept the employee in full-time employment upon its completion.

3. **Procedure:**
   a. The terms are approved by the executive committee of the granting organization.
   b. The employee agrees in writing to the terms of the leave.
   c. The granting organization continues to issue current credential/license to the employee.

**E 45 90 Leave of Absence**—An organization granting a leave of absence to an employee shall clearly define the conditions and terms of the leave of absence and communicate these to the employee in writing. These shall include the length of the leave of absence, financial assistance, if any, and the responsibility if any of the employing organization to rehire the employee. Other
denominational organizations shall not hire such an employee without clearance from the organization granting the leave. The employee’s credential/license is not ordinarily withdrawn but is usually not renewed while the employee is on leave of absence. If an employee has requested Family and Medical Leave of Absence, see E 83.

E 50 Tenure of Office

Nominating committees at all conference sessions are counseled to observe such guiding principles as are set forth by the Spirit of Prophecy with reference to the continuance of leaders in positions of responsibility and leadership, as found in the following statement from Gospel Workers:

“The question is asked me if it is not a mistake to remove the president of a State conference to a new field when many of the people under his present charge are unwilling to give him up.

“The Lord has been pleased to give me light on this question. I have been shown that ministers should not be retained in the same district year after year, nor should the same man long preside over a conference. A change of gifts is for the good of our conferences and churches.

“Ministers have sometimes felt unwilling to change their field of labor; but if they understood all the reasons for making changes, they would not draw back. Some have pleaded to remain one year longer in the same field, and frequently the request has been respected. They have claimed to have plans for accomplishing a greater work than heretofore. But at the close of the year there was a worse state of things than before. If a minister has been unfaithful in his work, it is not likely that he will mend the matter by remaining. The churches become accustomed to the management of that one man, and think they must look to him instead of to God. His ideas and plans have a controlling power in the conference.
“Many are strong in some points of character, while they are weak and deficient in others. As the result, a want of efficiency is manifested in some parts of the work. Should the same man continue as president of a conference year after year, his defects would be reproduced in the churches under his labors. But one laborer may be strong where his brother is weak, and so by exchanging fields of labor, one may, to some extent, supply the deficiencies of another.

“If all were fully consecrated to God, these marked imperfections of character would not exist; but since the laborers do not meet the divine standard, since they weave self into all their work, the best thing, both for themselves and for the churches, is to make frequent changes. And, on the other hand, if a laborer is spiritually strong, he is, through the grace of Christ, a blessing to the churches, and his labors are needed in different conferences.”—Pages 419-421.

The ministry is the most important work ever entrusted to human beings, and those who are ordained/commissioned to this sacred work should beware of the spirit of office seeking, ever regarding the preaching of the Word in soul-winning service as their chief responsibility and highest honor. They should recognize that while ordination/commission to the ministry is for life, the call to administrative service is temporary; therefore, those chosen for administrative responsibility from time to time, should ever hold themselves in readiness cheerfully to engage in full-time pastoral service when called to do so again.

E 55 Termination of Elected Employees

If during the term for which an employee was elected, the employee is unable to discharge his/her duties and responsibilities, the employing organization may terminate the employee before the expiration of the term for which he/she was elected. Such a termination is subject to any termination procedures contained in
the employing organization’s constitution and bylaws or other organizational documents. Should the employee’s inability to discharge his/her duties and responsibilities be due to circumstances which make him/her eligible under E 83 Family and Medical Leave of Absence and/or Y 33 Employee Disability Income Plan, the employing organization shall follow the provisions outlined therein.

E 60 Conference/Mission President

Inasmuch as the conference/mission president stands at the head of the ministry in the conference/mission and is the chief elder, or overseer of all the churches, a conference/mission president should be an ordained minister.

E 70 Recording and Preserving Employees’ Service Records

E 70 05 Service Records—The purpose of the Service Record for all denominational employees is to provide a permanent historical summary of Church employment. It shall be detailed enough to meet the needs of the denominational Retirement Plan in which the employee participates. It shall be durable, redundant, and secure. It shall be kept on the standard form, or in a digital format approved by General Conference Secretariat, which provides the same data and is readily understood across denominational lines.

E 70 10 Definition of Employee—All individuals receiving remuneration from denominational organization payrolls are for the purposes of the E 70 policy considered employees. However the following employees are not required to have formal service records opened.

1. Temporary, occasional or casual employees, such as substitute teachers, or summer camp employees.
2. Courtesy or auxiliary payroll employees, or adjunct professors unless employment documentation specifically qualifies the employee for participation in a denominational retirement plan.

3. Student employees under 20 years of age who are employed by educational institutions.

**E 70 15 Responsibility for Service Records**—Maintaining the service records shall be the responsibility of the Human Resources director or the individual assigned Human Resources responsibilities of the employer. The Adventist Chaplaincy Ministries director will be responsible for maintaining a record of chaplain’s ministry assignment history in non-denominational institutions or organizations.

**E 70 16 Service Record Management System**—The service record management system designated by the North American Division shall be used to maintain computerized service records for all denominational employees as defined in E 70 10.

**E 70 20 Service Record Formats**—Each denominational organization shall maintain service records for all its employees in either manual or digital format. Each division shall maintain a service record system, meeting the needs of the employers within the division and reflecting as much as possible the standard service record approved by General Conference Secretariat.

The content and design of the standard service record form is specified by the General Conference. Divisions designing their own form shall follow the format of the General Conference service record form. All digital service record printouts shall follow the standard format as authorized by General Conference Secretariat.

1. Information to be Recorded—The following information is recorded on the standard service record form:
   a. Year by Year Record—The service for each year shall be recorded on a separate line. If in one year the employee serves in two or more employing organizations, in two or more different
positions or types of work, or changes from full time to part time employment or vice versa, a separate line shall be used for each.

b. Position or Type of Work—The official position or type of work shall be given.

c. Employing Organization—The organization to which the employee is directly responsible shall be named.

d. Beginning Date/Ending Date—The year shall be entered in the column titled “Year by Year Record” with the beginning and ending dates containing only the day and month in that order. Spell out the abbreviation for the month (as opposed to using numerals). Example: 15 Jan.

e. Salaried Full time Service (Months)—Record the number of months of full time salaried employment.

f. Salaried Part time Service (Months)—Record the number of months of part time salaried employment.

g. Hour time Service (Hours)—Record the number of paid hours of hour time service including paid hours of overtime, sick time and vacation.

h. Percentage of Service Credit—Indicate the percentage of one year’s service credit to which a full time/part time salaried or hour time employee is entitled.

i. Remuneration Percentage—Enter the employee’s percentage of the remuneration factor for his/her area as of December 31. Contact the Division Secretariat for instructions.

j. Signature of Officer—Service shall be authenticated by two officers using a protocol authorized by the division. Such officer shall not sign his/her own service record or that of his/her spouse or relative but shall request another officer to do so.

2. Annual Service Entries Report—The individual authorized to maintain/be responsible for service records shall prepare by January 31 of each year an update of all service record entries for all employees of the preceding year. Each page of this report shall be hand signed and dated by the individual responsible for service records, except in the case of permanently bound printouts which
need only be hand signed and dated on the last page. In harmony with the provisions of BA 70, Retention and Safeguarding of Records, this report shall be stored in the organization’s records center in a secure and permanent file.

3. Annual Service Corrections Report—The human resources director of the organization shall prepare by January 31 of each year a report of all corrections made to the service records during the preceding year. Each page of this report shall be hand signed and dated by two officers, one of whom shall be the officer responsible for service records, except in the case of permanently bound printouts, which need only be hand signed and dated on the last page. In harmony with the provisions of BA 70, Retention and Safeguarding of Records, this report shall be stored in the organization’s records center in a secure and permanent file.

4. Copy to the Employee—Each employee shall be given a copy of his/her cumulative service record not less than every two years.

5. Annual Schedule for Transmissions—Each organization shall submit service record additions and corrections to the division secretariat as scheduled.

E 70 25 Sensitive Information—All data that is of a sensitive nature such as gender, race, disability, national origin, ethnic origin, and age shall not be made available to personnel making hiring or promotion decisions. This information shall be available for statistical purposes only.

E 70 30 Preserving and Transferring Service Records—1. Organizational Responsibility—The denominational employer shall be responsible for beginning/obtaining and maintaining a service record for each employee.

2. Change of Position/Type of Work—When an employee’s position or type of work is changed, the new position/type of work shall be recorded on the service record.

3. Transfer Between Denominational Organizations—When an employee is transferred from one denominational organization
to another, the organization for which he/she has been working shall prepare two copies of the original service record and computerized printout, one for its files, and one for the employee.

a. A prospective employer may request in writing a copy of an employee’s service record if the employee has signed a form giving the prospective employer permission to receive the record.

b. The original service record shall be forwarded to the new employer with 90 days after the date of transfer. The new employer shall request the original service record, and establish the transferring employee computerized service record according to the instructions provided by the North American Division.

4. **Discontinuance of Denominational Service**—When an employee discontinues denominational service for other than retirement reasons, the organization shall record an appropriate action relating to the discontinuance of service and the particulars of any financial settlement made and shall continue to maintain both the original manual service record for years prior to 2000 and the computerized record for all years of service credit.

5. **Retirement**—When an employee who is eligible for benefits from the Retirement Plan retires from denominational service, the service record together with the retirement application as specified by the Retirement Plan shall be certified by an authorized employer representative and forwarded to the secretary of the Retirement Plan Committee.

6. **Requests for Service Records**—Only written requests for service records shall be honored. Requests for assistance in obtaining service records between divisions shall be directed to the General Conference Secretariat.

7. **Inquiries Regarding Service Record Policies**—Inquiries regarding the application of service record policies shall be directed to the Secretary of the North American Division.

8. **Copies to Employee**—Each employee shall be given a copy of his/her record not less than every two years and at the following times:
a. At his/her request at any time.
b. By the last employing organization each time he/she transfers.
c. At the time he/she leaves denominational employment.
The original service record shall not be given to the employee under any circumstances.

**E 70 35 Supporting Documentation for Service Records**—1. *Regular Denominational Employees*—a. Compensation Review Sheets—The complete compensation review spreadsheet of all employees’ time, salary, and expense shall be filed with the official office copy of the executive committee minutes of the employing organization. Where records are maintained electronically, the board/executive committee shall be assured by administration that accurate records are maintained and remuneration is consistent with voted policies.

b. Recording of Employment—All employment of employees specified in E 70 10 shall be recorded in the service record regardless of length of service, age, full/part-time work, or student status.

2. *Literature Evangelists*—Service records shall be prepared for literature evangelists who are considered to be employees as defined in GC FP 70 10.

a. Annual Summaries—The conference publishing director shall file a copy of the annual literature evangelist summary with the conference secretary. This annual summary shall include the name, number of weekly reports, total hours, and sales for the year for each literature evangelist. This annual summary shall become a part of the permanent records of the conference.

b. Copies of Summaries to Union/Division—Copies of the local conference summaries as gathered by the union publishing directors shall be filed with the union secretary and the North American Division Publishing Department which shall preserve these for permanent record.
3. **Christian Record Field Representatives**—Christian Record Services, Inc. shall keep a permanent record of total hours and collections per year for each field representative.

**E 70 40 Auditing of Service Records**—Auditors shall audit service records as a part of the regular salary audit of denominational organizations and verify that the backup procedures in the automated system are being followed.

**E 75 Vacations and Holidays**

**E 75 05 Basis for Vacations**—1. Annual vacation with pay shall be provided for regular denominational employees and may be accrued and calculated on the following basis:

<table>
<thead>
<tr>
<th>Vacation entitlement per year of full-time service</th>
<th>Vacation entitlement accrued per 38-hour week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USA</strong></td>
<td></td>
</tr>
<tr>
<td>During first four-year period</td>
<td>2 weeks</td>
</tr>
<tr>
<td></td>
<td>1.4575 hours</td>
</tr>
<tr>
<td>During next five-year period</td>
<td>3 weeks¹</td>
</tr>
<tr>
<td></td>
<td>2.1863 hours</td>
</tr>
<tr>
<td>After nine years of service</td>
<td>4 weeks¹</td>
</tr>
<tr>
<td></td>
<td>2.9151 hours</td>
</tr>
<tr>
<td><strong>Canada</strong></td>
<td></td>
</tr>
<tr>
<td>During first nine-year period</td>
<td>3 weeks</td>
</tr>
<tr>
<td></td>
<td>2.19 hours</td>
</tr>
<tr>
<td>After nine years of service</td>
<td>4 weeks¹</td>
</tr>
<tr>
<td></td>
<td>2.92 hours</td>
</tr>
</tbody>
</table>

2. A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.

3. Regular part-time employees shall accrue vacation time on a prorata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.

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¹Employees are eligible to begin accruing vacation time at the 3 and 4 week rates after completing 4 and 9 years of service or in harmony with mandated government requirements.

²Employees are eligible to begin accruing vacation time at the 4-week rate after completing 9 years of service or in harmony with mandated government requirements.
4. Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.

5. Individuals who become exempt denominational employees after several years of experience in work outside of denominational employment that professionally advances their ability to more effectively perform their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service.

E 75 06 Maximum Accrual—Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.

E 75 07 Exempt Employees Vacation Time—Since vacation time should generally be taken in the year of accrual, it is assumed that exempt employees have taken their annual vacation accrual unless a written request is made by the employee to the employer for a carry-over to the following year or a formal reporting/accounting system is in place which tracks the amount of taken vacation time. (See E 75 06 Maximum Accrual.) For exempt employees not covered under a formalized tracking system, two weeks of vacation is equal to 10 work days, three weeks to 15 work days, etc.,¹ and all vacation time must be taken in full day increments, not partial days, unless allowed under local state laws.

E 75 15 Records—Denominational employers shall keep the necessary records for vacation accrual and vacations taken.

E 75 20 Vacation Time—Vacation time should generally be taken in the year of accrual. Vacation may be used at such time or times when requested by the employee, approved by the

¹ For those employers on non-traditional work weeks (ex. four-day work week) a week of vacation is adjusted accordingly (ex. one week of vacation is equal to 4 work days, two weeks of vacation is equal to 8 work days, three weeks to 12 work days, etc.)
supervisor, and authorized by the appropriate authority. Time off for Family and Medical Leave of Absence purposes shall be requested in accordance with E 83.

**E 75 25 Transfers**—When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.

**E 75 30 Termination or Retirement**—At the time of termination from denominational employment or retirement all accrued but unused vacation time shall be granted. The maximum shall be up to 150% of the annual vacation entitlement, including current year accrual. (See E 75 06)

**E 75 40 Vacation Requests**—A request for vacation should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor.

**E 75 45 Holidays and Closings**—Paid holidays and office closings are at individual employer’s discretion and are generally influenced by the respective organization’s needs, climatic conditions, as well as national and local laws.

**E 80 Employees’ Personal Finance**

**E 80 05 Maintain Standards**—The standards of the ministry in all things should be maintained on an irreproachable basis, in order that “the ministry be not blamed.” (2 Cor 6:3)

**E 80 20 Faithful Return of Tithe**—1. Tithing is a basic Biblical principle which speaks to a person’s relationship with the Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and the
Creator. Another is experiencing the intrinsic satisfaction of giving one’s self and one’s means to the Lord. Our Lord’s promise of special blessings to the faithful tither can be received in no other way.

2. Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members must see in church employees a fidelity to basic principles which is unequivocal. Such commitment needs to be exercised in respect of all the standards of Christian living. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church.

3. Adherence to the basic beliefs and practices of the Church is a condition of employment for all credentialed/licensed Seventh-day Adventist employees. Because of the importance of tithing as a principle and the spiritual experience it represents, no church organization shall employ a Seventh-day Adventist who is not returning a faithful tithe.¹

In the case where an employee transfers to another denominational organization, the employing organization will re-verify the employee’s return of tithe. At the time of employment each individual shall be informed in writing of this requirement which includes the expectation of faithfulness in tithing (see V 05 20). Employees shall also be informed that their tithing practices are subject to annual review.

4. If it is determined that an employee is not faithfully tithing, the president/Chief Administrative Officer of the employing organization shall discuss the matter with the employee in the spirit of pastoral concern and endeavor to help him/her understand that he/she is depriving himself/herself of a blessing and is following a course that is harmful to his/her relationship with the Creator.

E 80 25 Not to Seek Gifts or Loans—Employees shall not in any way seek personal gifts from church members or churches.

¹When this is not prohibited by law.
When it is necessary for them to discuss their financial affairs, this should be done with their employing bodies rather than with members of the church. Employees shall not accept loans from church members or churches.

**E 80 30 To Pay Obligations**—Employees who continually neglect or refuse to pay their just obligations shall be advised to take up some other line of work.

**E 80 35 Transfer of Employees**—Proper and satisfactory arrangements shall be made by employees for all financial obligations before transference to another conference.

**E 80 40 Authorization for Study**—While it is desired that every employee be encouraged to make continuous effort for self-improvement, especially through online courses, no full-time conference employees, or other denominational employees, should take residence schoolwork, or any line of study that would make inroads upon time that should be given to their regular duties, without first making proper arrangements with those in charge of their work.

**E 81 Employment and Productivity**

**E 81 05 Employment**—In hiring all categories of denominational employees, great diligence should be exercised to secure persons who are members of the Church and who exert a positive influence in upbuilding the work along spiritual lines.

**E 81 10 Productivity**—Care is to be exercised in making assignments to conference and institutional employees so as to fully utilize their capabilities. The effectiveness of all employees is to be reviewed periodically. Where employees are found to be ineffective, counsel should be given them and if necessary they should be given other lines of work or be advised to seek employment outside of the denomination.

**E 81 15 Employment Regarding Individuals Involved in Sexual Misconduct**—The Seventh-day Adventist Church desires to make its work and worship environments a safe place at all
times. To achieve this goal, no denominational employing organization shall knowingly employ or retain an individual where any of the following exists:

1. Any admission of guilt pertaining to sexual abuse, or sexual misconduct (See E 8715, paragraph 20)—Sexual Misconduct—Improper sexual behavior including any of the following:
   a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power;
   b. Actual or attempted rape or sexual contact by force, threat, or intimidation;
   c. Criminal behavior of a sexual nature;
   d. Possession, manufacture, distribution or access with intent to view child pornography.

2. Any criminal conviction or plea of guilty, *nolo contendere* (no contest), or its equivalent for sexual abuse, sexual misconduct, or possession, manufacture, distribution or access with intent to view child pornography.

3. Any civil judicial determination of liability, injunctive relief, non-monetary relief, punitive or exemplary damages, or factual finding, settlement for compromise of a civil suit or any finding by the employer’s Sexual Ethics Committee or similar body in lieu of filing suit in favor of the claimant resulting from allegations of sexual abuse, or sexual misconduct.

As part of the employment due process, Designated Officers, or their designees, from denominational employing organizations shall make inquiry to officers, or their designees, of institutions or organizations currently employing, or having employed, individuals they are considering for employment. Designated Officers, or their designees, responding to inquiries about current or former employees of their organization shall make every effort to assure that accurate information is being communicated.
E 82 Sick Leave

E 82 05 Employees Who Are Covered—This Sick Leave Policy shall apply to non-exempt denominational employees excluding those in health care institutions.

E 82 10 Sick Leave Hours Accrued—Sick leave time shall accrue based on 2.93 hours for a 76-hour (two-week) pay period (.03855 hour per hour worked). Regular part-time employees shall accrue sick leave time on a prorated basis. The accrual of sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave, but does not include overtime hours worked for non-exempt employees.

E 82 15 Division of Sick Leave Time—Up to sixty percent (60%) of the accrued sick leave time shall be available for short-term illnesses and medical/dental appointments. The balance shall be available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.

E 82 20 Short-term Illness—The first three (3) work days of any illness or time off for medical/dental appointments shall be charged to the short-term sick leave bank.

E 82 25 Carry-over of Short-term Sick Leave Time—Short-term sick leave time may be carried over from one year to the next up to a maximum of 76 hours. Accrued short-term time in excess of 76 hours may be transferred to the extended sick leave bank.

E 82 30 Extended Sick Leave Time—1. Beginning with the 25th work hour of an employee’s personal illness, full-time pay shall be continued and charged to the extended sick leave time bank until those accumulated hours have been exhausted.

2. To qualify for this benefit, the employee must be under the care of a physician and submit a physician’s certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized the provision of paragraph 1. above shall begin on the day of admittance to the hospital.

E 82 35 Exclusions—Extended sick leave does not apply to:
1. Any day during which an employee is entitled to cash benefits for temporary disability under Worker’s Compensation or employer’s disability laws.
2. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from addiction to alcohol, drugs, etc.
3. Any period when incarceration is the cause of absence from work.

**E 82 40 Carry-over of Extended Sick Leave**—Extended sick leave time may be accrued up to a maximum of 1,000 hours (26 weeks). Extended sick leave time may not be transferred to the short-term bank.

**E 82 45 Not Convertible to Paid Leave**—Extended sick leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.

**E 82 47 Alternative Plan**—1. Organizations may combine the short-term sick leave (E 82 20), vacations (E 75 05), and authorized holidays (E 75 45) into a Paid Leave Plan. Paid leave time begins to accrue from date of employment and is automatically accumulated into the employee’s Paid Leave Bank. The maximum hours that may be accumulated is the equivalent of seven weeks, excluding holidays.
2. The Paid Leave Bank may be used for vacations, holidays, illnesses, or personal business. Discretionary time off should be prearranged in order to maintain continuity of service. At the time of termination, settlement will include unused time remaining in the employee’s Paid Leave Bank.

**E 82 50 Portability**—At the time of termination or transfer, short-term sick leave may be paid to the employee. Accrued time shall not be transferred to the new denominational employer; however, extended sick leave may be reported to the new employer at the time of transfer. No payment is to be made to the employer or to the employee for extended sick leave hours.
E 82 55 Part-time Work After Illness—An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the extended sick leave bank as long as hours of accrued sick leave time are available. Any provision of the Family and Medical Leave of Absence policy shall continue in accordance with E 83 until the employee has been released by his/her physician to return to full-time employment.

E 82 60 Implementation—For each full year of service the employee may be credited with 24 hours of short-term sick leave time up to a maximum of 48 hours, and with 24 hours of extended sick leave time up to a maximum of 320 hours.

E 82 70 Pregnancy Leave—1. Provision—Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and Paid Leave policy. Eligible employees requesting pregnancy leave are to request Family and Medical Leave of Absence leave (see E 83). Employees are expected to return to employment as soon as they are physically able to resume their duties. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician.

2. Remuneration—Beginning with the first day of pregnancy leave, regular remuneration shall be continued and shall be charged to the extended sick leave bank until those accumulated hours have been exhausted. Accrued time in the paid leave bank may also be used for pregnancy leave. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the pregnancy leave.

3. Where government law dictates pregnancy leave policy, the employing organization shall observe those policies.
4. Post Leave Employment—An employee returning from pregnancy leave under the Family and Medical Leave of Absence policy will be entitled to reinstatement in her previous job or a job of equivalent pay, benefits, and other employment terms and conditions. Upon returning to work, it will be necessary to provide a doctor’s medical release.

5. Paid and/or Unpaid Leave for the Birth or Care of a Child—Employees are entitled to up to twelve weeks of paid and/or unpaid leave for the birth or care of a child. However, once the physician has released the employee from medical care, should the employee wish to continue Family and Medical Leave of Absence leave, any paid leave from the extended sick leave bank would be discontinued, but both male and female employees may access any applicable paid leave available to them (see E 83 15).

E 83 Family, Medical and Military-Related Leaves of Absence

The Family and Medical Leave of Absence policy of the North American Division, effective August 5, 1993, and as amended by the National Defense Authorization Act (NDAA) amendments (effective January 16, 2009), outlines the conditions under which an employee may request time off with or without pay for a limited period with job and accrued benefit protection.

E 83 05 Definition—A family and/or medical leave of absence shall be defined as an approved absence of an eligible employee for up to either twelve or twenty-six weeks (for specified military-related leave described below), and within a twelve-month period under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:

1. Birth of an employee’s child (up to 12 weeks);
2. Placement of a child with an employee for adoption or foster care (up to 12 weeks);
3. Need for an employee to care for a child, spouse, or parent who has a serious health condition (up to 12 weeks);

4. When an employee is unable to perform the functions of his/her position because of a serious health condition (up to 12 weeks);

5. Because of "any qualifying exigency" arising out of the fact that a covered military servicemember (spouse, son, daughter or parent), serving in the National Guard and Reserves, is on active duty or called to active duty status in support of a contingency operation (up to 12 weeks);
   a. "Qualifying exigencies" generally include:
      1) Short-notice-deployment
      2) Military events and related activities
      3) Childcare and school activities
      4) Financial and legal arrangements
      5) Counseling
      6) Rest and recuperation
      7) Post-deployment activities; and
      8) Additional activities agreed to by the employing organization and the eligible employee.

6. For eligible military caregiver of a military servicemember, to care for the covered servicemember with a serious illness or injury incurred in the line of duty on active duty (up to 26 weeks).

   E 83 10 Scope—The provisions of this policy shall apply to all qualifying family, exigency, military caregiver and/or medical leaves of absence approved for eligible employees for the reasons described in E 83 05.

   E 83 15 Paid and Unpaid Leave—Family, qualifying exigency, military caregiver and/or medical leaves of absence shall be unpaid. However, if eligible employees have accrued paid leave benefits under employment benefit plans or policies of the employer, the employees will be required to use those accrued benefits to provide compensation during all or any part of the twelve or twenty-six weeks leave. If the employee’s paid benefits
are exhausted, the remainder, if any, of the family or medical leave will be unpaid. The use of accrued benefits will not extend the duration of a family or medical leave.

**E 83 20 Eligibility**—To be eligible for leave under this policy an employee must be employed in the United States, must have been employed by the employer for at least twelve months in total, must have worked for the employer at least 1250 hours during the twelve-month period immediately preceding the commencement of leave, and where applicable, must be a family member of a covered servicemember. For purposes of eligibility, all full-time teachers of an elementary or secondary school system or institution of higher education, or other educational establishment or institution, and all exempt employees, are deemed to meet the 1250-hour test unless the employer can clearly demonstrate that the employee did not work 1250 hours during the previous twelve months.

All denominational employees within the United States who meet the above eligibility requirements, regardless of the size of the employer or location of the work site, are eligible for family and medical leave. Church employees outside of the United States shall also meet any requirements for leave under their jurisdictions.

**E 83 25 Reinstatement**—An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, or one which requires substantially equivalent skill, effort, responsibility and authority.

1. **Determination**—The determination of how any employee of an elementary or secondary school is to be restored to an equivalent position upon return from Family and Medical Leave of Absence leave must be made on the basis of established North American Division or school board, conference, or board of education policy. Such policy must be in writing, must be made known to the employee prior to the taking of Family and Medical Leave of Absence, must clearly explain the employee’s restoration rights upon return from leave, and must provide substantially the
same protections as provided by the Family and Medical Leave of Absence for reinstated employees.

2. Exemption From Family and Medical Leave of Absence Policy—The employer may choose to exempt certain salaried, highly compensated “key” employees from this requirement and not return them to the same or similar position.

3. Completion of Leave—Once leave has been completed, the employee must obtain job-related certification from the physician or health care provider that the employee is able to resume work.

**Basic Requirements and Conditions of Leave**

1. Certification—The employer will require medical certification to support a claim for leave for a qualified employee’s own serious health condition or to care for a seriously ill child, spouse, parent or servicemember.

   The employer may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the employer and the employee.

2. Fitness for Duty Certification—All returning employees will need to obtain a job-related fitness for duty certificate from the attending physician or health care provider prior to his/her return to work if the Family and Medical Leave of Absence leave taken was based on the employee’s own serious health condition. If a safety concern exists, a fitness for duty certification may also be required where the employee has taken intermittent leave.

3. Temporary Alternative but Equal Position—If medically necessary for a serious health condition of the employee, his/her spouse, child, parent or servicemember, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the employer may require the employee to transfer temporarily to an alternative, but equivalent in pay and benefits, position which better accommodates recurring periods of absence or a part-time schedule.
a. When an instructional employee (one whose principal function is to teach and instruct students) of an elementary or secondary school requests intermittent or reduced leave for planned medical treatment for more than twenty percent of the total number of working days in the period during which the leave would be used, the employer may require the employee to elect either to:

1) Take leave for a particular duration of time which is not greater than the duration of the planned treatment, or
2) Be transferred to an equivalent alternative position.

b. Exempt employees will not be docked for Family and Medical Leave of Absence of less than one day.

NOTE: Leave for a particular duration means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave. The entire period of leave taken will count as Family and Medical Leave of Absence leave.

4. Spouses Employed by the Same Employer—Spouses who are both employed by the same employer and are requesting family, qualifying exigency, military caregiver or medical leave for the same qualifying event are entitled to the aggregate of time each can individually take for the birth, adoption or placement of a child for foster care and for the care of a sick parent or a parent-in-law, for exigency or military caregiver leave.

5. Instructional Employee—When an instructional employee (one whose principal function is to teach and instruct students) of an elementary or secondary school requests leave near the end of the academic term or semester, the following provisions apply:

a. If the employee begins leave more than five weeks before the end of a term, and if the leave will last at least three weeks and the employee would otherwise return to work during the three weeks before the end of the term, the employer may require the employee to continue taking leave until the end of the term;
b. If the employee takes leave for a reason other than the employee’s own serious health condition which commences during the five weeks before the end of the term, and if the leave will last more than two weeks and the employee would otherwise return to work during the last two weeks of the term, the employer may require the employee to continue taking leave until the end of the term.

c. If the employee takes leave for a reason other than the employee’s own serious health condition which begins during the last three weeks of the term, and if the leave will last more than five working days, the employer may require the employee to take leave until the end of the term.

NOTE: When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide thirty days notice and make efforts to schedule leave so as not to disrupt employer operations. In unforeseen circumstances, thirty days of notification may not be possible; in such cases, as much prior notice as possible must be given. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.

d. With the exception for a qualifying exigency leave, if an employee fails to provide thirty days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be delayed until at least thirty days from the date the employer receives notice.

E 83 35 Status of Employee Benefits During Leave of Absence—While an employee is on leave, the employer will continue the employee’s health care benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

1. Employee Pays to Opt In Eligible Dependent(s)—If the employee pays to opt in eligible dependent(s) and/or spouse, then while on paid leave the employer will continue to make payroll deductions. While on unpaid leave, the employee must continue to
make this payment which must be received from the employee as directed by the employer. If the employee does not continue these payments, the employer may discontinue dependent/spouse coverage during the leave period or will recover payments at the end of the leave period, in a manner consistent with the law.

2. Benefit Entitlements—Benefit entitlements based upon length of service will be calculated as of the last paid day prior to the start of the unpaid leave of absence.

**E 84 Harassment**

**E 84 05 Working Environment**—The North American Division values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated by the Division. The North American Division also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, the North American Division expects each NAD organization to take the following actions:

1. Develop a harassment policy and complaint procedure;
2. Designate an officer to serve as the individual to whom complaints of harassment can be made in addition to an employee’s departmental director;
3. Supply each employee with a copy of the harassment policy and complaint procedure; and
4. Have each employee acknowledge receipt of this policy and complaint procedure, which will be maintained in the employee’s personnel file.
E 84 10 Employee Personal Conduct—Employees of North American Division organizations are to exemplify the Christ-like life and should avoid all appearances of wrong doing. They should not engage in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonably be construed to be, one of prejudice, discrimination, or that is inflammatory, must not be displayed anywhere on the premises of the North American Division or its organizations, or while representing the North American Division in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect because of their gender, race, color, national origin, age or disability. To do so would be a violation of God’s law and civil laws protecting human rights and governing workplace conduct.

E 84 15 Sexual Harassment—Sexual harassment is a form of harassment that involves unwelcomed sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

E 84 20 Improper Conduct—Improper conduct by the employer, co-workers and, in some instances, non-employees includes, but is not limited to:

1. Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant’s or
employee’s giving in to or rejecting sexual advances will have an effect on that person’s employment or terms of employment;

2. Unwelcomed sexual flirtation or propositions;

3. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person’s body);

4. Displays, whether worn on the person, displayed in offices or on personal vehicles parked in parking lots used by the North American Division or its organizations sexually suggestive pictures, drawings, cartoons or objects or other erotica;

5. Threats or demands for sexual favors;

6. Unwelcomed or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks);

7. Demeaning or degrading comments about an individual’s appearance;

8. Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age or disability;

9. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability; or

10. Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

E 84 25 Reporting Incidents—Employees who believe that they have been harassed should immediately take the following steps:

1. Make it clear that such conduct is offensive and should be stopped immediately; and

2. Report the incident to the immediate department director or to the designated officer of the organization to whom complaints can be made. The initial report should be followed by a written
statement describing the incident and identifying potential witnesses.

E 84 30 Third-Party Reports—Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their department director or the designated officer to whom complaints can be made.

E 84 35 Investigation—Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.

E 84 40 Discipline—A violation of this policy may result in discipline, up to and including dismissal from employment.

E 84 45 Prohibition of Retaliation—The North American Division prohibits retaliation against employees complaining of harassment.

E 85 Conflict of Interest and/or Commitment

E 85 05 Conflict of Interest and/or Commitment Defined—Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well being of the denomination.

Because of the common objectives embraced by the various organizational units and institutions of the Seventh day Adventist Church, membership held concurrently on more than one denominational committee or board does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met. However, an officer, trustee, or director serving on an organization’s board is expected to act in the best interest of the organization and its role in denominational structure.

A conflict of commitment shall mean any situation which interferes with an employee’s ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full time
assignment are compensated for full time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee’s duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization’s statement of ethical foundations and conduct (see model Statement of Ethical Foundations recommended by the 1999 Annual Council as guidelines for divisions) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

**E 85 10 Individuals Included Under This Policy**—All trustees, officers, executive committee/board members, exempt employees, and volunteers of denominational organizations shall be subject to this policy.

**E 85 15 Conditions Constituting Conflict**—A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment:

1. Engaging in outside business or employment that encroaches on the denominational organization’s call for the full services of its employees even though there may be no other conflict.

2. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.

4. Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.

5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.

6. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services, or lending to/borrowing from a trustor or anyone who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.

7. Accepting or offering of any gratuity, favor, benefit, or gift or of any commission or payment, monetary or non-monetary, of greater than nominal value, in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.

8. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.

9. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.

10. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.
11. Using one’s connections within the organization to secure favors for one’s family or relatives.

**E 85 20 Statement of Acceptance**—1. By all employees—At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in the organization’s employee handbook. This acceptance shall constitute the employee’s declaration of compliance and resolve to remain in compliance with the Conflict of Interest and/or commitment policy.

2. By all employees—On an annual basis the employer shall provide all exempt employees with a copy of the Statement of Ethical Foundations, plus a copy of the Conflict of Interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment. The chief administrator, or designee, of the organization concerned shall receive annually a statement of acceptance and compliance with the policy on Conflict of Interest and/or commitment from each employee member of the board/executive committee, and any other person authorized to handle financial resources of the organization. Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.

3. All statements of acceptance and compliance shall be reviewed annually through a process and reporting mechanism as determined by the board/executive committee of the organization.

**E 85 25 Reporting Potential or Actual Conflicts of Interest or Commitment**—All present and potential conflicts of interest must be disclosed:

1. If known, in advance of any meeting, business transaction, or other activity at which the issue may be discussed or on which the issue may have a bearing on the person’s approach to the issue, whether directly or indirectly; or
2. If not known in advance, when the actual, possible, or potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the person’s supervisor, as appropriate. The person should remove himself/herself from the room or situation to avoid participation in all discussion or deliberation on the issue, and voting. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the board or equivalent group may decide that no conflict of interest exists and invite the participation of the person.

This policy establishes a process which is self-identifying. However, third parties may report alleged conflicts in writing with supporting documentation, to an officer of the organization concerned if the employee fails to disclose a conflict or does so inadequately. The source of third party reports shall be held in confidence by the recipient unless it is required to divulge the information pursuant to a court order or if there is indication that the report is fraudulent or made with malicious intent.

**E 85 30 Review Process for Conflicts of Interest and/or Commitment**—The officer or human resource/personnel office that receives the report of a conflict or potential conflict shall inform the employee’s supervisor and shall have the matter reviewed by the appropriate employing authority or by the committee assigned to review such matters. If the disclosure has come from a third party, the officer or human resource/personnel office shall inform the employee concerned and shall give the employee an opportunity to submit any information which may help in the review of the reported conflict. The decision of the employing authority or review committee as to whether or not a conflict exists shall be communicated to the employee in writing.

**E 85 35 Sanctions for Noncompliance**—Noncompliance includes failure to:

1. Comply with this policy;
2. Report accurately on the disclosure form;
3. Comply with decisions made by the employing authority or review committee as a result of reported potential or actual conflicts of interest and/or commitment.

Noncompliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies.

**E 85 40 Model Statement of Acceptance**—The following model statement of acceptance may be modified in a manner appropriate to the organization concerned.

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to the __________________. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the ______________ in writing.

1. I have read the Statement of Ethical Foundations and the policy on Conflict of Interest and/or Commitment.
2. I am in compliance with my employer’s policy on Conflict of Interest and/or Commitment as printed above.
3. Except as disclosed below:
   a. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interests of the __________________.
   b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of the __________________.
   c. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational entities, suppliers, or agencies doing business with the ________________.
d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to the ______________ in any decision making process involving financial or legal interests adverse to the ________________.

Disclosures:
1. ______________________________________________________
2. ______________________________________________________
3. ______________________________________________________
4. ______________________________________________________
5. ______________________________________________________

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E 86 Equal Opportunity for Service

The official position of the Seventh-day Adventist Church is that all members in regular standing shall be given full and equal opportunity within the Church to develop the knowledge and skills needed in the building up of the Church. This position and its resultant course of action requires that all service and positions of leadership on all levels of church activity be opened to all members on the basis of their qualifications. The North American Division will seek applications from qualified women, minorities, and the handicapped, and will afford all individuals equal opportunity in employment, appointment, promotion, salary, and other organizational benefits without consideration for race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status, or prior military service.

“All service and positions” used in this statement refer to positions other than those requiring ordination to the ministry. (See policy C 48 paragraph 1.)
E 87 Sexual Misconduct in Church Relationships
Involving Denominational Employees,
Approved Volunteers or Endorsed Chaplains—Model Procedures

E 87 05 Introduction—1. Appearances of Wrongdoing—
Denominational employees, volunteers, and endorsed chaplains shall exemplify a Christ like life and avoid all appearances of wrongdoing. They must not engage in behavior that is harmful to themselves or others. Denominational employees, volunteers, and endorsed chaplains should respect every individual. To do otherwise is not consistent with the Christian life.

2. Violations of Christian Principles—Sexual Misconduct is a violation of Christian principles. Sexual Misconduct is never condoned by the Seventh-day Adventist Church. Denominational employees, volunteers, and endorsed chaplains are entrusted with sacred responsibilities which include refraining from Sexual Misconduct. It is expected that persons functioning in these roles will not engage in such behavior.

3. Improper Actions Compromise the Church and Its Message—The Church and its message are compromised by improper actions of employees, volunteers, and endorsed chaplains. Church organizations seek to respond to situations where the fitness of a person for service to the Church is called into question due to accusations of Sexual Misconduct. Church organizations also seek to advance the healing and integrity of all persons influenced by its ministry.

E 87 10 Purpose—1. Model Procedures—The purpose of this policy is to provide model procedures for use by church entities that respond effectively to allegations of Sexual Misconduct against denominational employees and volunteers. The North American Division strongly recommends that all local conferences, union conferences, educational, and health care institutions, and all
other North American Division church-related entities and boards establish procedures to address Sexual Misconduct.

2. **Implementation**—Organizations which adopt these procedures shall inform those responsible regarding the implementation of such procedures. These organizations shall also take reasonable steps to inform members, denominational employees, volunteers, endorsed chaplains, students, and others of these procedures. All church organizations must determine and comply with the abuse reporting requirements of their state or province. If government agencies or authorities become involved in allegations pertaining to Sexual Misconduct, all individuals are reminded of their duty to cooperate.

3. **Policy Limitations**—This policy is not intended to supersede any conflicting provisions in existing personnel policies, valid contracts, or any provisions of the *Seventh-day Adventist Church Manual*. In the event of any such conflict, the organization or entity enacting procedures to address Sexual Misconduct should consult legal counsel to eliminate the conflict.

4. **Unusual Situations**—Further, this policy will not address every Sexual Misconduct situation that may arise in a given territory. It is expected that the officials of the North American Division entities using these procedures will consult their attorneys, executive committees, and boards when an area of conflict arises that is not specifically addressed in these procedures.

**E 87 15 Definitions**—1. **Accuser**—Any person, regardless of church membership, alleging Sexual Misconduct by a denominational employee, volunteer or endorsed chaplain of a local entity or administration. An Accuser may also be a minor's parent or guardian, or any other representative recognized by the Sexual Ethics Committee (SEC), or the legal representative of an incompetent adult.

2. **Accused**—A denominational employee, volunteer or endorsed chaplain who is alleged to have committed Sexual
Misconduct while in the course and scope of his/her employment or volunteer status.

3. Administration—The Executive Officers of the Local Entity, also referred to as the Designated Officers.

4. Church—For this policy, “church” means the local conference, union conference, or the North American Division, of which the employing or appointing entity or organization is a part.

5. Concerned Care Practitioner Pool (CCPP)—A group of Concerned Care Practitioners in a local conference or union conference of the North American Division of the General Conference of Seventh-day Adventists.

6. Concerned Care Practitioners (CCPs)—Trained professionals in the areas of theology, counseling, psychology, or other related disciplines, who will assist in the process of hearing a complaint. A Concerned Care Practitioner shall serve as an intermediary between the Accuser and the Executive Officers/Administration for the purpose of fact gathering in situations where an Accuser cannot or will not approach the Executive Officers/Administration at the local level.

7. Denominational Employee—Any individual who is employed by a Local Entity.

8. Designated Officers—The Executive Officers at the local conference, union conference, institution or North American Division of which the employing or appointing organization or entity is a part, who is responsible for initiating the procedures set forth in this policy, generally the two or three Executive Officers (i.e., President, Executive Secretary, and Treasurer/Chief Financial Officer, whichever is applicable, unless one or more of the Officers is the Accused, in which case it shall generally be the Executive Officers of the next larger administrative body, or in the case of an institution, the Chair, Vice-Chair and a board member selected by the Board of the institution. The Designated Officers shall have the authority to delegate tasks in the procedures of this policy.
9. **Discipline Committee**—The group responsible for the discipline of church employees or Volunteers. The Discipline Committee will normally be determined by the organization’s Executive Officers.

10. **Endorsed Chaplain**—A person who is a duly-licensed/credentialed minister of the Church with ecclesiastical appointment to serve as a chaplain.

11. **Incompetent Person**—A person, who because of health, age, or mental capacity, is legally unable to consent.

12. **Local Entity**—The entity at which the alleged act(s) of Sexual Misconduct occurred.

13. **Member Entity**—An entity listed in the Seventh-day Adventist **Yearbook** as a member of the North American Division of the General Conference of Seventh-day Adventists.

14. **Perpetrator**—An Accused who is determined by the Sexual Ethics Committee (SEC) to have committed Sexual Misconduct.

15. **Response**—A written document(s) prepared by the Accused detailing his/her response to the allegation(s) of Sexual Misconduct.

16. **Sexual Ethics Committee (SEC)**—The five-member committee that is appointed from the Sexual Ethics Pool (SEP) by the Designated Officers to consider complaints.

17. **Sexual Ethics Committee Chair (SEC Chair)**—A member of the Sexual Ethics Committee, appointed by the Designated Officers to assume administrative responsibilities for the Sexual Ethics Committee as necessary.

18. **Sexual Ethics Pool (SEP)**—A group comprised of qualified appointees, from which Sexual Ethics Committees are selected as needed. (See E 87 25Selection of Sexual Ethics Pool.)

19. **Sexual Harassment**—Any unwelcomed sexual advance, request for sexual favors, and/or other verbal or physical conduct, which may include, but is not limited to sexually suggestive comments or jokes, crude language, and unwelcomed physical contact which is of a sexual nature:
a. Made either explicitly or implicitly a condition of employment or volunteer relationship;
b. Used as a basis for affecting those relationships; and/or
c. Creates an intimidating, hostile, and/or offensive environment.

20. Sexual Misconduct—Improper sexual behavior including any of the following:
   a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power;
   b. Actual or attempted rape or sexual contact by force, threat, or intimidation;
   c. Criminal behavior of a sexual nature;
   d. Possession, manufacture, distribution or access with intent to view child pornography.

21. Submission—A written document(s) prepared by the Accuser detailing the allegations of Sexual Misconduct.

22. Accuser—An Accuser becomes a Victim when in consultation with the three Executive Officers or the Concerned Care Practitioner and the investigation has been concluded and the Designated Officers have determined that the Accused has committed Sexual Misconduct.

23. Victim—Any individual whose allegation(s) of Sexual Misconduct has been determined by the Executive Officers/ Administration or the Sexual Ethics Committee (SEC) to more likely to be true than untrue.

24. Volunteer—Any individual whose labor or service is requested by and donated to the Church, and who is under the Church's direction or supervision. The existence of a monetary stipend for reimbursement of expenses does not negate Volunteer status.

E 87 20 Guiding Principles and Concepts Underlying the Development of this Policy—1. Serious Treatment of Accusations—All accusations of Sexual Misconduct shall be taken
No accusation shall be dismissed without a response, and all shall be processed in a timely manner. The Accused and the Accuser shall be treated with respect.

2. Paths for Review—The Accuser may bring his/her allegations of Sexual Misconduct to the attention of the Executive Officers of the Local Entity or to the attention of the organizational Concerned Care Practitioner.

3. Presumptions—The filing or failure to file a complaint or denial shall not be deemed to be conclusive evidence of any issue, but may be considered as part of the evidence received by the Concerned Care Practitioner or the Designated Officers.

4. Protection of All Involved—The confidentiality of those involved, including the Accused and the Accused’s family, the Accuser and the Accuser’s family, shall be respected.

5. Discipline—A denominational employee, volunteer, or endorsed chaplain who has engaged in Sexual Misconduct is subject to discipline as outlined in the North American Division Working Policy, Seventh-day Adventist Church Manual, applicable personnel policies, or employment contracts.

6. Expenses—The expenses incurred to implement this policy should usually be borne by agreement between church entities. The goal of this policy is the protection of the members, the employees, and the mission of the church; therefore, a primary beneficiary of these procedures is the overall church and its members.

7. Unbiased Considerations—To protect the integrity of the proceedings outlined in this policy, the Designated Officers and the members of the Sexual Ethics Committee (SEC) shall be free of actual or apparent bias, prejudice, predisposition or conflict of interest that may be material to the issues, proceedings, or individuals involved. Any of these individuals who are or appear to be biased, prejudiced, predisposed, or have a conflict of interest, shall be replaced or excluded from appointment. The Discipline Committee should also be free of actual or apparent bias,
prejudice, predisposition, or conflict of interest that may be material to the issues, proceedings, or individuals involved.

8. *Local Entity Issue*—It shall be the recommendation of the North American Division that member entities address issues involving Sexual Misconduct. Such review and discussion should involve procedures in which an Accuser can state the nature and facts that constitute the accusation sufficiently to allow for an examination of the accusation and appropriate action, if factually supported. Such review and discussion may be formal or informal, but it should involve the Executive Officers.

9. *Role of the Concerned Care Practitioners (CCP)*—In situations where the Accuser feels uncomfortable in expressing his/her concerns to the Executive Officers/Administration at the Local Entity or the Accuser will not communicate directly with the Executive Officers/Administration, due to conflict of interest or other unforeseen issues, it shall be the recommendation of the North American Division that a Concerned Care Practitioner (CCP) be made available to the Accuser. Such Concerned Care Practitioner (CCP) shall have a limited role. The function of the Concerned Care Practitioner (CCP) shall be to gather facts from the Accuser and present such facts to the Executive Officers/Administration. The Concerned Care Practitioner (CCP) may be asked to maintain a role throughout any follow up investigation by the Executive Officers/Administration, where applicable, to assist in formulating questions or on any follow up questions that the Executive Officers/Administration may have to assist in resolution.

The Concerned Care Practitioner (CCP) shall not render advice on actions to be considered or conduct an investigation outside fact gathering from the Accuser. The Concerned Care Practitioner (CCP) shall agree to keep the issues revealed through the role of Concerned Care Practitioner (CCP) confidential to the extent permitted by law.
Usually, the Concerned Care Practitioner (CCP) will personally meet with the Accuser and listen to the allegations. The Concerned Care Practitioner (CCP) may ask for a written account of the allegations beyond the Submission. Once the Concerned Care Practitioner (CCP) has completed the fact finding, he or she shall report to the Executive Officers/Administration. Such report may be in writing or it may be verbal at the Executive Officers/Administrations’ sole discretion.

The Concerned Care Practitioner (CCP) shall advise the Accuser that while the Concerned Care Practitioner (CCP) shall endeavor to respect the Accuser’s privacy, the facts revealed shall be reported to the Executive Officers/Administration. The Concerned Care Practitioner (CCP) shall advise the Accuser that copies of any documents prepared or submitted shall be shared with the Executive Officers/Administration.

The Concerned Care Practitioner (CCP) shall advise the Accuser that the Concerned Care Practitioner (CCP) is not an advocate and that there is no counselor/counselee relationship established by their relationship. The relationship is simply for the purpose of fact gathering by a neutral third party removed from the Executive Officers/Administration and that such facts gathered shall be reported to the Executive Officers/Administration.

Once the Concerned Care Practitioner (CCP) has completed the fact gathering task, the Concerned Care Practitioner (CCP) shall report to the Executive Officers/Administration in a timely fashion and consistent with this policy. The Concerned Care Practitioner (CCP) shall thereafter, have no involvement in subsequent actions by the Executive Officers/Administration unless asked to provide additional assistance solely by the Executive Officers/Administration.

Selection of Concerned Care Practitioners Pool (CCPP)—I. The Concerned Care Practitioners Pool (CCPP) shall be selected by the local conference, union conference, or division executive committee and to the extent practicable, reflect the
diversity of members. In small rural areas where a Concerned Care Practitioners Pool (CCPP) may not have sufficient members from which to select a pool, the next larger organization should be considered to provide assistance.

2. **Members Qualifications**—Members selected to serve on the Concerned Care Practitioners Pool (CCPP) shall:
   
   a. Be members of a local congregation in regular standing;
   
   b. Be free of predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and
   
   c. Have knowledge of the subject of Sexual Misconduct.

3. **Confidentiality Agreement**—Confidentiality of the Concerned Care Practitioners Pool (CCPP) is of utmost importance. Each member of the Concerned Care Practitioners Pool (CCPP) shall sign a confidentiality agreement from the entity where he/she is serving to ensure that the member understands the duty, extent, and nature of confidentiality.

4. **Indemnification Letter**—Each member of the Concerned Care Practitioners Pool (CCPP) shall receive an indemnification letter from the entity where he/she is serving, holding him/her harmless from suits that may arise from that service.

**E 87 24 Procedures for the Concerned Care Practitioners (CCPs)**—1. Once the Executive Officers/Administration at the local level becomes aware of an allegation of Sexual Misconduct, they shall notify the Accuser of his or her option to present the details of the accusation to the Executive Officers/Administration or to meet with a Concerned Care Practitioner (CCP) who shall, thereafter, present the facts discovered to the Executive Officers/Administration of the Local Entity.

2. The Accuser shall within ten (10) business days, elect either the Executive Officers/Administration or a Concerned Care Practitioner (CCP) for communication purposes. Election shall be in writing to the Executive Officers/Administration. If no election is made, the Executive Officers/Administration will assume that the Officers/Administration and the Concerned Care Practitioner...
(CCP) shall not be made available. A list of three members from the Concerned Care Practitioners Pool (CCPP) shall be provided to the Accuser from which to select. If a Concerned Care Practitioner (CCP) is elected, the Executive Officers/Administration shall assign the matter to a member of the Concerned Care Practitioners Pool (CCPP). Such assignment shall include a copy of the written submission. It may include a summary of the problem prepared by the Executive Officers/Administration as well.

3. Once the Accuser makes his or her election, the Accuser shall submit a Submission of the facts supporting the accusation. The Accuser shall be advised that the Submission is not confidential and may be shared with interested parties. The Accuser shall be advised that a Submission is required.

4. If a Concerned Care Practitioner (CCP) is elected, the Accuser shall meet with the Concerned Care Practitioner (CCP) to further explain the content of the Submission or answer any questions the Concerned Care Practitioner (CCP) may have. The Concerned Care Practitioner (CCP) will, thereafter report the facts to the Executive Officers/Administration may inquire into additional facts, but shall not contact the Accuser, except through the Concerned Care Practitioner (CCP). Moreover, the Concerned Care Practitioner (CCP) shall not conduct an investigation beyond contact with the Accuser.

5. If the Accuser elects to work with the Executive Officers/Administration, the Executive Officers/Administration shall read the Submission and meet with the Accuser. Thereafter, additional investigation may take place where appropriate including following up with the Accuser.

6. Once the investigation, if any, is complete, the Executive Officers/Administration will make a determination of findings based on the strength of the facts discovered and the nature of such facts. Any such action, such as employee discipline, shall conform to the relevant policies and processes of the Local Entity.
7. The Accuser shall agree to hold the Concerned Care Practitioner (CCP) harmless from any and all liability.

8. If the Executive Officers/Administration, after attempting to address the issue of Sexual Misconduct at the Local Entity, believes that the issue remains unresolved, then the Executive Officers/Administration, in its sole discretion may engage a Sexual Ethics Committee (SEC) as set forth in NAD Working Policy E 87, beginning with the selection of the organizations Sexual Ethics Pool (SEP) if one has not already been selected.

**E 87 25 Selection of Sexual Ethics Pool (SEP)**—1. If deemed necessary, by the Designated Officers, the Sexual Ethics Pool (SEP) shall be selected by the local conference, union conference, or division executive committee and to the extent practicable, reflect the diversity of members.

2. **Members Qualifications**—Members selected to serve on the Sexual Ethics Pool (SEP) shall:
   a. Be members of a Seventh-day Adventists congregation in regular standing;
   b. Be free of predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and
   c. Have knowledge of the subject of Sexual Misconduct.

3. **Confidentiality Agreement**—Confidentiality of the Sexual Ethics Pool (SEP) is of utmost importance. Each member of the Sexual Ethics Pool (SEP) shall sign a confidentiality agreement from the entity where he/she is serving to ensure that the member understands the duty, extent, and nature of confidentiality.

4. **Indemnification Letter**—Each member of the Sexual Ethics Committee (SEC) shall receive an indemnification letter from the entity where he/she is serving, holding him/her harmless from suits that may arise from that service.

**E 87 30 Preliminary Process for a Sexual Ethics Committee (SEC)**—1. **Activate the Process**—Upon receiving a report or learning of alleged Sexual Misconduct by an employee, volunteer or endorsed chaplain, the Accused’s immediate supervisor or chief
administrative officers of the institution or entity involved shall activate the appropriate process as outlined, if other attempts at resolution have not been successful:

a. For allegations, suspicions, or knowledge of Sexual Misconduct (abuse) involving a child.
   1) Notify the Designated Officers of the report or knowledge; and
   2) Immediately report all allegations or knowledge of Sexual Misconduct/abuse involving a child to local authorities as necessary to comply with applicable child abuse reporting statutes, and to Adventist Risk Management, Inc. and applicable liability insurance carriers;
   3) Inform the individual of the accusation, allegation, or suspicion of child sexual abuse; and an appropriate individual may be made available to the Accused early on in the process to serve as an interpreter of the process. This appropriate individual shall explain to the Accused the process to be followed in response to the complaint.
   4) Review E 87 50-4 Response in Situations Involving Minors, for more information regarding situations involving minors. (See E 87 10-2, Implementation, for information on cooperation with government agencies and authorities).

b. For child Sexual Misconduct alleged to have taken place in prior years when the Accuser was a minor.

c. For Sexual Misconduct alleged to have taken place when the Accuser and Accused are adults. In a, b, and c, complaints should be lodged with and addressed by the organization where the employee/volunteer currently serves.

2. Integrity of the Affected Entities—The Designated Officers shall take steps to maintain the integrity of the affected institution or entity and those involved in the dispute. This may include recommending to the disciplinary body that the Accused be placed on administrative leave with pay and without prejudice, or that a Volunteer be prohibited from carrying on his/her volunteer duties.
Under such circumstances, the Accused shall not engage in any church-related duties until the investigation has been concluded and findings have been issued. Other prudent courses of action must also be considered.

3. Meet With the Accuser—When notified, the Designated Officers shall immediately convene a meeting with the Accuser to:

a. Hear the allegations.

b. Request the Accuser to file a written complaint which shall include the name of the Accused, details including the date(s), place(s), nature of the offense(s), and verification by the Accuser. The complaint shall be verified as follows:

I, __________________________, do verify and affirm that the within factual accusations of Sexual Misconduct are true and correct to the best of my knowledge.

Dated this _____ of ______________, 20_____.

At_______________________________________
(City)
_________________________________________
(State or Province)
_________________________________________
(Signature of Accuser)
_________________________________________
(Signature of Designated Officer/Administrator)

c. Inform the Accuser that the facts gathered from the written complaint and/or verbal statements, and his/her name will be disclosed in discussion with the Accused.

d. Request the Accuser to appear before the Sexual Ethics Committee (SEC), if applicable, and
e. Explain to the Accuser the process to be followed in response to the complaint and provide a copy of this policy.

f. Report the initiation of these proceedings:
   1) For an Accused employee: to the Accused’s employing entity or organization and the local conference, union conference, or the North American Division of which it is a part; or
   2) For a Volunteer: to the Accused’s appointing organization and the church board of the congregation of which the Volunteer is a member.
   3) For an Endorsed Chaplain: to the Accused’s endorsing office, Adventist Chaplaincy Ministries.

g. Explain to the Accuser that if the Accuser at any time chooses not to participate, the process shall continue if there appears to be sufficient evidence to believe that an act of Sexual Misconduct may have occurred.

4. Meet With the Accused—As soon as practicable, the Designated Officers shall convene a meeting with the Accused to:
   a. Discuss the allegations made in the verified written complaint.
   b. Explain to the Accused the process to be followed in response to the complaint and provide a copy of this policy; and
   c. Request that the Accused submit a verified written Response to the complaint and discuss with the Designated Officers any additional verbal response the Accused may wish to have considered. The written Response shall be verified as follows:

   I, ____________________, do verify and affirm that the within factual statements and denials set forth in this answer are true and correct to the best of my knowledge.

   Dated this _____ of ______________, 20______,
d. After meeting with the Accused, the Designated Officers shall review all of the facts and issue a decision (such as in a case where the facts are not disputed by the Accused), or if necessary, begin the process of selecting the five-member Sexual Ethics Committee (SEC).

5. **Investigative Process Omitted**—Should the Designated Officers alone, or in consultation with the organizations’ administrative leadership or with the selected Sexual Ethics Committee (SEC) members and the concurrence of a majority of those members, determine that the allegations of the Accuser are of a nature that could be best resolved between the parties, and there is no factual dispute, then the investigative process may be omitted, provided the Accuser, Accused, and the applicable disciplinary body agree. The notification procedure contained in the decision process, and the disciplinary process, shall be followed as necessary. Should this process not be successful, the matter shall be referred back to the Designated Officers, who shall then initiate the investigative process.

**E 87 35 Investigative Process**—The Sexual Ethics Committee (SEC), meeting as a group only, may be enlisted to investigate the allegations through information and documentation from the Accuser, the Accused, and other appropriate sources. At its discretion, the Sexual Ethics Committee (SEC) may meet with parties and witnesses, receive and consider written documents, photographs, and other relevant materials; consider any court or
administrative proceedings, including criminal convictions and pleas; and may determine the manner and form in which such evidence is received. Because these proceedings are administrative in nature, if the Sexual Ethics Committee (SEC) is involved, it shall have complete control over the hearing format including whether cross-examination of parties will be prohibited, and what evidence will be admitted.

1. Convene Meeting of All Parties—After reviewing the verified written complaint (Submission) of the Accuser and the Response of the Accused, the Sexual Ethics Committee (SEC) may convene a meeting of the parties to gather information to determine whether the factual allegations as set forth in the verified written complaint were more likely to be true than untrue.

   a. The parties may bring other persons who have knowledge of the allegations and who may provide statements under oath. The Sexual Ethics Committee (SEC) may hear and consider the allegations and receive any such additional evidence necessary to support or defeat the verified written complaint. Written statements if requested from either party should have notarized signatures, as provided for in the written complaint and denial.

   b. Members of the Sexual Ethics Committee (SEC) may ask questions as necessary. The Sexual Ethics Committee (SEC) may, upon a determination of good cause, prohibit cross-examination of parties or witnesses. If cross-examination is not allowed, the Sexual Ethics Committee (SEC) may accept written questions from the Accused or Accuser, and the Sexual Ethics Committee (SEC) may question the party(ies) or witness(es) protected from cross-examination.

2. Attendance at Meeting of Sexual Ethics Committee (SEC)—Once the Sexual Ethics Committee (SEC) is convened by the Executive Officers/Administration to take jurisdiction over a case, the Sexual Ethics Committee (SEC) members, the Accuser, the Accused, as well as the parents/guardians, or legal representatives
of a minor or an incompetent adult, and with permission of the Sexual Ethics Committee (SEC), qualified therapists of the Accuser and/or the Accused, or legal counsel of the Accuser or the Accused, may attend the Sexual Ethics Committee (SEC) meetings. Any other individuals may attend only upon invitation of the Sexual Ethics Committee (SEC), consent of both parties, or while giving testimony or providing other evidence. The Sexual Ethics Committee (SEC) may seek counsel and advice from therapists, attorneys, or any other experts to assist the Sexual Ethics Committee (SEC) in its investigation of the charges or administration of the proceedings.

3. **Additional Meetings of Sexual Ethics Committee (SEC)**—The Sexual Ethics Committee (SEC) may convene additional meetings as may be necessary to fulfill its duties and responsibilities. Reasonable efforts will be made to provide notice to both the Accuser and the Accused of these meetings.

4. **Witness Invitation or Recall**—The Sexual Ethics Committee (SEC) may invite or recall witnesses on its own initiative or at the request of the Accuser or the Accused as often as is necessary to determine the facts.

5. **Recording of Sexual Ethics Committee (SEC) Meetings**—The Sexual Ethics Committee (SEC) meetings shall not be recorded by videotaping, audiotape recording, or the preparation of a verbatim transcript by a court reporter or stenographer.

6. **Reporting of Verdict**—Upon any criminal disposition adverse to the Accused, whether by verdict or pleas of guilt or no contest, of charges based upon Sexual Misconduct, the Sexual Ethics Committee (SEC) shall presume the allegations involving the disposition substantiated and the Designated Officers shall report the finding to the disciplinary body for appropriate disciplinary action. A finding of not guilty in the criminal court will not of itself affect the process, findings, or disposition under this policy.
7. **Uncooperative Accuser**—If the Accuser at any time chooses not to cooperate, the process shall continue if there appears to be sufficient evidence to believe that an act of Sexual Misconduct may have occurred.

8. **Resignation of Volunteer**—If the Accused Volunteer chooses to resign his/her membership and volunteer position, the Sexual Ethics Committee (SEC) shall consult with and seek the advice of an attorney regarding legal issues concerning continued disciplinary action against the Volunteer.

**E 87 40 Decision Process**—If it is determined that the Sexual Ethics Committee (SEC) needs to hear a case, it shall then determine whether the charges contained in the Accuser’s complaint are supported by evidence showing that the charges are more likely than not to be true. Unless otherwise agreed to by the parties in writing, if applicable, the Sexual Ethics Committee (SEC) shall issue a finding within thirty (30) business days from the date of the final hearing.

**Sexual Ethics Committee (SEC) Actions**—Based upon its conclusion, the Sexual Ethics Committee (SEC) shall take one of the following actions:

1. If the allegations of Sexual Misconduct are found to be more likely untrue than true, no further investigatory action shall take place, and reasonable efforts shall be made to exonerate the Accused and clear his/her name, including placing the Designated Officers’ or the Sexual Ethics Committees’ (SEC) findings in the Accused’s personnel file, if applicable. These findings may also be placed in the Accuser’s records as appropriate. The Sexual Ethics Committee (SEC) and the Designated Officers shall communicate and explain the Sexual Ethics Committee (SEC) findings with the Accuser and the Accused, separately. All entities or organizations which were notified of the initiation of these proceedings, shall also be notified of the Sexual Ethics Committee (SEC) findings to the satisfaction of the Sexual Ethics Committee (SEC) in consultation with the Accused.
2. If the allegations of Sexual Misconduct are found to be more likely true than not, the Sexual Ethics Committee (SEC) shall report its findings to the Designated Officers, who shall relay the findings to the appropriate disciplinary body. Upon request, the Sexual Ethics Committee (SEC) may make its members available to meet with the Discipline Committee. All entities and organizations which were notified of the initiation of these proceedings, shall also be notified of the Sexual Ethics Committee (SEC) findings.

E 87 45 Disciplinary Process—1. Factors to Consider—The Discipline Committee shall consider the following factors in determining the appropriate discipline:
   a. Severity of the offense(s)
   b. Frequency of the offense(s)
   c. Severity of the injury(ies)
   d. Number, age(s), and gender of victim(s)
   e. Attitude of the Perpetrator (Is he/she contrite?)
   f. Duration of the injury(ies); and
   g. Nature of the relationship between the parties.

2. Discipline May Include—Based upon these factors, discipline shall be imposed, and may include one or more of the following:
   a. Educative warning
   b. Written reprimand
   c. Public censure
   d. Mandatory counseling
   e. Suspension and/or
   f. Termination of employment or volunteer relationships
   g. Revocation of endorsement and withdrawal of credentials
   h. Require that the Perpetrator reimburse the expenses incurred by the parties or the Sexual Ethics Committee (SEC), or
   i. Any other discipline determined to be appropriate by the Discipline Committee.
3. **Discipline Committee to Communicate with All Parties**—The Discipline Committee or its designated representative(s) will communicate with the Victim(s) and the Perpetrator, separately, to explain the action(s) taken.

4. **Personnel File Record**—If the Perpetrator is an employee of a church entity, the Designated Officers shall ensure that notations have been placed in his/her personnel file that a complaint had been made, and that the findings of fact and the action taken by the Discipline Committee are placed in the personnel file.

5. **Volunteer Perpetrators**—If the Perpetrator is a Volunteer, the findings of fact and any action taken by the Discipline Committee or the Sexual Ethics Committee (SEC) shall be reported by the Designated Officers to the church entity or organization which appointed him/her as a Volunteer and to the church board and local conference in which he/she holds membership.

6. **Endorsed Chaplain**—If the perpetrator is an endorsed Chaplain, the findings of fact and any action taken by the Discipline Committee or the Sexual Ethics Committee (SEC) shall be reported by the Designated Officers to the Secretary of the North American Division in his role as Chairperson of the Credentials Committee and to the Chairperson of the North American Division Adventist Chaplaincy Ministries Committee.

**E 87 50 Responses**—Once the Discipline Committee has made its determination and decided upon the disciplinary action, the following steps shall be taken:

1. **Response to the Accused**—The following appropriate responses to the Accused may take place:
   a. Implement Discipline Committee action.
   b. Remove the Accused employee from service, if applicable.
   c. Assuming continuation of employment is possible, require therapeutic counseling and/or treatment to be utilized in combination with any of the responses listed above. A therapist who is qualified to deal with Sexual Misconduct, and who is sensitive to
issues of professional ethics, should be selected by the Accused and approved by the Designated Officers. Assistance shall be made available for the spouse and family where needed and approved. The therapy requirement shall be clearly communicated and monitored as appropriate.

d. For minor offenses where it is concluded that the Accused is sufficiently capable of effective service again, possible reinstatement of the Accused shall be dependent upon the recommendation(s) of the therapist, supervisor, and members of the Discipline Committee.

e. Limit the service of the Accused during the rehabilitation process and appoint a trained supervisor to monitor his/her duties. Any such rehabilitation plan needs to be approved by a qualified therapist to protect other potential Victims.

2. Response to the Accuser(s)—a. Advise the Accuser of the Discipline Committee action.

b. A list of qualified therapists shall be provided to the Accuser(s) to be utilized at his/her/their choice. While this does not imply financial responsibility on the part of the organization, financial support for this purpose may be offered without implying guilt.

3. Response to the Congregation, Institution, or Church-related Entity—a. The Designated Officers shall relate the results of the hearing process and the action of the Disciple Committee to the conference, church, institution, or church-related entity to communicate the results of the hearing process. At this meeting special attention shall be given to the disciplinary action taken and its implications.

b. A trained resource person shall be made available to assist the institution or congregation in whatever was necessary to address their concerns and to bring healing.

4. Response in Situations Involving Minors—a. In the event that a complaint involves allegations of Sexual Misconduct with a minor, the person who receives the complaint is required by law to:
1) Immediately report the suspicion of sexual abuse against a minor to the local law enforcement authority (i.e., district attorney, child protection services, etc.);

2) Proceed with the investigation outlined in this policy.

b. If charges are filed involving criminal acts against a minor and the Accused is prosecuted, two members of the Sexual Ethics Committee (SEC) may be assigned to monitor the trial proceedings and report regularly to the Sexual Ethics Committee (SEC).

c. If the Accused is convicted in court of criminal charges against a minor, the Sexual Ethics Committee (SEC) or the Designated Officers shall recommend to the Discipline Committee removal from denominational employment or service.

d. If the complainant does not choose to pursue a formal written complaint with the conference, the Designated Officers shall continue the investigation if there appears to be sufficient evidence that Sexual Misconduct has occurred such as to cause concern for the well-being of other minors.

E 87 55 Appeal—Because Sexual Misconduct policies are developed to make the process as fair and impartial as possible, the findings of the Sexual Ethics Committee (SEC) are considered final, resulting in no further appeals through the church.

E 87 60 Education and Prevention—The North American Division, in partnership with Adventist Risk Management, the General Conference Human Resources, and the General Conference Office of General Counsel, seeks to educate employees and volunteers that Sexual Misconduct is disapproved by the Church and violates the law of the land. To carry out this educational goal, the North American Division publishes this policy for its office and field, institutions, boards, and church-related entities and affiliates; develops appropriate instructions/standards for moral conduct and the prevention of Sexual Misconduct; and endeavors to inform all employees,
volunteers, and members of the process of bringing a complaint of Sexual Misconduct.

The North American Division encourages the establishment of education and prevention programs in churches, schools, and other institutions. Lists containing names of employee and lay resource persons who have indicated that they can provide seminars, sermons, and educational programs may be obtained from the Office of Human Relations of the North American Division.
F

ADULT MINISTRIES—
DEPARTMENTAL POLICIES

F 05 Philosophy and Mission

The Adult Ministries Department was established to coordinate church growth, spiritual development, and ministry activities of adult members of the North American Division. Its mission is to empower, equip, and mobilize leaders and members to advance the Gospel Commission in response to the command of Jesus, and in the context of the Three Angels’ Messages of Revelation 14:6-12. To honor these biblical instructions, the Adult Ministries Department communicates the Good News with the objective to reach, teach, and empower prepared men and women for active service according to their spiritual gifts. Through processes of planned change and prayerful, strategic planning, the department seeks to create a systems approach to mobilizing church members into a mission-driven force to win North America for Christ. Pursuant to this, the department envisions pastors as coaches and trainers and members activated for ministry.—(9T 116; 1TT 528)

Recognizing its unique role within the body of Christ, as a member joined to other members by the Holy Spirit (Eph 4:16; 1 Cor 12:14-21), the Adult Ministries Department has as its counterpart, the Sabbath School/Personal Ministries Department of the General Conference. This is consistent with the relationship that the department maintains with unions, conferences, and local church adult ministries partners. To this extent, “… we will in all things grow up into him who is the Head, that is, Christ. From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.”—(Eph 4:15, 16 NIV)
The Adult Ministries Department endeavors to motivate members for dynamic Christian service with the conviction that “The church of Christ is organized for service” (MH 148), and “Every son and daughter of God is called to be a missionary; we are called to the service of God and our fellow men.” (MH 395)

At the North American Division level, the Adult Ministries Department does not seek to impose its scope and structure on other administrative levels within the Division. Instead it encourages each level to create structures that work best in the local context. Because of its large territory and many conference and union organizations, the North American Division has chosen to distribute its responsibility based on age segments (children, youth, adult) rather than through a program where, for example, all ages of Sabbath School are coordinated by one department. At the North American Division the Youth Department and Children’s Ministries Department serve their respective age groupings in areas of ministry, Christian education, and program design. Thus, the name Adult Ministries relates to those members beyond the children and youth level.

F 10 Emphasis

The philosophy and mission of the Adult Ministries Department are carried out through the following four areas of emphasis:

1. Faith Maturity Emphasis—a. Make the saving gospel of Jesus Christ central in all Adult Ministries plans, projects, and programs; thus ensuring that all activities and materials are Christ-centered, Bible-based, and communicate values that positively impact human behavior.
b. Cultivate an attitude of prayer and devotion in all members.
c. Foster spiritual growth and faith maturity through regular study of the Word of God and sharing that faith with others.

2. **Fellowship Emphasis**—a. Foster Christian fellowship in every aspect of the weekly adult Sabbath School program, as well as in the entire community of believers.
   b. Work together to develop and implement programs and projects for discipling new members, and changing the value systems of nominal members.
   c. Enlist the help of all leaders, teachers, and regular members to restore inactive members of the church and adult Sabbath School to regular attendance and active participation in church life.
   d. Nurture, equip, and involve in service the newly baptized.

3. **Outreach Emphasis**—a. Make every part of the Adult Ministries program service oriented, helping each member to realize that they are fully empowered to do ministry by reaching their friends, neighbors, and communities.
   b. Develop processes and programs that lead members to discover their spiritual gifts, rediscover New Testament values, and equip them to effectively disciple their circle of friends, relatives, and acquaintances. In addition, guide members into the knowledge that every believer has received the gift of God’s love, and with the expression of this love, “…one hundred souls would be won to Christ where now there is one.”—(See 9T 189.)
   c. Assure that all teaching and training programs and materials encourage soul winning as well as the nurture and retention of those won to Christ.
   d. Be alert to providential openings that present opportunities for soul winning.

b. Foster, in the adult membership, a desire to serve in spreading the gospel wherever the Lord may lead.

c. Teach and promote systematic and self-denying stewardship in support of world missions, and as a demonstration of gratitude and dependence upon God.

**F 15 Departmental Responsibilities**

In cooperation and consultation with unions, conferences, and ministry networks the Adult Ministries Department has the responsibility to assist church leadership in accomplishing the mission of the Church in the following ways:

1. Collaborate with the conference and union departmental leaders, as well as the Church Resource Center, ministry networks, member initiatives, and publishing houses to provide materials for adult Sabbath School, personal ministries, and prison ministries programming. In addition, provide training programs and resources for the leaders and teachers of these auxiliaries at all levels.

2. Oversee the development of membership training programs usable at the local church and conference levels.


4. Equip members for soul winning by modeling spiritual leadership and training, and by partnering with conference and union departmental leaders, as well as the Church Resource Center to provide resource materials relevant for church growth.

5. Oversee the development of training and resources to aid members in implementing and developing personal discipleship.

6. Coordinate, evaluate, and monitor Adult Ministries programs and resource materials throughout the Division.

7. Provide leadership and skills training for Adult Ministries personnel at the conference and union levels, as well as among ministry networks.
8. Experiment with new and innovative ways of reaching specific people groups, and all of secular society.

9. Empower, and in certain cases, initiate networks of homogeneous ministry associations that can strengthen the Division’s mission to evangelize North America.

10. Provide a mechanism for strategic planning for congregations to create a Shared Vision for Mission.

11. Give leadership and coordination to those programs that the North American Division Committee may decide should be given support throughout the Division and may assign to the Adult Ministries Department.

F 20 Bible Evangelism

The Adult Ministries Department encourages every member to engage, individually or in church groups, in personal or public evangelism—giving Bible studies, conducting meetings, living room evangelism, holding public efforts, conducting Bible seminars, and local Bible correspondence schools. The department promotes evangelism by church members through training courses, seminars, congresses, and in-service training programs, presenting methods of witnessing, giving Bible studies, and gaining decisions for Christ and His truth.

F 25 Literature Distribution

The Adult Ministries Department works together with the Church Resource Center to coordinate and aid the publishing houses in the preparation of missionary literature, including periodicals. It promotes, trains, and guides church members in the use of these evangelistic tools and shares with them the individual and group methods for literature distribution, which includes house-to-house distribution, mailing programs, the use of tract racks, and tract-a-day distribution plans, individual or church-
lending libraries and various campaigns of distribution, such as the complete city or county coverage plans.

**F 30 Media Ministry**

The Adult Ministries Department encourages church members to secure applications by telephone, visitation, and surveys for all Bible correspondence schools; and make follow-up contact with each interested person referred to the local church by the media ministries. It coordinates the media ministries, the Adventist Information Ministry (AIM), and the Department of Communication in a collaborative soul-winning strategy with the local church.

**F 35 Prison Ministry**

Christ said, “… I was in prison and ye came unto me… inasmuch as ye have done it unto one of the least of these ye have done it unto me.”—(Matt 25:36, 40) This specialty ministry is bequeathed to the Church with the force of the Divine Christ. When we enter the prisons to visit an inmate we are visiting Christ. The very pointed language of our Lord has motivated hundreds to make prison ministries their outreach for Jesus. This ministry is evangelism intensive. The Adult Ministries Department encourages church members to join in efforts to reach out to prisoners and their families, thus finding spiritual renewal and outlet for their gifts as they teach, preach, and provide truth-filled literature.

The Adult Ministries Department oversees the North American Division Adventist Prison Volunteer Network Advisory as a forum for all prison ministries. For the sake of unity, prison ministry organizations wishing to work within the North American Division shall be recognized by the local conferences where the organizations wish to work and shall be coordinated by the local
conferences. All volunteer prison ministries should be coordinated with the corrections chaplain.

F 40 Adult Sabbath School

“The Sabbath school work is important, and all who are interested in the truth should endeavor to make it prosperous.”—(CSW 9) “The Sabbath school, if rightly conducted, is one of God’s great instrumentalities to bring souls to a knowledge of the truth.”—(CSW 115) “Every church should be a training school for Christian workers. Its members should be taught how to give Bible readings, how to conduct and teach Sabbath school classes, how best to help the poor and to care for the sick, how to work for the unconverted…. There should not only be teaching, but actual work under experienced instructors.”—(CS 59)

The Sabbath School functions as the primary religious education and training system at the local church level of the Seventh-day Adventist Church, whereby the majority of Seventh-day Adventists learn the teachings of the Bible, including the tenets of the Church, and become motivated and equipped to share the gospel with every living soul.

The Adult Ministries Department supports local churches in the operation of adult Sabbath Schools, including Branch Sabbath Schools. The purpose of the Adult Sabbath School is to encourage spiritual growth through Bible study, fellowship, and soul-winning outreach, personal ministries, and support of the worldwide mission of the denomination.

F 45 Personal Ministries

The Personal Ministries component of the Adult Ministries Department provides the church-growth initiative. Every member is capable of having a personal ministry that flows out of his/her spiritual gifts. The personal ministries aspect of Adult Ministries is
committed to facilitating the discovery of every member’s gifts and equipping and empowering them to passionately engage in a ministry that reaches and discipless men and women for Christ.

The Adult Ministries Department encourages local churches to develop an outreach ministry that is driven by the universal priesthood of the believers. Thus, every member is called by God to use their gifts to reach the world beginning with their circle of friends, relatives, and acquaintances. In many cases where resources are needed to be developed for church-growth activities, the Church Resource Center, along with the publishing houses and approved resource centers, are utilized for their development.

**F 50 Leadership Development**

The Adult Ministries Department enables local church leaders to become more effective in their ministries, to focus on the mission of the Church, to identify the spiritual gifts God has poured out upon their congregation, and to realize church growth. It works to achieve this goal, in collaboration with conference and union administrators and departmental leaders, pastors, and members. This goal is further enhanced by the use of planning tools, helpful information, resource materials, and consultant services, much of which may be developed through the Church Resource Center.

**F 55 Shared Vision for Mission**

**Strategic Planning**

The Adult Ministries Department enables local congregations, members, conference and union leaders, and interdepartmental groups to participate in a workshop process for strategic planning through the Shared Vision for Mission workshop.
F 60 Small Group Ministries

The Adult Ministries Department encourages local churches to develop small groups for outreach, Bible study, and evangelism. In harmony with inspired council, this ministry approach was given to us by God. “If there is a large number in the church, let the members form into small companies, to work, not only for church members, but for unbelievers.” “Sitting by the fireside, they can, if humble, discreet, and godly,—do more to meet the real needs of families than could an ordained minister…. The formation of small companies as a basis of Christian effort has been presented to me by one who cannot err.”—(7T 21)

The Adult Ministries Department collaborates with the local conferences and unions to develop and support small group ministries. Where resource materials to support the small group ministries are needed, the department works with the Church Resource Center for its development.

F 65 Multiplying Cell Ministries

The Adult Ministries Department provides training and consultations to congregations and conferences that desire to mobilize members and plant churches, utilizing the pilot multiplying-cell church model. This model provides a year of suggestions for equipping newly-inducted cell members. Within three to nine months each cell member is encouraged and equipped to disciple someone from their circle of friends, relatives and acquaintances. (See John 1:40, 41; Acts 10:24.) Thus, growth becomes automatic as the cells divide.
The mission of the Seventh-day Adventist Church and the purpose for Adventist chaplains are one. God created a perfect universe based on principles of divine love and law, but Lucifer’s rebellion disrupted the union between the Creator and created, causing disharmony and separation. Then God created man and woman in His own image, whole and complete, with a mosaic of characteristics in the physical, mental, emotional, volitional, relational, spiritual, and sexual realms. Tragically, sin plunged the human race into crisis and brokenness, creating the need for restoration. Christ addressed this need for reconciliation and restoration when He declared His mission was to “seek and save the lost” (Luke 19:10), “call sinners to repentance” (Luke 5:32) and offer more abundant life (John 10:10) to whosoever will. Jesus defined His ministry in the words of Isaiah 61:1 and 2: “The Spirit of the Lord God is upon Me, because the Lord has anointed Me to preach good tidings to the poor; He has sent Me to heal the brokenhearted, to proclaim liberty to the captives, and the opening of the prison to those who are bound; to proclaim the acceptable year of the Lord.”

The nature of that restorative ministry is explained by Ellen G. White:

“Christ’s ministry alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, ‘Follow Me.’” *The Ministry of Healing*, p 143.
The work of Seventh-day Adventist chaplains is an essential and dynamic element of this mission and ministry of the Church. As commissioned/licensed/credentialed ministers of the Church, chaplains labor for people at significant crisis points in their lives, caring and restoring as did Christ. Working in diverse settings (community and government agencies, correctional institutions, healthcare facilities, military installations, schools and the work place), they are the presence of the Church, often in places where the Church would otherwise have no ministry.

**FA 11 Purpose and Function**

**FA 11 05 Adventist Chaplaincy Ministries (ACM)---ACM**

performs five primary functions:

1. Support for Adventist chaplains.
2. Ecclesiastical endorsement and approvals,
3. Advise and assist on professional development and training of chaplains,
4. Representation for ACM concerns and interests, and
5. Military-related issues and support.

**FA 12 Adventist Chaplaincy Ministries Committee---Responsibilities and Membership**

**FA 12 05 Primary Responsibility**---A primary responsibility of the ACM Committee is the development and implementation of ecclesiastical endorsement criteria, policies, and procedures to serve the needs of institutions and chaplains.

**FA 12 10 Committee Membership**---The membership of the NAD ACM Committee shall be composed of the following:

President or designee, Chairperson
Assistant to the President for Administration, Vice Chairperson
Director, Adventist Chaplaincy Ministries, Secretary
One representative from each of the following NAD Departments:

- Secretariat
- Treasury
- Adult Ministries
- Adventist Community Services
- Adventist Healthcare Systems Representative
- Adventist Military Chaplain
- Communication
- Education
- Health
- PARL
- Women’s Ministries
- Youth
- Office of General Counsel (Legal Advisor)
- SDACC Representative

**FA 12 20 Jurisdiction of Adventist Chaplaincy Ministries Committee**—All aspects of the work of the Department come under the jurisdiction of the ACM Committee. Department operations are governed by the Department Manual of Standard Operating Procedures (SOP). As part of its terms of reference, the ACM Committee approves the SOP, and reviews it periodically for revisions and updates.

**FA 13 Ecclesiastical Endorsement of Chaplains**

**FA 13 05 Ecclesiastical Endorsement Defined**—Ecclesiastical endorsement is recognition and affirmation that a clergy person in chaplaincy or a related ministry has presented evidence of their calling and training for that ministry, and he or she is
performing an authorized ministry for the Church. It signifies that the applicant:

1. Is a minister in regular standing in the Seventh-day Adventist Church;
2. Has completed required professional training for the specialized ministry and has specified pastoral background.

**FA 13 10 Chaplaincy Ministries Requiring Ecclesiastical Endorsement**—The Seventh-day Adventist Church is committed to endorsing only qualified clergy in chaplaincy ministries. Ecclesiastical endorsement is granted only to individuals who qualify for appropriate ministerial credentials, and who have applied to serve or are serving as chaplains in one of the following areas:

1. Campus—Adventist and public colleges and universities.
2. Community—Civil Air Patrol (CAP), disaster response, fire departments, law enforcement agencies, government legislatures, search and rescue.
3. Corrections—Federal, state and local prisons.
4. Healthcare—Hospital, hospice, assisted living and nursing homes, U.S. Department of Veterans Affairs (VA).
5. Military (Active Duty and Reserve Components)—Bermuda Regiment, Canadian Forces, U.S. Armed Forces, U.S. Coast Guard and any state militia.
6. Work place institutions or organizations—Airports, businesses, cruise lines, industrial and sports organizations.

**FA 13 15 Categories of Ecclesiastical Endorsement**—The categories of ecclesiastical endorsement granted by the Seventh-day Adventist Church are supervisory chaplain (healthcare only), chaplain (all), associate chaplain (healthcare only) and Clinical Pastoral Education (CPE) resident, intern or supervisor-in-training. Clergy who volunteer their services as chaplains must meet all the standards and requirements for ecclesiastical endorsement. Ecclesiastical approval is given to chaplain candidates for the military. Non-clergy volunteers who assist chaplains as spiritual
care-givers in campuses, hospitals, military bases or prisons must be sponsored and supervised by chaplains in accordance with the local policies of the institutions served. ACM can provide general guidance to chaplains about establishing policies, practices and training programs for care-givers.

**FA 13 20 Requirements of Ecclesiastical Endorsement for Chaplaincy Ministries**—Applicants must be members in regular standing of the Seventh-day Adventist Church. A Master of Divinity degree is the recommended level of professional training. Applicants must also have a minimum of two years post-seminary pastoral experience or proven equivalency as determined by the ACM Committee. That experience implies applicants will possess current credentials (Ministerial Credentials, Commissioned Minister Credentials, Ministerial License, Commissioned Minister License) issued by a conference. Credentials are the Church’s way of recognizing and affirming the validity of one’s calling to the ministry. Exceptions to these criteria are determined on a case-by-case basis by the ACM Committee, whose decision is final. Requirements for each chaplaincy ministry are listed in the Department Manual of Standard Operating Procedures (SOP) and available from the department.

**FA 13 25 Application Process for Ecclesiastical Endorsement**—All applicants for ecclesiastical endorsement must satisfactorily complete the application and evaluation process prior to their being considered by the ACM Committee. The application and evaluation process is listed in the Department Manual of Standard Operating Procedures (SOP) and available from the department.

**FA 13 30 Requirements for Ecclesiastical Endorsement for Related Ministries**—Endorsement for the specialized ministerial disciplines of pastoral counseling and spiritual director may be issued in cases where the applicant is qualified and is engaging in that specialty as part of an ongoing professional practice or organized program.
1. **General Requirements**—a. The person must be functioning with a clear pastoral identity.
   
b. The local conference must be supportive of this ministry and willing to issue appropriate ministerial credentials.
   
c. Applicants must meet all requirements for ecclesiastical endorsement, as well as the specialized requirements below.

2. **Specialized Requirements**—a. **Pastoral Counselor**—The applicant must qualify as a professional counselor, which includes an appropriate graduate degree and supervised practice in counseling and marriage and family therapy.
   
   a. State licensing.
   
   b. Certification from a recognized national association, such as the American Association of Pastoral Counselors, the American Association of Marriage and Family Therapists, etc.

   b. **Spiritual Director**—The applicant must qualify as a practicing spiritual director, which requires training and certification from a recognized spiritual formation training program.

**FA 13 35 Continuation of Ecclesiastical Endorsement**—When the ACM Committee grants ecclesiastical endorsement, that endorsement is valid for up to two years while the person seeks employment as a chaplain. If the person granted ecclesiastical endorsement does not obtain employment as a chaplain within two years, the ecclesiastical endorsement expires and the person must update their application and reapply for ecclesiastical endorsement. After the person is hired, the ecclesiastical endorsement is extended and remains valid for as long as they serve as a chaplain, provided he or she fulfills the following conditions:

   1. **Church Standing**—The chaplain maintains membership in regular standing with the Seventh-day Adventist Church.
   
   2. **Credentials**—The chaplain continues to qualify and receive denominational credentials.

   3. **Regular Reporting**—The chaplain submits an annual report to the ACM Department for review by the ACM Committee. Failure to submit the required annual reports and be accountable to
the Church will be cause for placing the chaplain’s ecclesiastical endorsement on probation. If the chaplain fails to submit required annual reports for two years in a row, the ecclesiastical endorsement will be revoked and the chaplain will have thirty days to reapply before the employer is notified.

4. **Continuing Education**—Chaplains are required to participate and engage in continuing their professional education for a minimum of 40 hours annually. Evidence of fulfilling this requirement should accompany the annual report in the form of copies of certificates, diplomas, book reports of reading accomplished, etc. Many employers provide some form of professional training or support attendance at seminars or conferences. Attending ACM-sponsored training conferences will also help fulfill this requirement.

5. **Attendance at ACM-Sponsored Annual Training**—Each year the ACM Department sponsors a training conference for all the chaplain associations: campus, corrections, healthcare and military. Attendance at one of these professional training conferences is mandatory for Adventist chaplains at least once every quinquennium (five years). Failure to attend at least one of these annual training events in a quinquennium will be cause for revocation of the chaplain’s ecclesiastical endorsement.

6. **Moral Conduct and Behavior**—The chaplain does not engage in any activity which would subject a minister to discipline as outlined in L 60 20.

**FA 13 40 Conditions Placed on Ecclesiastical Endorsements**—At the discretion of the ACM Committee certain conditions may be placed on endorsements. These include:

1. **Provisional**—In cases where an applicant has most of the necessary qualifications, but is lacking in some specific points, he/she may be given a provisional endorsement. The ACM Committee will require the submission of a workable plan that will fulfill the necessary requirements within a specified period of time and will monitor the applicant’s progress.
2. **Probation**—When a chaplain has violated a condition of ecclesiastical endorsement and a period of time is needed to resolve the issue in question, he/she may be given a probationary endorsement. The endorsement remains effective and will be re-evaluated after the specified period of time.

3. **Revocation**—Revocation may occur when a chaplain has violated a condition of ecclesiastical endorsement and it is necessary to revoke the ecclesiastical endorsement. In the event of revocation the ACM Director will report such action to the chaplain and the employing organization which requires ecclesiastical endorsement for the purpose of employment, licensing, and/or certification. If the matter impacts the chaplain’s ability to hold ministerial credentials, the ACM Director will also notify the church organization issuing the credential.

**FA 13 45 Authority in the Endorsing Process**—Ecclesiastical endorsements can be granted, revoked or amended only by vote of the ACM Committee. In certain circumstances, however, authority is granted to the ACM director and/or associate director to administer certain aspects of the process as listed in the Department Manual of Standard Operating Procedures (SOP) available in the department.

**FA 13 50 Documenting Educational Requirements for Endorsement**—Applicants for ecclesiastical endorsement must document their educational qualifications according to the requirements listed in the Department Manual of Standard Operating Procedures (SOP) which is available from the department.

**FA 13 55 Obtaining and Documenting Pastoral Experience Requirements for Ecclesiastical Endorsement**—ACM counsels that experience as a parish pastor best prepares a person for chaplaincy ministry. Even though otherwise qualified, some applicants lack the normative pastoral background. Applicants for ecclesiastical endorsement must obtain and document their pastoral experience according to the requirements listed in the Department
Manual of Standard Operating Procedures (SOP) available in the department. When documented, ACM will evaluate and verify, then present the evidence to the ACM Committee for final determination.

**FA 13 60 Ecclesiastical Endorsement and Ministerial Credentials**—Ministerial credentials authorize a candidate to perform the basic functions of the pastoral office. Ecclesiastical endorsement from ACM builds on that foundation and certifies that the applicant is also prepared for specialized ministry. ACM follows the policies and practices outlined below:

1. *Chaplains Employed Within the Church Organization*—The administration or Human Resources Department in that organization requests an appropriate ministerial credential from the local conference. When requested, ACM will assist in this process.

2. *Chaplains Employed Outside the Church Organization*—Chaplains will apply for credentials through the ACM Committee to the NAD Credentials and Licenses Committee.

**FA 13 70 Chaplain Converts From Other Denominations**—Chaplains of other faiths who convert and become Seventh-day Adventists will be required to complete an ACM prescribed curriculum of graduate level courses in Adventist theology, if they desire to continue in chaplaincy ministry. Chaplains employed by the government will also need to change ecclesiastical endorsement from their former faith and apply for credentials and ecclesiastical endorsement from the Seventh-day Adventist Church. See L 30 for further guidance.

**FA 14 Ecclesiastical Approval**

**FA 14 05 Ecclesiastical Approval Defined**—The military services offer seminary students and ministerial interns opportunity to become chaplain candidates while preparing for the ministry in order to help them determine if they are called to the chaplaincy ministry. The military chaplain candidate programs require
ecclesiastical approval to enter the program and be commissioned as a chaplain candidate. When a chaplain candidate is fully qualified by the denomination to be a minister, the chaplain candidate can choose to resign from the military with no further obligation (provided he or she did not accept any funding from the military), or enter the reserves, or apply for active duty as a chaplain in one of the armed services. Ecclesiastical approval validates:

1. **Church Membership**—The applicant is a member in regular standing of the Seventh-day Adventist Church.

2. **Seminary Student Status**—The applicant is a full-time graduate student at a fully accredited Adventist seminary.

3. **Call to the Ministry**—The applicant gives evidence that he or she is called to the ministry and whose present lifestyle indicates conformity with the high standards of the Adventist Church for its ministers.

**FA 14 10 Application Process for Ecclesiastical Approval**—All applicants for ecclesiastical approval must satisfactorily complete the application and evaluation process prior to being considered by the ACM Committee. The application and evaluation process is listed in the Department Manual of Standard Operating Procedures (SOP) and available from the department.

**FA 14 15 Continuation of Ecclesiastical Approval**—When the ACM Committee grants ecclesiastical approval to a seminarian or intern, that approval is valid for up to three years after graduation from the seminary. If the chaplain candidate chooses not to enter the Air or Army National Guard reserves or active duty as a chaplain at the end of the three years, then ecclesiastical approval is withdrawn. Maintaining status as a chaplain candidate rests on compliance with the following conditions:

1. **Church Standing**—The chaplain candidate maintains membership in regular standing with the Seventh-day Adventist Church.
2. Credentials—The chaplain candidate progresses steadily towards graduation from the seminary with a Master of Divinity degree and seeks to obtain employment as an intern pastor and receive credentials from a conference. In those cases when employment is not available from a conference, then the chaplain candidate will initiate contact with ACM to pursue alternative means of fulfilling the pastoral experience requirement.

3. Regular Reporting—The chaplain candidate submits an annual report to the ACM Department for review by the ACM Committee. Failure to submit the required annual reports and be accountable to the Church will be cause for placing the chaplain candidate’s ecclesiastical approval on probation. If the chaplain candidate fails to submit required annual reports for two years in a row, the ecclesiastical approval will be revoked and the respective military service notified.

**FA 16 National Service Organization**

**FA 16 05 National Service Organization (NSO) Mission**—The NSO is the official military relations office of the Seventh-day Adventist Church. Its primary mission is to provide pastoral care and religious resources to support the spiritual well-being of Seventh-day Adventist military-related personnel.

**FA 16 10 Functions**—The National Service Organization (NSO) exists to:

1. Develop policies and programs pertaining to public and military service.

2. Develop and implement programs that will assist Adventist youth in making informed decisions based on biblical and ethical principles about issues around military service.

3. Prepare and circulate current information and publications concerning military service.
4. Assist Adventist military-related* service personnel with problems of conscience and accommodation of religious practice.

5. Develop and maintain effective working relationships with military and civilian government officials concerning Adventists in military-related service.

6. Obtain official recognition by the federal Selective Service System of an alternate service for those who are conscientious objectors (1-Os).

7. Encourage church members to voluntarily serve on county and state Selective Service Boards.

8. Encourage active involvement by Adventist military-related personnel in a local church or Adventist Military Chapel Worship Groups (AMCWG).

9. Promote and conduct periodic religious retreats for Adventists in military-related service.

10. Provide a publication for Adventists serving in national military services.

11. Compile a data base of Adventist personnel in military-related service, and to send designated church papers and other religious materials to those in that data base.

12. Promote a biennial, division-wide offering for ACM/NSO

**FA 16 15 NSO Committee**—The NSO Committee will advise the ACM Committee of the interests of military-related church members, changes in military policies and practices that affect Adventists, and current trends that can impact the mission of ACM. The NSO Committee will meet at least once annually and make a report to the ACM Committee.

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* Military-related includes the following groups of Bermudian, Canadian or U.S. citizens who hold military identification cards and are assigned official duties overseas: active duty, reserve component, federal civilian employees, exchange workers, contractors with citizenship in a nation within NAD, and family members of all these groups.
FB

CHILDREN’S MINISTRIES—
DEPARTMENTAL POLICIES

FB 05 Philosophy

Christ’s mandate to feed the lambs (John 21:5) and to let the children come to Him (Mark 10:13, 14) commissions the Church to evangelize children and to nurture their spiritual growth. The Department of Children’s Ministries is committed to equipping, facilitating, and coordinating a broadening and deepening of the Church’s spiritual nurture of children, in order to draw them into a close relationship with Christ and commitment to the Seventh-day Adventist Church.

“To much importance cannot be placed upon the early training of children. The lessons learned, the habits formed, during the years of infancy and childhood, have more to do with the formation of the character and the direction of the life than have all the instruction and training of after years.”—MH 380

FB 10 Mission

The mission of the Children’s Ministries Department is to nurture children into a loving, serving relationship with Jesus.

FB 15 Areas of Emphasis

The Children’s Ministries Department focuses on the following areas of emphasis in the fulfillment of its mission:

1. Grace-oriented ministries, in which all children will experience the unconditional love of Jesus, find assurance of acceptance and forgiveness, and make a commitment to Him.
2. Inclusive ministries, in which the volunteers who minister and the children to whom they minister will be valued and involved regardless of race, color, language, gender, age, abilities, or socio-economic circumstances; and be involved without discrimination.

3. Leadership ministries, in which volunteers are empowered, trained, and equipped for effective ministry to children.

4. Service-oriented ministries, in which children are given opportunity for hands-on service to people in their neighborhood or city, thus establishing a pattern of outreach to others that may well continue through life.

5. Cooperative ministries that involve working with other ministries, such as Family Ministries, Sabbath School Ministries, and Stewardship Ministries, to further our shared goals.

6. Safe ministries, whereby our churches:
   a. Choose volunteers with high spiritual and moral backgrounds,
   b. Adopt safeguards to protect children from physical, emotional, sexual, and spiritual abuse.

7. Evangelistic ministries, in which children who are not enfolded in the church family will be introduced to the love of Jesus through outreach programs such as: Vacation Bible Schools, children’s Branch Sabbath Schools, Neighborhood Bible Clubs, and Story Hours.

In fulfilling these objectives, the department, in collaboration with the Church Resource Center, prepares curriculum and resources for the spiritual nurture of children, such as: Sabbath School program helps and resource materials, Vacation Bible School program guides, and student materials, children’s church programs, and baptismal lessons for children. The department also prepares resource materials for leaders and teachers, such as children’s Sabbath program guides, training videos for Children’s Ministries certification, and a manual for Children’s Ministries leaders.
Children’s Ministries programs that are supported by the department include: children’s church, children’s baptismal lessons, children’s worship, children’s communion, children’s evangelistic meetings, children’s prayer meeting, Children’s Sabbath, children’s stewardship, church nursery, Sabbath School, and Vacation Bible School.

**FB 16 Sabbath School**

Children’s Ministries has responsibility for implementation of the GraceLink Sabbath School curriculum including the training of Sabbath School leaders and teachers. Working through the conference departments and through children’s coordinators in the local church, the department provides consulting services and a support network. The Adventist Children’s Ministries Association (ACMA) operates under the auspices of the Children’s Ministries Department.

**FB 17 Leadership Development**

The Department of Children’s Ministries enables those who nurture children in the local church to become more effective in their ministry by recognizing their spiritual gifts and the gifts of other members, understanding faith development of children and how children learn at various stages of development. The department works to achieve this goal, in collaboration with the Church Resource Center, through training events, resource centers, planning tools, research information, resource materials, and consultant services.
FB 20 Child Protection And Volunteer Screening Policies for Children And Youth Ministries

1. Objectives—a. The Seventh-day Adventist Church has a moral and civil duty to protect the children and youth entrusted to its care. The local community also has an expectation that the church will provide a safe haven for children who participate in its ministries.

   b. The church is committed to providing safe worship and educational environments to help children and youth learn to love and follow Jesus Christ.

   “Church should be a safe place to bring our children. Everyone involved in work with children who are minors must meet all Church and legal standards and requirements.” (Church Manual, Edition 18, pages 168-169.)

   c. Jesus placed a high value on the protection of children (Matthew 18:1-6); therefore, child protection is an essential element in all church-sponsored children’s activities.

2. Volunteer Selection and Management—The work of volunteers is essential to the successful accomplishment of the Church’s mission and ministry. The management policies and procedures employed to supervise the work of volunteers must be consistent with the mission of the church or school and must support its successful achievement.

   a. Selection and Screening of Volunteers

      1) It is the responsibility of the local church and/or school to select, screen and manage trustworthy individuals to fill volunteer positions in ministry for children and youth activities.
2) In selecting individuals for volunteer positions, only persons who support the mission of the organization should be recruited.

3) The church shall adopt a practice that no adult will be considered for a volunteer leadership role in a church-sponsored ministry or activity until he/she has held membership in the congregation or has been known by the organization for a minimum of six (6) months.

4) All volunteers are required to participate in a screening procedure that will include a signed Volunteer Ministry Information Form, names of three (3) personal references and a criminal background check wherever possible. Individuals who submit incomplete forms will not be considered for a volunteer position.

5) Background screening should be completed before the volunteer is allowed to serve.

6) All volunteer leaders, regardless of their previous experience, shall submit to the screening procedure provided by the church. The volunteer screening procedure should be updated for each individual every three (3) years.

7) The local church or school is responsible for the cost of implementing these screening procedures. The local conference may provide financial assistance at their discretion.

8) It is the duty and responsibility of the church to maintain all volunteer information on a confidential basis at all times.

b. Supervision of Volunteers

1) Failure to comply with the established volunteer guidelines and code of conduct will result in the volunteer being asked to terminate participation in the ministry.

2) All allegations of inappropriate conduct involving a child or minor will be promptly reported in accordance with local child abuse reporting laws, and investigated by the leadership of the church. The church will respect the rights of
all parties involved in the alleged incident and treat all matters concerning the situation discreetly and confidentially.

3) Appropriate corrective action — discipline, counsel, or removal from ministry — will be taken when necessary.

c. Orientation and Training of Volunteers

1) Provide all volunteers with an understanding of the ministry’s mission and the expectation the church has for its accomplishment in a safe and abuse-free manner.

2) Explain and provide in writing the expectations, code of conduct, and rules to be followed by volunteers in relation to supervision and interaction with children and youth. Reaffirm that alleged incidents of child abuse will be investigated and reported to authorities in accordance with local law.

3) All volunteers will be required to participate in educational courses on child abuse (physical and sexual) and the necessary steps to be taken to prevent the occurrence of child abuse incidents.

4) Training should include instructions on appropriate methods of physical contact to affirm children.

3. Ministry to Sex Offenders within the Church — The Church has a responsibility to provide worship opportunities and ministry to individuals who have previously engaged in inappropriate sexual conduct or physical abuse involving children or youth. When an offender wishes to be actively involved with the Church the following practices will be followed:

a. The individual agrees to participate in and attend adult Sabbath School, worship services, and other church related activities on a chaperoned basis and will not interact on a personal basis with any child under the age of eighteen (18).

b. The individual will not be allowed alone in any building on church premises where activities involving children under the age of eighteen (18) are being conducted.
c. If a child in the congregation approaches the individual on church premises or in public during a church sponsored activity the person will politely and immediately excuse themselves from the situation.

d. The local church pastor and elders will meet personally with the individual and enter into a five-year covenant agreement that outlines the expected conduct to be followed at all times while on church premises or while involved in a church sponsored activity. Compliance with the conditions outlined in the covenant agreement will be reviewed on a periodic basis and maybe renewed at the end of the five year term. Inappropriate conduct or failure to comply with the terms of the covenant agreement may forfeit the individual’s participation in church services or sponsored activities at any time.

FB 25 Youth/Children’s Ministry Volunteer Code of Conduct

FB 25 Youth/Children’s Ministry Volunteer Code of Conduct—1. Acknowledgment—Because I want our children and youth to experience the best possible environment, it is important for those working with children and youth to have guidelines for conduct in order to protect not only those under their care but themselves as well. As a ministry volunteer, I want parents and others to be comfortable with me.

2. My Commitment to Volunteer Ministry—As a Youth/Children’s Ministry Volunteer:
   a. I will provide appropriate adult supervision at all times for the children for whom I am responsible.
   b. I will have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, Under No Circumstances will I allow myself to be alone with one child (the
two-person rule). This protects the child as well as protecting me, the adult, from possible allegations.

c. I will ask a child’s permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, I will make sure another adult works with me as care is provided.

d. I will refrain from physical and verbal attacks and corporal punishment, which are inappropriate behaviors and should never be used as discipline. I will attempt other forms of discipline such as “time outs” or “sit-in-that-chair,” which may be safer, more helpful discipline methods to use with children.

e. I will affirm children with appropriate touching by keeping hugs brief and “shoulder-to-shoulder” or “side-to-side.” I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me. I will be particularly careful when taking small children to the restroom; for instance, I will take another adult along, or leave the door open.

f. I will avoid conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.

g. I will comply with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.

h. I will be aware of the evidence, signs, and symptoms of child abuse and will become educated about the legal requirements for reporting suspected cases of abuse. I commit if I become aware of any behavior by another individual, which seems abusive or inappropriate towards children, I will immediately report that behavior to the church pastor, elder, school and/or conference administration and in accordance with local child abuse reporting laws.
i. I will cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. I understand that working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.

j. I will participate in orientation and training programs conducted by the church.

k. I will uphold the standards of the Seventh-day Adventist Church.

I, the undersigned, have read this document and agree to abide by the Code of Conduct for Youth/Children’s Ministry Volunteers as outlined above. I will retain a copy of this document and keep it for reference.

Signed: ________________________________
Date: _________________________________
FC

COMMUNICATION—
DEPARTMENTAL POLICIES

FC 05 Statement of Philosophy

God has given the communicative media to aid in reaching the world with the last-day message. Especially effective in doing the work of God are broadcast organizations, Bible correspondence schools, and interest service centers which, together with pastors and laymen, represent an evangelistic communications outreach of proven worth in soul winning.

Because communication is the total Church at work in witnessing, the department at all levels of church life is part and parcel of all programs, serving all departments and administrations with the communicative skills it possesses to further these programs. Department personnel aid administrators and other church leaders in communicating organizational policies to both internal and external publics, and, conversely, interpret to administration the attitudes of these publics toward the Church. In this work of communicating Church policies and plans, personnel are enabled to perform a more effective work when they have the opportunity to advise regarding the possible effects of plans and policies before such are finalized.

Close liaison between a communication director and administration may be accomplished by membership on administrative councils, meeting of the everlasting gospel, and through a sound program of public relations to create a favorable climate for acceptance of the message of salvation through Christ.
FC 15 Objectives

Briefly stated, the objectives of the Department of Communication are to use and promote the use of all modern communication techniques and media in the most effective manner for the swiftest promulgation of the everlasting gospel, and through a sound program of public relations to create a favorable climate for acceptance of the message of salvation through Christ.

FC 20 Responsibilities in Achieving Objectives

Believing that with or without a knowledge of an organization, people tend to form opinions on the basis of what they may see or hear, the department has committed itself to a program of positive, accurate presentation to establish in the public mind the Church and its message as a Christian church, an active church, a prophetic church, a progressive church, a humanitarian church, a responsible church, a respectable church, a friendly church, a personally helpful church, a growing church, and a global church.

FC 22 Internal Services

The program involves the following specifics which apply equally to conferences and institutions:

1. Help in achieving an awareness of and sensitivity to the currents and undercurrents of the times and events, both internally and externally, as they relate to the Church, and in choosing a wise course of action based on this awareness. A part of this responsibility will be pulse-taking and interpretation via research and opinion-poll techniques.

2. Assist and join with administrators, departmental personnel, and pastors in making the Church and its message relevant and keenly attuned to these times.

3. Help in evaluating the potential of the broadcast and audiovisual media in achieving the goals of the Church.
4. Assist administration and departments in the development of plans, policies, and materials.

5. Aid in shaping a program that emphasizes a close relationship to Christ and concern for the constituency and for the community of which the church or institution is a part.

6. Encourage in members a practical Christianity that is relevant to the community in which they live and serve.

7. Aid directly in the accomplishment of community-related activities.

**FC 24 Media Services**

**FC 24 05 Information Services**—1. Engage in and promote the gathering and dissemination of news via all media, thereby fulfilling an obligation to give adequate information about the organization.

2. Develop and promote special community service programs, such as:
   a. Public service spots and programs on radio and television designed to keep the name of the Church before the public in a low-key educative manner.
   b. Community-oriented columns in newspapers, thereby tending to establish the Church as a body of helpful, Christian, clean-living people.

3. Participate in the preparation and/or effective use of brochures, exhibits, films, audio-visuals, and other publicly oriented materials of an informational nature.

4. Serve as a source of information about the Church or its institutions to which the public, including media representatives, can turn for answers to their questions.

**FC 24 10 Evangelistic Services**—1. Plan and promote radio and television programming of a spiritual nature.

2. Promote greater and more efficient use of all media for dissemination of the gospel by:
a. Giving guidance to local pastors and laypersons involved in broadcasting and in production of broadcast materials.
b. Providing suggestions for use of the print media in the giving of the gospel.
c. Assisting in the preparation of films of an evangelistic nature.

3. Promote major denominationally sponsored broadcasts and other media programming.

4. Encourage layperson cooperation in follow-up of interests identified by media programming, advertising and releases.

**FC 24 15 Adventist Broadcast Services**—The North American Division Department of Communication shall give guidance in the setting up and operation of denominationally owned and affiliated broadcast stations.

**FC 24 20 Interest Services**—1. Guide in establishing and maintaining strategically located Bible correspondence schools and interest service centers to serve in the development and follow-up of interests.

2. Coordinate interest service materials and outreach.

3. Help in devising programs of effective follow-up of interests created through use of the media.

**FC 24 25 Training Services**—1. Develop within the Church an awareness of the value of good public relations in attaining the divine objectives of the Church and to inspire among members a sense of individual participation in the denomination’s total public relations and evangelistic effort.

2. Develop and operate a training program to maintain the various aspects of communications evangelism.

3. Sponsor the preparation of instructional materials, participation in workshops and seminars, and an annual course in communications at Andrews University.

4. Engage in promotion and operation of an on-the-job training program for young people majoring in the communicative arts in college.
FC 26 Guidelines in the Selection of Communication Personnel

In the selection of a communication director or departmental leader, it is of paramount importance that he/she be a loyal, confident Christian. Among other characteristics and skills that should be considered are the following:

1. A sound judgment, that he/she might know what should or should not be released to the world of news, and that he/she might tackle problem situations wisely and guide church and/or institutional activities in the best channels.

2. An understanding of denominational programming and follow-up in communication evangelism.

3. An ability to counsel with and assist ministers and laypersons in meeting the objectives of the Church in communication evangelism.

4. An understanding of the principles of broadcasting and an ability to assess successful approaches through broadcasting, film and other audio-visual techniques.

5. An ability to write well, having a solid foundation for writing and for dealing with communications media.

6. An ability to express himself/herself well in public.

7. An understanding of denominational procedures and a thorough knowledge of denominational organizations.

8. A working knowledge of the procedures of printing and preparation of printed materials, in order to assist in the planning of brochures and leaflets in the most economical and effective way.

9. A working knowledge of photography and the principles of enlarging, cropping, and printing pictures, with an understanding of what makes good news pictures.

10. An understanding of the elements of an effective exhibit.

11. A sensitivity to public problems and an ability to interpret public opinion.
12. An understanding of and an appreciation for people, enabling him/her to work well with people on all levels.
13. An ability to empathize and yet be objective.
14. A willingness to work at any task that will advance the cause of God, and to work when necessary without public recognition.

**FC 36 On-the-Job Training**

In order to provide practical training in the areas of writing, editorial work, public relations, and the broadcast media, a program of on-the-job training has been established. This plan involves publishing houses, health care institutions, unions, broadcast production centers, the North American Division, and the General Conference, with participating colleges.

**FC 36 05 Dates of On-the-Job Training**—The program involves a 10-week period, usually beginning in early summer each year and including a full regular work-week schedule.

**FC 36 10 Contents**—1. Publishing houses involve the trainee in the entire schedule of editorial production, including writing, and giving opportunity to gain firsthand knowledge of publishing and printing procedures.

2. Health care institutions involve the trainee in all routine procedures, including preparation of hospital publications, use of closed circuit TV, news coverage, exhibits, and planning for social events including community relations and activities.

3. Unions, divisions, and the General Conference provide practical experience in publications production, church press relations in a local church environment, contacts with radio and television stations, broadcast programming, photo assignments, camp meeting coverage, and exhibit planning.

4. Broadcast production centers involve the trainee in the techniques of production, the procedures of promotion, station
contacts, interest follow-up, and activities of the institution’s public relations office.

**FC 36 15 Remuneration**—For the 10-week period the trainee receives from the employing organization a stipend as set by NADCOM. This is not considered as a part of denominational employment, nor does the trainee receive the special allowances granted to regular employees. The budget for the program includes any travel expenses involved in on-the-job assignments.

**FC 36 20 Evaluation of Trainee’s Work**—The organization with whom the trainee is working sends an evaluation of the trainee’s work to the college where he/she is enrolled, and to the North American Communication Department.

**FC 36 25 College Credit**—When the trainee successfully completes a 10-week program offered within the curricular structure of a college or university, qualified students may receive appropriate academic credits.

**FC 36 30 Selection of Trainee**—Trainees may be recommended by denominational colleges to organizations listing on-the-job training programs. Students must be in their junior or senior year of college and must have the following qualifications:
1. Membership in the Seventh-day Adventist Church
2. Sound character references
3. Acceptable, balanced personality
4. Good academic standing in English, journalism, and/or other communication subjects
5. Good health
6. Sense of responsibility
7. Desire to enter denominational service

**FC 37 Communication Internships**

**FC 37 05 Eligibility Requirements for Applicants**—1. Be a recent college graduate with a major in communication or a communication-related field.
2. Submit the application forms provided by the Internship Committee to the North American Division Communication Department.

**FC 37 15 Selection Procedures for Internships**—1. An employer and an applicant shall agree on a job description and qualifications for employment.

2. The employer shall submit a request for an internship to the North American Division Communication Department. The request shall include a job description, remuneration information, and an applicant’s resume. The Communication Department shall notify the appropriate union and ask if the union will participate in the internship.

3. Communication internships recommended by the North American Division Communication Department shall be submitted to the North American Division Committee for Administration (NADCOA) for final approval.

**FC 37 20 Terms of the Internship**—1. The internship shall consist of two years of full-time communication-related work under the supervision of a qualified communication person.

2. The employing organization shall submit reports to the North American Division Communication Department after six months, after 12 months, and at the end of the internship.

   a. At the end of six months, the intern shall write a description of tasks undertaken and accomplished. The report must be read and signed by the supervisor and employer, and a copy filed with the North American Division Communication Department.

   b. At the end of 12 months, the supervisor shall complete a standard evaluation form that the intern reviews and signs, a copy of which shall be filed with the North American Division Communication Department.

   c. At the end of the internship, both the supervisor and the intern shall write reports about the internship program, evaluating
the strengths and weaknesses of the intern’s performance and of the internship’s value.

3. The internship shall be entered into with the expectation, but not the guarantee, of regular employment in the organization receiving the services of the intern. However, if the intern’s work has been satisfactory, but the employing organization cannot provide ongoing employment, the employing organization will make efforts to place the intern.

**FC 37 25 Salary and Expenses**—The salary and expenses of the intern shall be shared by the division, union, and conference/institution on a monthly basis, as follows:

<table>
<thead>
<tr>
<th>Intern</th>
<th>NAD</th>
<th>Union</th>
<th>Conference/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference intern</td>
<td>20%</td>
<td></td>
<td>Balance</td>
</tr>
<tr>
<td>Union intern</td>
<td>20%</td>
<td></td>
<td>Balance</td>
</tr>
<tr>
<td>College intern</td>
<td>20%</td>
<td>15%</td>
<td>Balance</td>
</tr>
<tr>
<td>GC Institutional intern</td>
<td>20% (GC)</td>
<td>15%</td>
<td>Balance (GC)</td>
</tr>
<tr>
<td>Health-care intern</td>
<td>20%</td>
<td></td>
<td>20% (Health-care Corp)</td>
</tr>
</tbody>
</table>

NOTE: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances, and expenses.

**FC 37 30 Number of Internships**—Communication internships shall be limited to a maximum of 12 active internships at any one time.

**FC 38 Radio and Television Stations**

The following objectives and guidelines have been adopted for radio and television stations owned or operated by church entities:
FC 38 05 Objectives—1. To present a well-rounded picture of genuine Christianity in harmony with Seventh-day Adventist philosophy and teaching through balanced programming.

2. To present the station’s programs in a professional and ethical manner that will reflect the mission of the Adventist Church.

3. To seek to lead persons nearer to God and the truth of His Word.

FC 38 10 Programming Guidelines—1. The station shall support the evangelistic work of the Church in its broadest sense, seeking to reach people for Jesus Christ and for the Adventist Church.

2. All programming shall be in accord with the standards of the industry and in harmony with the policies of the government agency granting the license for its operation.

3. In programming for the community the standards of the denomination shall be observed at all times.

4. Wherever possible, religious programming shall be provided from denominational sources.

5. Special consideration shall be given to appropriate programs for Sabbath broadcasting.

FC 38 15 Board Guidelines—1. To qualify for status as a denominational entity, the constituency of the station shall be members of the Seventh-day Adventist Church.

2. The board of the station shall be appointed by the constituency. At least half of the constituency shall not be members of the board.

3. The station must be audited by the General Conference Auditing Service (GCAS) or a church-approved auditing agency or, as an alternative, be reviewed by a conference-approved group. (See S 72 05.)
The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview, built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social-emotional—a process that spans a lifetime. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for citizenship here in this world and for eternity.

The Seventh-day Adventist church in North America operates a system of elementary and secondary education that began in 1872. The unique philosophy of Christian education of the Church is based on the Scriptures and the writings of Ellen G White.

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world.
The education programs of church-affiliated schools are predicated on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the Church.

**FEA 05 10 Goals for Curriculum in Seventh-day Adventist Schools**—The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education.

1. *Acceptance of God and His Word*—Each student will surrender his or her whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and an authoritative guide in all areas of life.

2. *Commitment to the Church*—Each student will desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.

3. *Family and Interpersonal Relationships*—Each student will develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.

4. *Responsible Citizenship*—Each student will develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one’s local, national, and global environments.

5. *Healthy Balanced Living*—Each student will accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

6. *Intellectual Development*—Each student will adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.

7. *Communication Skills*—Each student will acquire optimum competency in verbal and nonverbal communication, in the use of
information technology, and in effective communication of one’s faith.

8. Life Skills—Each student will function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.

9. Aesthetic Appreciation—Each student will develop an appreciation of the beautiful, both in God’s creation and in human expression, while nurturing individual ability in the fine arts.

10. Career and Service—Each student will develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one’s personal involvement in the mission of the Church.

**FEA 05 15 Objectives of Seventh-day Adventist Education**—The Seventh-day Adventist Church desires to provide for all its youth an education within the framework of the science of salvation. The fundamentals and common branches of knowledge are to be studied so that proficiency is achieved and a high quality of teaching is maintained.

The Seventh-day Adventist elementary school will assist each child to develop 1. a love and appreciation for the privileges, rights, and responsibilities guaranteed each individual and social group, and 2. a wholesome respect and attitude for each unit of society—home, church, school, and government. The elementary school will offer an organized program to ensure adequate development leading toward total spiritual, physical, mental, and emotional health and a basic core of skills and knowledge for everyday living.

The Seventh-day Adventist secondary school, predicated on the results obtained through the elementary school with character building as an undergirding structure, will endeavor to operate realistically for each student in the upgrading and maintenance of health, in the command of fundamental learning processes, in the teaching of worthy home membership, vocational skills, civic education, worthy use of leisure, and ethical maturity. The
secondary school implementing the church philosophy will seek for objectives of spiritual dedication, self-realization, social adjustment, civic responsibility, and economic efficiency.

**FEA 05 20 The Seventh-day Adventist School As An Integral Part of the Mission of the Seventh-day Adventist Church**—Seventh-day Adventist schools are an integral part of the mission of the Church in the following ways:

1. “To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life.”—*Education*, pp. 15, 16

2. The commission given in Matthew 28:18-20 states that the basic task of the Church is an educational task.

3. Seventh-day Adventist education has as its basic evangelistic task the education and redemption of the children and youth of the Church. Its object is to promote the development of character and to direct the youth to a “knowledge of God, the Creator, and of Christ, the Redeemer, as they are revealed in the sacred word.” *(Education*, p. 17). In pursuing this task Adventist schools have a greater continuing influence than any other aspect of the church program.

4. The school is concerned about the whole person—body, mind, and soul—and seeks to ensure that youth receive a balanced physical, mental, moral, social, and practical education.

5. The school emphasizes the principle of service to God and man. It prepares youth for a life of service whether as employees of the Church or as active, contributing lay members.
   a. The students generally come from Seventh-day Adventist homes and/or are baptized members of the Seventh-day Adventist Church.
   b. In addition, the school may also serve as a mission outreach to the community. When a school desires to recognize
this potential ministry to the community, non-Seventh-day Adventist youth may be enrolled in larger numbers. This type of program carries additional responsibility as detailed in FEA 45 10.

c. In some instances a church may operate a “mission” school which is an evangelistic outreach program to families in the community. A mission school is not limited in the number of non-Seventh-day Adventist students that may be enrolled.

6. The members of the school boards and conference board of education are members of the Seventh-day Adventist Church.

a. The school board is composed of members of the Seventh-day Adventist Church in regular standing who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education.

b. The conference and union conference boards of education are composed of representatives of various church institutions and/or conferences, lay members of the Church, in regular standing, and church officials.

7. Educational employees must be active members of the Seventh-day Adventist Church in regular standing, and committed to the program of the Church. Employment qualifications, licenses and credentials, salary and wages, benefits, and retirement are all established and regulated by the policies which cover all other denominational workers.

8. The uniquely designed curriculum in Seventh-day Adventist schools is developed by church educators who ensure that the educational objectives of the Church are achieved.

a. It is based on a distinctive Seventh-day Adventist philosophy with a strong commitment to academic excellence.

b. It utilizes the best in current curricular research.

c. It reflects an awareness of the principles of human growth and development and the worth and dignity of each student.
d. It emphasizes a process which encourages, guides, and sustains the learner as he seeks to relate to the Creator and to his fellow human beings.

9. The title to school buildings and property is held by the conference association which is the legal corporation that holds title to all church and school properties, not by individual trustees or congregations.

**FEA 05 25 Nondiscrimination Policy—Admission of Students**—Seventh-day Adventist schools admit students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and do not discriminate on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

**FEA 05 30 Nondiscrimination Exception—Employment**—For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The creation and maintenance of such institutions require that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the Church.

Conference boards of education shall, officially and in practice, abide by the following policies relating to employment:

1. Equal employment opportunities shall be afforded to all on the basis of qualifications, without regard to race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status (single or married), or prior military service.

2. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to
conform to the standards of conduct that are in harmony with Seventh-day Adventist principles.

FEA 10 Division Education Structure

FEA 10 05 North American Division Office of Education—Identity—The North American Division Office of Education is responsible to the North American Division Board of Education and the North American Division Committee (NADCOM).

FEA 10 10 North American Division Office of Education—Personnel—The personnel of the North American Division Office of Education shall be as follows:

1. Vice-President for Education
2. Director for Secondary Education
3. Director for Elementary Education
4. Director for Early Childhood Education and Care

FEA 10 15 North American Division Office of Education—Functions—The functions of the North American Division Office of Education are to:

1. Develop and coordinate a cohesive program of Seventh-day Adventist education throughout the Division.
2. Provide leadership in acquainting the church with the imperatives of Seventh-day Adventist education and to report educational progress, strength, and needs to the Church.
3. Provide leadership in developing and implementing division-wide educational policies.
4. Provide leadership in the development of curriculum in collaboration with union offices of education.
5. Supervise the production and publication of textbooks and other Adventist educational materials.
6. Coordinate the planning and implementation of professional development programs and conventions.
7. Provide leadership for school evaluation in cooperation with the North American Division Commission on Accreditation.
8. Develop and supervise denominational certification policies for educational personnel.
9. Develop resources for marketing, integrating technology, and data utilization division-wide.
10. Serve as consultants in all areas pertaining to education.
11. Maintain liaison with governmental agencies and other entities which deal with private and church educational institutions.
12. Prepare job descriptions and establish areas of responsibility for each staff member of the North American Division Office of Education.

FEA 10 20 North American Division Board of Education

Identity—The North American Division shall establish a Board of Education to serve as an overall coordinating council for Adventist education from birth (Early Childhood Education and Care) to grade 12.

FEA 10 25 North American Division Board of Education

Membership—1. The North American Division Board of Education shall be composed of the following members:
   President of the North American Division
   General Vice President of the General Conference
   whose major assignment includes education
   Director, General Conference Department of Education and/or
department liaison for North America
   Secretary of the North American Division
   Treasurer/Chief Financial Officer of the North American
   Division
   Vice President for Education of the North American Division
   Directors, Associate and/or Assistant Director(s), Office of
Education North American Division
   Union Conference Presidents
   One Union Conference Secretary
   One Union Conference Treasurer/Chief Financial Officer
   Union Conference Directors of Education/Vice
NAD Working Policy

Presidents for Education
Principal of Griggs International Academy
Two Conference Presidents who are Academy Board Chairs
Up to five others including two lay persons

2. The membership of the Board of Education shall be designated by NADCOM at the time of the Year-end Meeting following the General Conference Session. The Vice President for Education and Directors, Associate and/or Assistant Director(s) of the Office of Education, with the regular NAD Year-end Nominating Committee, shall serve as the Nominating Committee to nominate the membership of this Board.

3. Board members shall hold office until the North American Division Committee Year-end Meeting after the General Conference Session, at which time elections will take place for the new term.

4. A vacancy on the Board shall be filled by NADCOM for the unexpired term.

5. The officers of the Board shall be as follows:
Chair—President of the North American Division
Vice-chair—Secretary of the North American Division
Secretary—Vice President for Education of the North American Division
Treasurer/Chief Financial Officer—Treasurer/Chief Financial Officer of the North American Division

FEA 10 30 North American Division Board of Education Meetings—1. The Board shall hold meetings at least once each year and at such times and such places as may be called by the chair.

2. A quorum shall consist of one third of the regular membership.

FEA 10 35 North American Division Board of Education Functions—The functions of the Board of Education, K-12, shall include, but not be limited to, the following:
1. To develop and maintain the ministry of Adventist education, birth to grade 12, by establishing general guidelines, coordinating education activities, and maintaining general overview.

2. To authorize research on the needs and outcomes of education, birth to grade 12.

3. To develop and maintain a comprehensive long-range master plan subject to regular updating and revision.

4. To authorize the establishment of new secondary schools.

5. To recommend and adopt academic, administrative, and financial policies, and guidelines for all educational institutions.

6. To authorize any approved financial program to assist the Adventist schools throughout the division.

7. To supervise the application of salary and perquisite schedules in accordance with policy and recommend personnel policies for the institutions.

8. To approve certification requirements for teachers.

9. To review new and existing programs of curriculum development and textbooks.

10. To keep the Division’s members and leaders informed of the needs and accomplishments of education through periodic reports, releases, conferences, and other means.

11. To adopt and implement policies dealing with education, birth to grade 12, including applicable recommendations of NADCOM.

**FEA 10 40 North American Division Board of Education Executive Committee**—The Executive Committee of the Board shall meet as necessary between the sessions of the Board. It shall operate within the powers delegated to it by the Board. A majority of the membership shall constitute a quorum. Its membership shall consist of the following:

- Chair—President of the North American Division
- Vice-chair—Secretary of the North American Division
- Secretary—Vice President for Education of the North
American Division
Directors, Associate and/or Assistant Director(s)—NAD Office of Education Associate Director—General Conference Department of Education (NAD Advisor)
Treasurer/Chief Financial Officer of the North American Division
Two Union Directors of Education/Vice Presidents for Education
One Union President

FEA 10 45 North American Division Board of Education Executive Secretary—The Executive Secretary shall be the Vice President for Education of the North American Division. Subject to the approval of the Board, the Executive Secretary shall:
1. Implement actions of the Board.
2. Serve as the secretary of the Board and have custody of its official minutes and statistical information.
3. Administer all educational policies as authorized by the Board.
4. Make an annual report to the Board and issue such other reports as the Board may request.
5. Operate the Office of Education within the budget provided by NADCOM.

FEA 10 50 North American Division Board of Education, K-12—Minutes—A copy of the minutes of the North American Division Board of Education shall be provided to each board member and a permanent minutes file shall be maintained at the North American Division Office of Education.

FEA 10 55 Right of Appeal—Any action of the Board of Education, K-12, involving a specific institution or unit may be appealed by the same in writing within 60 days of notification of such action. Such an appeal may be supported by a representation of no more than three persons before a meeting of the Board of Education, K-12. The Board in closed session shall then render its decision. Further appeal may be made to NADCOM.
FEA 10 60 Changes and Amendments—Any changes or amendments to the organization or Working Policy regarding the Board of Education, K-12, must have two-thirds vote of the members present at any duly called meeting for which the members have had at least a thirty-day notice. A recommendation to change or amend must then be sent to NADCOM for approval.

FEA 10 65 North American Division Union Directors of Education Council (UDOEC)—The North American Division Union Directors of Education Council is an advisory body on educational planning and policies for the North American Division.

FEA 10 70 North American Division Union Directors of Education Council—Membership—All members of the North American Division Union Directors of Education Council are ex officio and include the North American Division Vice President for Education, Directors, Associate and/or Assistant Director(s) of the Office of Education and the Union Directors of Education/Vice Presidents for Education.

FEA 10 75 North American Division Union Directors of Education Council—Meetings—The North American Division Union Directors of Education Council shall meet at least three times each year.

FEA 10 80 North American Division Union Directors of Education Council—Functions—The functions of the North American Division Union Directors of Education Council are to:

1. Consider requests from union offices of education and boards of education.

2. Receive reports and recommendations, study educational issues, trends, and innovative practices which affect the educational program.

3. Develop and implement plans for needed educational research and conduct pilot programs.

4. Advise and lead in division-wide convention and professional development initiatives.
5. Initiate, review, and revise policies and proposals, and submit recommendations to the NAD Board of Education.

FEA 10 81 North American Division Education Advisory, K-12 (NADEA) — The North American Division Education Advisory, K-12 provides general overview and counsel on the K-12 system of education within the North American Division.

FEA 10 82 North American Division Education Advisory, K-12 — Membership and Leadership — All members of the North American Division Education Advisory, K-12 are ex officio and include the North American Division Vice President for Education, the Directors, Associate and/or Assistant Director(s) of the Office of Education, K-12 the Union Directors/Vice Presidents and Union Associate Directors of Education, and the Chairs or Deans of the Departments or Schools of Education from each Adventist college or university. The NAD Vice President for Education shall serve as the chair and shall designate a vice-chair and secretary from among the Directors, Associate and/or Assistant Director(s) of the NAD Office of Education. Subcommittees shall be chaired by the NAD Directors of Elementary and Secondary Education.

FEA 10 83 North American Division Education Advisory, K-12 — Meetings — The North American Division Education Advisory, K-12, shall meet at least twice a year.

FEA 10 84 North American Division Education Advisory, K-12 — Functions — The functions of the North American Division Education Advisory shall include, but not be limited to, the following:

1. Provide counsel to the NAD Office of Education on K-12 education within the North American Division with emphasis on the administration and management of curriculum policy and professional development.

2. Foster communication between and among the division, union offices of education, and the chairs/deans of education from Adventist colleges or universities.

3. Identify administrative and curriculum needs.
4. Plan for implementation, monitoring, and assessment of approved curriculum, and adopted materials and programs.
5. Advise and assist in planning division-wide program of professional development.
6. Recommend budget allocations on curriculum development.
7. Collaborate with the Union Directors of Education Council on long and short-range planning for K-12 education.

FEA 10 85 North American Division Education Advisory
K-12 Subcommittees—The North American Division Education Advisory shall consist of three subcommittees for Early Childhood Education and Care, Elementary, and Secondary in addition to combined meetings for the full advisory.

FEA 10 87 College/University Departments or Schools of Education Meeting—College/university chairs and deans of education serving on the North American Division Education Advisory, K-12, shall meet as a subcommittee (the Association of Chairs and Deans of Education, ACDE) to facilitate communication and collaboration in the teacher education programs for Seventh-day Adventist Schools.

FEA 10 89 North American Division Curriculum Committee, K-12 (NADCC)—Identity—The North American Division Curriculum Committee is a standing committee which studies and plans for curriculum needs from kindergarten through twelfth grade. It develops and updates curriculum to ensure that in each discipline the Seventh-day Adventist world view with its distinct beliefs and values is taught.

FEA 10 90 North American Division Curriculum Committee, K-12—Membership and Leadership—The members of the North American Division Curriculum Committee, K-12, are nominated by the North American Division Office of Education staff and appointed by NADCOM and shall be composed of the following:
1. North American Division Office of Education—a. NAD Vice President for Education, Chair.
b. Directors of Elementary and Secondary Education who shall chair the respective elementary and secondary subcommittees.

2. Union conference Directors/Vice Presidents for Education and Associate Directors. Union offices of education with a one-person department may appoint an additional representative.

3. The Chair or Deans of the Departments or Schools of Education.

4. A representative from Griggs International Academy.

5. The General Conference Associate Director of Education with advisory responsibilities for North America shall serve in an advisory capacity.

**FEA 10 95 North American Division Curriculum Committee, K-12—Meetings**—The North American Division Curriculum Committee, K-12, shall meet at least once each year.

**FEA 10 100 North American Division Curriculum Committee, K-12—Functions**—The functions of the North American Division Curriculum Committee, K-12, shall include, but not be limited to, the following:

1. Be responsible for the development, articulation, and revision of the K-12 curriculum throughout the North American Division.

2. Review recommendations, proposals, projects, and curriculum materials received from union curriculum committees and union offices of education.


4. Outline a proposed timetable for the development or revision of textbooks and curriculum materials.

5. Assign special tasks to union curriculum committees.

6. Encourage and coordinate the exchange and sharing of curriculum materials developed by the various unions.

7. Conduct periodic needs assessment to determine curriculum development priorities.
8. Provide for in-service workshops for new textbooks and curriculum materials.
9. Classify curriculum materials submitted to the NADCC.
10. Coordinate division-wide selection and adoption of textbooks not published by the Seventh-day Adventist Church.

FEA 15 Union Education Structure

FEA 15 05 Union Office of Education—Identity—The union conference office of education is an administrative entity operating within a structure authorized by the union conference executive committee. The policy-formulating body for the educational program within the union conference is the union conference board of education which operates under the delegated authority of the union conference executive committee. North American Division policies and guidelines are to be followed in the operation of all K-12 schools.

FEA 15 10 Union Office of Education—Personnel—The personnel of this office may include the following:
- Director of education
- Associate directors of education
- Certification registrar

FEA 15 15 Union Office of Education—Functions—The administrative and supervisory functions of this office include the following:
1. Develop and maintain a cohesive program of K-12 education, involving school and conference education personnel.
2. Develop and administer the union-approved budget for K-12 education.
3. Provide leadership in acquainting the constituency with the imperatives of Seventh-day Adventist Christian education.
4. Establish and maintain regularly scheduled education councils.
5. Advise the union conference board of education on educational policies, standards, practices, and problems.

6. Cooperate with the North American Division Office of Education in developing and coordinating the curriculum in K-12 schools.

7. Provide assistance in the supervision of instruction.

8. Participate with the conference offices of education and academies in providing in-service education programs.

9. Participate in the program of on-site school evaluations.

10. Apply North American Division standards as guidelines in processing applications to teach secondary subjects in junior academies.

11. Act as the denominational certification agent for educational personnel.

12. Process applications for the establishment of new junior and senior academies.

13. Develop job descriptions for each member of the office of education staff.

14. Provide leadership in the development and maintenance of an education code.

15. Assume responsibility for the development and annual publication of a list of approved textbooks and other curriculum materials.

16. Prepare and submit statistical and financial reports as required by the North American Division Office of Education.

17. Submit copies of minutes of the union conference board of education and other major councils and committees to the North American Division Office of Education.

**FEA 15 20 Union Board of Education, K-12—Identity**—The union board of education, K-12, is the policy-formulating body for the education program. It derives its authority from the union conference executive committee.
FEA 15 25 Union Board of Education, K-12—Membership—The membership of the Union Board of Education, K-12, may include representation from the following personnel:
- Union conference president, chair
- Union conference director of education, executive secretary
- Union conference secretary and treasurer/chief financial officer
- Union conference associate directors of education
- College president and department of education chair
- Conference presidents
- Conference secretaries
- Conference treasurers/chief financial officer
- Conference superintendents of schools
- Elementary school, junior academy, and secondary school principals
- Additional members as identified in the union conference education code

FEA 15 30 Union Board of Education—Meetings—The Board of Education shall meet at least once each year.

FEA 15 35 Union Board of Education—Functions—The functions of the Board of Education are to:
1. Establish policies for the union education code.
2. Review applications for establishing new senior academies.
3. Authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education.
4. Authorize terms of approval for nine- and ten-grade junior academies.
5. Authorize the teaching of secondary subjects in nine-and ten-grade junior academies.
7. Authorize curriculum development.
8. Review progress reports of the educational program.
9. Approve wage scales in harmony with NAD and union executive committee actions.
10. Approve a budget for the distribution of K-12 funds.
FEA 15 40 Union Board of Education—Executive Committee—An executive committee may be appointed by the Board of Education and shall meet as necessary between the sessions of the board. It shall operate within the powers delegated to it by the board.

FEA 15 45 Union Education Council—Identity—The union education council serves as an advisory body on educational planning and policies for the union conference office of education and Board of Education.

FEA 15 50 Union Education Council—Membership—The membership of the union education council may include:
- Union conference director of education, chair
- Union conference associate directors of education
- Union conference treasurer/chief financial officer
- Conference superintendents of schools, associates, and assistants
- Conference treasurers/chief financial officer
- North American Division Office of Education personnel, as available
- Academy principals
- Junior academy and elementary principals as designated by the conference superintendents of schools
- College president, vice-president for academic affairs and department of education chair

FEA 15 55 Union Education Council—Meetings—The education council shall meet at least once each year.

FEA 15 60 Union Education Council—Functions—The functions of the union education council are:
1. To receive reports and recommendations.
2. To study educational issues, trends, pilot programs, and innovative practices which affect the educational program.
3. To initiate, review and revise policies and proposals.
4. To submit recommendations to the union conference office of education and board of education.
FEA 15 65 Union Curriculum Committee—Identity—The union curriculum committee is a standing committee which gives direction and guidance regarding curricula within the K-12 educational system.

FEA 15 70 Union Curriculum Committee—Membership—The members of the union conference curriculum committee shall be appointed by the union conference Board of Education upon the recommendation of the union conference office of education and may be composed of:
- Director of education, chair
- Associate directors of education
- Elementary and secondary classroom teachers
- Conference office of education curriculum personnel
- Elementary, junior academy, and senior academy principals, as appointed
- College department of education, university school of education, curriculum specialists

FEA 15 75 Union Curriculum Committee—Meetings—The union curriculum committee shall meet at least once each year.

FEA 15 80 Union Curriculum Committee—Functions—The union conference K-12 curriculum committee is the central organization within the union conference office of education designed to:
1. Assist in the development and implementation of a distinctive Seventh-day Adventist K-12 curriculum.
2. Promote curricular innovation.
3. Review curriculum proposals, projects, and practices.
4. Identify and research curriculum needs.
5. Establish ad hoc committees for special curriculum studies.
6. Approve the elementary and secondary textbook lists.
7. Structure an effective program of pupil assessment and reporting.
8. Develop procedures to assure the articulation of the K-12 curriculum.
9. Make recommendations to the NAD Curriculum Committee.
10. Review recommendations from the elementary and secondary curriculum subcommittees.
11. Review recommendations from the small schools committee.

**FEA 20 Conference Education Structure**

**FEA 20 05 Conference Office of Education—Identity**—The conference office of education is an administrative office operating within a structure approved by the conference constituency and/or conference executive committee.

**FEA 20 10 Conference Office of Education—Personnel**—The administrative personnel of the conference office of education may include the following:
1. Superintendent of schools
2. Associate and Assistant Superintendent(s) of schools

**FEA 20 15 Conference Office of Education—Functions**—The administrative and supervisory functions of the conference office of education are the responsibility of the Superintendent. The Administrative Functions are to:
1. Serve as executive secretary and agent of the conference board of education in administering, coordinating, and supervising K-12 education within the conference in accordance with the educational policies of the union board of education.
2. Serve as the agent of the conference board of education in the employment of all education personnel, assuming responsibility for the coordination and implementation of recruitment, placement, transfer, termination, and/or dismissal of education personnel in consultation with school administration, committees, and/or boards.
3. Prepare job descriptions and establish areas of responsibility for each member of the office of education staff.
4. Counsel school boards in the selection of non-certificated personnel such as teacher assistants (aides), administrative assistants, and others, to recommend for employment to the conference board of education.

5. Ensure that all education personnel are properly certificated.

6. Encourage professional growth for all education personnel and provide leadership in planning and implementing annual in-service education programs.

7. Provide for an annual orientation for new personnel.

8. Provide *The Journal of Adventist Education* to certified education personnel.

9. Provide leadership in the development of short and long-range plans for education in areas such as budgeting, school evaluation, curriculum, facilities, personnel, establishment of new schools, and consolidation or closure of existing schools.

10. Maintain an effective working relationship with the conference administration and the constituency.

11. Acquaint the constituency with the imperatives of Seventh-day Adventist Christian education.

12. Develop long-range educational plans for the conference K-12 school system.

13. Maintain an effective working relationship with the union Office of Education participating in union-wide councils and program development.

14. Develop and maintain effective working relationships with the local, state or provincial offices of education and regional accrediting associations, and private school organizations.

15. Foster positive relationships between home and school and actively promote the Home and School Association.

16. Prepare a master calendar providing for the required number of school days, legal holiday observance, teacher in-service meetings, pre- and post-school teacher work days, school evaluations, and other special conference-wide school activities.
17. Ensure implementation of procedures for the maintenance and safekeeping of student attendance and scholarship records as required by law.
18. Supply each school with essential record-keeping materials.
19. Assume responsibility for the preservation of all records of discontinued schools.
20. Assume responsibility for the development and maintenance of school health and safety programs aligned with governmental requirements.
21. Provide teachers with the approved list of textbooks and other curriculum materials.
22. Ensure that teachers and administrators are informed of and provided in-service training in adopted technology to facilitate student learning and school administration.
23. Gather data and process reports required by the union and North American Division Offices of Education and government agencies.
24. Compile and present requests to the union Office of Education for permission to teach secondary subjects in junior academies.
25. Consider applications for the establishment of new elementary schools in consultation with the conference board of education.
26. Process requests for the establishment of junior and senior academies in accordance with union and North American Division protocols.
27. Plan and lead elementary school evaluation visits and collaborate with the union Office of Education in junior academy evaluations.
28. Arrange periodic in-service meetings for local school board personnel.
The Financial Functions are to:
1. Counsel with local school boards in the preparation of annual school budgets to ensure adequate funding for school operations.
2. Develop an annual conference education budget in cooperation with the conference treasurer/chief financial officer which includes, but is not limited to such items as salaries and wage-related expenses at the currently approved rate factors, school subsidies, funding for curriculum development and professional in-service programs, and contingencies.
3. Submit the annual conference education budget for approval and funding to the conference board of education and conference executive committee.
4. Work in cooperation with the conference treasurer ensuring that schools are audited annually in accordance with General Conference and North American Division policies and that copies of the audited statements are filed in the conference office of education.
5. Ensure that monthly financial statements and annual audited statements of academies are filed in a timely manner with the conference and union offices of education.

The Curricular Functions are to:
1. Provide leadership in developing and implementing an Adventist curriculum involving the board of education, administrators, teachers, and constituent members.
2. Consider recommendations of the union conference curriculum committee and implement curriculum policies and practices adopted by the union conference board of education.
3. Approve requests for experimental programs to meet specific needs and evaluate implementation.
4. Conduct or participate in pilot studies/programs in cooperation with the union and/or NAD offices of education.
5. Initiate and conduct research projects and surveys as needed.

6. Coordinate participation of conference personnel in curriculum study committees at the local conference, union conference, and North American Division levels.

7. Provide leadership in the supervision and evaluation of educational personnel in harmony with employment policies.

8. Inform schools of current state, provincial, or federal legislation pertaining to educational requirements.

**FEA 20 20 Conference Board of Education, K-12—**

**Identity**—The conference board of education is the body authorized by the constituency, and/or the conference executive committee to administer the conference K-12 school system in accordance with the policies adopted by the union conference board of education.

Members of the conference board of education shall be elected by the constituency and/or the conference executive committee for specified terms of office.

**FEA 20 25 Conference Board of Education**—Membership—
The membership of the conference board of education may include:

- Conference president or designee, chair
- Superintendent of schools, executive secretary
- Conference secretary
- Conference treasurer/chief financial officer
- Conference education associates and assistants
- 3 additional members from the conference committee
- Union conference director of education or designee
- Senior academy principals
- A minimum of eight additional members selected from the following categories: pastors, laity, school board chairs, elementary/junior academy principals, and teachers representing K-12.
FEA 20 30 Conference Board of Education—Meetings—
The conference board of education should meet at least twice each year.

FEA 20 35 Conference Board of Education—Functions—
The functions of the conference board of education are to:
1. Assume general administrative authority for long-range planning of the conference K-12 schools.
2. Approve the annual budget for the school system and recommend same to the conference executive committee for its consideration and approval.
3. Consider and act on the recommendations of the superintendent of schools in the employment, transfer, and dismissal of education personnel.
4. Review wages of education personnel to determine compliance with the approved wage schedules.
5. Receive data annually from the conference office of education regarding elementary school evaluations, evaluate the data, and determine approved and nonapproved schools, including term and conditions.
6. Adopt a school calendar which meets union conference and state or provincial requirements.
7. Arbitrate school-related appeals and grievances.
8. Evaluate facility needs and project an overall long-range plan for school plant development.
9. Receive and consider applications from elementary schools and junior academies requesting permission to teach secondary subjects as submitted by the superintendent of schools and make recommendations to the union conference.
10. Consider applications for the establishment of new schools, the expansion of existing schools to higher grade status, and the consolidation of schools.
11. Appoint subcommittees as needed to expedite the work of the conference board of education.
12. Review and make provision for implementation of curriculum policies approved by the union board of education.

13. Approve local school operating budgets.

**FEA 20 40 Education Executive Committee**—The conference board of education should designate an education executive board or committee in order to expedite the transaction of official business between regular sessions. The executive committee of the board shall operate within the powers delegated to it by the board of education, K-12.

**FEA 20 45 Local Conference Curriculum Committee**—

**Identity**—The local conference curriculum committee is a standing committee which gives direction and guidance regarding curricula at the local conference and school level.

**FEA 20 50 Local Conference Curriculum Committee**—

**Membership**—The members of the local conference curriculum committee shall be appointed by the conference board of education upon recommendation of the superintendent of schools and may be composed of:

- Superintendent of schools, chair
- Associate superintendent(s)
- Elementary and secondary classroom teachers
- Elementary and junior academy principals
- Curriculum committee chairs of senior academies

**FEA 20 55 Local Conference Curriculum Committee**—

**Meetings**—The local conference curriculum committee shall meet at least once each year.

**FEA 20 60 Local Conference K-12 Curriculum Committee—Functions**—The functions of local conference curriculum committee are to:

1. Explore and identify ways of organizing resources for the purpose of improving learning opportunities.
2. Develop appropriate performance objectives for the various subject areas or disciplines.
3. Evaluate and authorize proposals for innovative programs which may be initiated by individual schools.
4. Provide leadership in conducting in-service education.
5. Explore ways of achieving an articulated curriculum in designated subject matter areas. Resource personnel for this program should include representation from K-16.
6. Make recommendations to the union K-12 curriculum committee.
7. Cooperate with the union conference curriculum committee in providing leadership for and maintenance of an ongoing program of curriculum development.
8. Implement curriculum policies of the union conference board of education.
10. Initiate and conduct research projects and surveys.

**FEA 25 School Organization and Structure**

**FEA 25 05 Establishing a School**—In establishing a school it is the responsibility of the local church to determine its specific goals and objectives in terms of the needs and interests of its constituency and in harmony with policies of the union conference board of education. Basic to all other requirements for the establishment of a school the church shall:
1. Give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy.
2. Indicate a willingness to assume responsibility for the educational process.
3. Indicate a willingness to cooperate with other denominational agencies in the achievement of broad objectives of the school and the Seventh-day Adventist Church.
4. Assume the financial responsibility for the support of professionally qualified educational personnel appropriate to their positions.

**FEA 25 10 The School—Identity**—A school is a group of students pursuing defined studies at specific levels and receiving instruction from one or more teachers. Seventh-day Adventist schools are structured as follows:

1. *Kindergarten*—A conference-authorized kindergarten is an integral part of Adventist education and should be sponsored, controlled, and financed as a part of the elementary education program.

2. *Elementary School*—An elementary school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which may be structured in a variety of ways in terms of community needs such as K-6, 1-6, K-8, 1-8.

3. *Nine-Grade Intermediate School*—A nine-grade intermediate school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which is structured to offer grade 9 in combination with and as an extension of grades 7 and 8.

4. *Junior Academy*—A junior academy is a unit authorized by the union board of education and administered by the conference office of education. The organizational plan for a junior academy is to be based on one of the following options:
   
a. The multigrade classroom grades 7 through 9  
b. The standard program grade 9  
c. The standard program grades 9 and 10  
d. The subject alternation program grades 9 and 10.

In selecting one of the options, consideration is to be given to the number of students, the needs of the students, and the ability of the community and the local conference to support the program.

5. *Senior Academy*—A senior academy is a school authorized by the North American Division Board of Education, K-12, to
offer an education program to meet the needs of students in grades 9 through 12. It is operated by a school board within the guidelines or constitution of the supporting constituency and in accordance with the policies of the union and conference boards of education.

6. Mission School—A mission school is a denominationally organized and operated school primarily for non-Seventh-day Adventists.

**FEA 25 15 Establishing Senior Academies—Procedures—**
Permission to open a senior academy is contingent upon approval of the conference and union conference boards of education and the North American Division Board of Education, K-12. (Additional criteria for establishing senior academies are available from the union or division office of education.)

1. Application by the proposed constituency is to be submitted to the conference office of education on the North American Division Manual for Application and Authorization for Senior Academy Status and Application for Denominational Status Approval for consideration by the conference board of education, K-12. Those involved in the application and approval process, need to be aware of the meeting dates of boards/committees in order to obtain approval by the desired time.

2. The conference board of education, K-12 reviews the validity of the request. If the board recommends further consideration, the conference superintendent of schools shall request the union director of education to ask the North American Division Office of Education to appoint an on-site evaluation committee including the following members:
   a. A representative from the North American Division Office of Education, who shall serve as chair
   b. The union conference director of education or designee
   c. One (1) out-of-union director of education to be appointed by the chair
   d. One (1) out-of-conference church financial administrator
   e. One (1) member at large to be appointed by the chair
f. The local conference superintendent of schools, invitee. The travel expenses of the out-of-union director of education, out-of-conference church financial administrator, and one (1) member at large shall be paid by the local conference office of education.

3. The on-site evaluation committee shall report its findings to the conference board of education, K-12.

4. The conference board of education, K-12, acts upon the committee’s report and submits a recommendation to the conference executive committee.

5. The conference executive committee submits a recommendation to the union board of education, K-12.

6. Union conference board of education approval shall be granted only upon assurance by the conference board of education that the proposed school will, within three years, meet the standards for accreditation identified in the Evaluative Criteria for Seventh-day Adventist Secondary Schools.

7. If approved by the union conference board of education, the application with supporting data is to be forwarded to the North American Division Board of Education, K-12 for final consideration and action.

8. Initial approval by the North American Division to operate a senior academy (grades 9 through 12) shall be for a three year probationary period. By the end of the third year, an evaluation by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities will be conducted.

**FEA 25 20 Guidelines for Establishing Junior Academies**—Authorization to operate a junior academy is granted by the union conference board of education. After initial authorization has been granted, annual progress reports are to be submitted to the union conference office of education. Contingent upon satisfactory annual progress reports, authorization will be continuous.

1. **Procedures for Authorization to Operate a Junior Academy**—a. Application is made by the school constituency to the
local conference board of education. This application necessitates an on-site evaluation of school facilities and programs by a committee appointed by the union conference director of education.

b. If approved by the conference board of education, the application will be presented to the union conference office of education for consideration by the union conference board of education.

c. Schools making application for junior academy status are to meet the following general standards.

1) A demonstrated educational need not currently met by presently established schools.
2) An adequate physical plant and equipment for a secondary school program, grades 9 and 10.
3) Demonstrated financial support for secondary education which will not weaken the elementary school program.
4) Adequate budget control.
5) Curricular offerings approved by the union conference board of education.
6) A faculty of sufficient size and training to provide effective instruction.
7) Adequate curricular materials for the proposed offerings.
8) A prospective continuing enrollment adequate for the financial and curricular needs of a strong educational program.
9) Adequate library materials for the size and type of school as defined by the union education code.

2. Minimum Criteria for the Operation of a Junior Academy—
a. A minimum of two full-time teacher equivalents with valid denominational certification shall be employed for the combination junior academy, grades 7 through 10.

b. The curriculum shall be structured in accordance with the policies of the union conference board of education.
c. Departmentalization of the junior academy program should not be considered below grade 7 in the core subject areas except where the teacher(s) are appropriately certificated.

d. Student permanent records shall be kept in accordance with the policies of the union conference board of education.

FEA 25 25 Guidelines for Establishing K-9 Intermediate School—The expansion of an elementary program to include grade nine requires authorization by the conference board of education subsequent to an evaluation by a committee appointed by the superintendent of schools, including representation from the union conference office of education.

1. Rationale—The purposes for adding a ninth grade to an approved elementary school include provision for:
   a. An additional year of Seventh-day Adventist education in the student’s home environment.
   b. The potential of reducing expense to the student.
   c. Consideration for the age of the student.

2. Criteria—When a school is structured in a K-9 pattern, the following criteria will be met:
   a. A demonstrated educational need shall exist which is not currently met by already established Seventh-day Adventist schools in the area.
   b. An adequate physical plant shall be provided with sufficient instructional equipment, library, and multi-media materials as defined by the union education code.
   c. It shall be demonstrated by adequate budget control that financial support for the ninth grade will not weaken the school program in grades K-8.
   d. A prospective continuing enrollment is adequate for the operation of a K-9 program.
   e. Where a kindergarten is included in the school organization, a kindergarten teacher should be added with responsibilities for the kindergarten program.
f. The school may be departmentalized in terms of teacher preparation and special skills.
g. The curriculum shall be approved by the conference office of education, and the grade 9 offerings shall be an extension of those for grades 7 and 8.

**FEA 25 30 Guidelines for Establishing K-8 Elementary Schools**—Authorization to operate an elementary school is granted by the conference board of education.

1. **Procedures for Authorization to Operate an Elementary School**—a. Application is made to the conference office of education by the constituent church(es) proposing the establishment of an elementary school.

   b. Initial application necessitates a study of the proposal (including building plans), the planned program, and an on-site evaluation of existing school facilities by a committee appointed by the conference superintendent of schools.

   c. The recommendation of the on-site evaluation committee shall be submitted to the conference board of education for approval.

2. **Criteria for the Establishment and Operation of an Elementary School**—a. A demonstrated educational need not currently met by presently established schools.

   b. An adequate physical plant and equipment for an elementary school.

   c. Proof of ability to provide adequate financial support.

   d. Adequate budget control.

   e. Curricular offerings approved by the union conference board of education.

   f. A denominationally certificated faculty of sufficient size to provide effective instruction.

   g. Adequate curricular materials for the proposed offerings.

   h. A prospective continuing enrollment adequate for the financial and curricular needs of an effective educational program.
i. A principal whose teaching assignment is in proportion to the required administrative duties.

j. Teacher load in accordance with the policy of the union conference board of education.

k. Subject offerings and class period time allotments in agreement with policies of the union conference board of education.

l. Specific policies, in agreement with the conference office of education, regarding administration, finance, curriculum, and personnel.

**FEA 25 35 Guidelines for Establishing Mission Schools**—The following guidelines are recommended for the establishment of a mission school:

1. A mission school may be established to advance the gospel ministry in an area where a church school may not meet local educational needs.

2. Mission schools are not to compete with existing church schools or serve as substitutes for church schools.

3. Bible courses are to be given priority in the curriculum, and all students shall be required to complete at least one Bible course each year.

4. Classes are to be kept small enough to allow teachers to have a personal influence over each student.

**FEA 25 40 Home School**—A home school is defined as a formal school program (curriculum) operated in a home situation. Parents who do not live near a church school and who do not wish to send their children to public school are encouraged to use the resources of Griggs University/Griggs International Academy. Home schools are not considered part of the conference formal school structure.

**FEA 25 45 Annual Reports**—All K-12 schools will submit an annual report, through conference and union channels, to the North American Division Office of Education.
FEA 25 50 School Evaluation—Evalitative instruments have been designed to provide guidelines by which constituencies and schools may systematically explore their beliefs about school organization, students, curricula, and the unique characteristics of their respective institutions. The use of these instruments should ultimately identify the degree of success with which the school community is meeting its objectives.

It is the responsibility of the union and conference offices of education to implement regularly scheduled programs of conference and K-12 school evaluation, utilizing instruments developed by the North American Division Commission on Accreditation.

Union and conference K-12 boards of education shall review evaluation reports and recommend terms of accreditation to the NAD Commission on Accreditation for K-10 and K-8 schools, respectively. Review of K-12 and 9-12 secondary schools is a function of the NAD Commission on Accreditation which approves terms of accreditation for all schools, K-12, as the authorized agent of the Association of Seventh-day Adventist Schools, Colleges, and Universities in North America.

Data to indicate the recommended term of accreditation for K-8 schools is sent by the conference to the union conference office of education. The union conference will include the recommended term of accreditation for K-10 schools and forward all information to the North American Division Commission on Accreditation.

While the value of state, provincial and/or regional accreditation is recognized, denominational evaluation and subsequent accreditation demands priority consideration.

FEA 25 55 Records of Discontinued Schools—The conference office of education is responsible for the preservation of all records of discontinued schools. If a new academy succeeds one that is discontinued, the old records are to be transferred to the new school. Otherwise, such records are to be transferred to the conference office of education.
FEA 30 School Constituencies/Operating Boards

FEA 30 05 School Constituencies—Definition and Membership—1. The local school constituency consists of the church or churches which operate the school.

2. The boarding school constituency consists of the conference membership.

FEA 30 10 School Constituencies—Meetings—1. The local constituency shall meet annually or as specified in the school constitution.

2. Between conference constituency meetings the boarding school constituency is the conference executive committee.

FEA 30 15 School Constituencies—Functions—The functions of the school constituency are to:

1. Receive reports of the school operation.
2. Provide adequate financing for the general operating costs.
3. Approve financial plans for major capital improvements as recommended by the conference board of education or school board.
4. Encourage the organization and maintenance of a Home and School Association.
5. Establish and adopt a constitution, in harmony with denominational policies, which defines the principles and guidelines by which the school shall be operated.

FEA 30 20 School Operating Board—Identity—In every school there shall be organized a school board elected by the school constituency. (For details of procedure see the union education code.) The school board is responsible for the operation of the school within the guidelines and policies adopted by the conference board of education and the school constituency as stated in the school constitution. The employment, assignment, transfer, retirement, termination, or dismissal of school personnel is the function of the conference board of education.

FEA 30 25 School Operating Board—Membership—The school operating board is composed of members of the Seventh-
day Adventist Church who represent a cross section of the school constituency. This membership may include:

- Chair
- Vice-chair
- Secretary
- Treasurer/chief financial officer
- Pastor(s)
- Home and School Association leader
- Union, conference officers and office of education personnel (ex officio)
- Other church members as appointed

The school board members (other than ex officio members) are to be elected by the constituent church or churches in accordance with school constitutions or working policies. Ex officio members on all education/school boards are considered to be voting members of the board.

**FEA 30 30 School Operating Board—Meetings**—The school board should meet at a regular time and place.

**FEA 30 35 School Operating Board—Functions**—The functions of the school board are to:

1. Ensure the implementation of policies and plans of the conference office of education.
2. Develop a clear, practical set of objectives in harmony with the Seventh-day Adventist philosophy of education.
3. Develop policies in areas of local concern such as:
   a. Use of school property
   b. Bus schedules and routes
   c. Purchasing procedures
   d. Tuition and/or other methods of support
   e. Admission requirements (in accordance with state, provincial or conference guidelines)
   f. Equipment and maintenance of school plant
   g. Textbook purchases (pupil or school-owned)
   h. Master planning
i. Criteria for selection and use of films and media materials
j. Dress and social behavior.
4. Support the principal (or head teacher) in the administration of the school program.
5. Recommend employment of personnel as needed to the conference board of education.
7. Ensure that official minutes of each meeting of the school board or subcommittees are kept and one copy filed with the conference office of education. Academy boards are to file copies with the union and conference offices of education.
8. Consider appeals and answer questions regarding the operation of the school.
9. Participate in the process of school evaluation.
10. Cooperate with and support the conference office of education in-service education program.
11. Consider a proposed plan of school organization including a constitution and bylaws.
12. Adopt the recommended conference-wide school calendar.
13. Authorize the preparation of a school bulletin.
14. Assume responsibility for the planning and funding of an annual operating budget.
15. Assume responsibility for planning and funding a capital improvements budget.
16. Consult the conference guidelines for construction procedures.
17. Cooperate with the union and conference offices of education in matters of curriculum development.
18. Appoint subcommittees as needed such as personnel, finance, etc.

**FEA 30 40 Home and School Association**—An active Home and School Association should be maintained by the parents and
teachers of the community for the purpose of advancing the cause of Christian education in the home and school.

**FEA 30 45 Church Education Secretary**—Each church should appoint an individual to serve as Education Secretary. The Education Secretary’s duties may include:

1. Maintaining an up-to-date census of all the children and youth of the church.
2. Assisting in contacting all Seventh-day Adventist homes where there are school-age children or young people to encourage attendance at the local church school, or at a Seventh-day Adventist secondary school, college, or university, and to suggest solutions to possible problems.
3. Contacting members who have no school-age children, encouraging them to provide financial aid to needy Seventh-day Adventist students.
4. Maintaining contact with students from the church who are in attendance at Seventh-day Adventist schools away from the home church.
5. Making sure that all students are actively integrated into the program of the church.

It is recommended that the Church Education Secretary serve in an advisory capacity to the local church board and the school board.

**FEA 35 School Personnel Policies**

**FEA 35 05 School Administrative Personnel**—The organization for administrative services will depend on the size and type of school. Responsibilities of administrative personnel are to be assigned by the school board.

**FEA 35 10 Principal**—The principal is the chief administrator of the school with responsibilities and other functions as may be assigned by conference office of education and school board policies. The principal should hold a valid Administrators
Certificate with proper endorsement(s). The responsibilities and functions are to:

1. Serve as executive secretary of the board.
2. Serve as agent of the school board in administering the school in accordance with the union conference education code, and any additional policies adopted by the conference board of education and the school board.
3. Provide leadership to the religious program and activities, and in the development and maintenance of a positive spiritual climate.
4. Be responsible for the organization of the school program.
5. Serve as fiscal manager and operate the school on a sound financial basis.
6. Maintain a record-keeping system to ensure the security of all school, student, and board records.
7. Provide leadership in preparing for the school evaluation process.
8. Assume responsibility for school marketing and the recruitment of students.
9. Provide leadership for the instructional program.
10. Provide direction for co-curricular programs and off campus activities and tours.
11. Serve as agent of the school board in working with the conference office of education in the employment of school personnel.
12. Maintain discipline in accordance with Christian principles.
13. Develop and maintain positive community relations.
14. Ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency and to provide for safety of operation throughout the school plant, with regularly conducted fire and disaster drills.

**FEA 35 15 Teaching Principal**—In the operation of some elementary schools or junior academies, it is the prerogative of the conference office of education in consultation with the local school
board to appoint a teaching principal who is charged with the responsibility of performing the duties of a principal in addition to the teaching assignments as established by the conference office of education. The teaching load of this individual will be reduced proportionately to the administrative responsibilities assigned.

**FEA 35 20 Head Teacher**—In small schools of one to three teachers, one teacher may be appointed as head teacher. Responsibilities will be detailed and defined by the superintendent of schools in consultation with the school board.

**FEA 35 25 Instructional Personnel**—Instructional personnel are those persons employed as classroom teachers in kindergarten through grade 12. They are to be members of the Seventh-day Adventist Church and exemplify standards of Christian conduct. Instructional personnel are to:

1. Maintain a valid denominational certificate applicable to the position held.
2. Give evidence of physical and mental health which qualifies them to instruct and/or associate with children and young people.
3. Maintain membership in a constituent Seventh-day Adventist Church.

**FEA 35 30 Teacher Assistant**—Noncertified personnel may be employed to assist a teacher whose class is too large to provide optimal educational experiences. Such persons may assist teachers with instructional activities, but may not assume responsibility for conducting classes.

**FEA 35 35 Noninstructional Classified Employees**—Noninstructional classified employees (nonexempt) employed on an hourly basis. Classified personnel are to be participating and supporting members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct. They will give evidence of physical and mental health which qualifies them to associate with children and youth.

**FEA 35 40 Certification Policy**—The North American Division Office of Education establishes certification requirements
for elementary and secondary education personnel. It delegates authority to the union conference office of education to issue certificates on its behalf to education personnel who meet the requirements. Teachers are responsible for obtaining the appropriate teaching certificate and maintaining current certification.

**FEA 35 41 Credentials and Licenses**—In addition to being professionally certificated, educators also receive credentials and licenses (see E 05 20).

**FEA 35 45 Employment Policies**—For educational personnel, responsibility for employment policies resides with the union conference board of education, and is published in the union education code. Local conference boards of education are responsible for implementing these personnel policies with educational personnel.

**FEA 37 Graduate Study Assistance**

**FEA 37 05 Underlying Philosophy**—Educational institutions, conferences, and unions encourage the professional development of employees by providing financial assistance to attain post graduate degrees. By enabling employees to fulfill high personal and professional goals, Adventist educational is greatly enhanced through the benefits of such programs for employees. While the Church wishes that financial resources existed to support all employee categories to the same extent, recognition is given to varied expectations for different levels and employee groups in education. A Master's degree is generally considered an acceptable terminal degree for K-12 teachers. It is usually considered more essential that the K-12 administrators and conference and union office of education personnel possess a doctoral degree, but K-12 teachers who have doctorates are real assets to their schools.

**FEA 37 10 Union Development of Policies**—Union conferences should develop specific policies to implement the
following guidelines for personnel in K-12 schools and conference or union Offices of Education who are receiving financial assistance to work on postgraduate degrees. To avoid confusion when calls are made between different conferences or unions, the amortization schedule developed by the union must meet the guidelines of this policy.

**FEA 37 15 Master's Degree**—K-12 education employees studying for a Master's degree shall receive financial assistance from the employing organization in harmony with union conference policies. When such assistance is granted it is usually on a part-time basis, such as during summers, or during the regular school year while working. Financial assistance for K-12 educational personnel usually consists of free tuition at the union's college on the basis of arrangements made between the union and college, or the payment of tuition and required fees, in accordance with union policies, to another institution offering a graduate program appropriate for the employee. Because of the difficulty of K-12 administrators and conference and union office of education personnel to take a complete break from their administrative responsibilities while studying, they generally would receive both tuition assistance and salary considerations.

**FEA 37 20 Amortization for Master's Degree**—Assistance given during the summer or school year for part-time study on a Master's degree shall be amortized by one year of service following the study. Upon receipt of the Master's degree the education employee will be obligated to serve his/her employing organization for one year. Whatever graduate expense has not been amortized by previous service will be amortized by this one year of service, or it shall be the liability of the employee or the calling organization. If a full-time leave of absence is granted, the amortization schedule developed for doctoral study shall be applied. A summer's leave of absence for study for a Master's degree shall be amortized by one year of service following the study.
Definitions: Full-time leave of absence—A full-time leave of absence shall consist of at least twelve (12) or more weeks of assisted study leave with no regular work responsibilities.

Part-time study leave—A part-time study leave shall include summer school classes or not more than two classes per quarter or semester during the school year while continuing regular or reduced work responsibilities.

FEA 37 25 Doctoral Degree—K-12 educational employees who are approved by their employing organization for a full-time leave of absence for advanced study toward a doctorate degree shall receive an assistance allowance that may include the following:

1. Salary and allowances as per employment agreement.
2. Assistance for tuition and fees.
3. Assistance for research and dissertation expense up to a maximum of two (2) times the Remuneration Factor.
4. Negotiated travel expense, if warranted.

A written contract is to be entered into which clearly states the type and amount of assistance to be granted. The allocation of funding assistance for each participating entity will be determined by union policy.

FEA 37 30 Amortization for Doctoral Degrees—For employees granted a full-time leave of absence, the total doctoral study expense shall be amortized annually in an amount equivalent to five times the Remuneration Factor or one-seventh of the total expense, whichever is greater, for each full year of service. For employees granted part-time doctoral study, financial assistance given during the summer or school year shall be amortized by one year of service following the study. Upon completion of the doctorate, employees on part-time study leave will be obligated to serve the institution for one year. Whatever graduate expense has not been amortized by previous service will be amortized by this one year of service, or it shall be the liability of the employee or the calling organization.
FEA 37 35 Call to Another Organization—When an educational employee with an unamortized graduate expense is called to another organization, it shall be mutually agreed upon in writing by the two organizations, before the call is actually passed to the teacher employee, as to whether this amount is to be paid in one sum or over a period of time.

FEA 37 40 Discontinuance of Denominational Employment—The unamortized balance in the unamortized graduate study expense account for employees who have taken a full-time leave of absence is the responsibility of those employees if they leave denominational employment. Employees, who have been on part-time study leave but have not worked a full year to amortize the assistance received, are responsible for reimbursing the employing organization a proportionate amount.

FEA 40 Health-Safety Legal Policies

FEA 40 05 Legal Issues—The governing board of each Seventh-day Adventist educational institution has the responsibility and the authority to set policies that protect students, faculty and staff, and the institution itself within the legal jurisdiction in which it operates. If the local jurisdiction sets a standard different from that recommended here in the North American Division Working Policy, the institution should, after consultation with legal counsel and union educational and legal counsel, meet the local requirement. The governing board has the day-to-day responsibility, legal and administrative, of operating its institution in cooperation with the conference, notwithstanding that it adopts and follows general educational policies established by the union conference or division. The union conference or division do not have legal responsibility for any acts or omissions in the administration of an institution unless they are involved in day-to-day administration of the institution, in which case they may be responsible only to the extent of such direct involvement.
FEA 40 10 Student Health Programs—A school health record is to be maintained in the cumulative record folder for each student. Each school is responsible for seeing that state or provincial immunization requirements are met and that proper records are maintained. School personnel are not to assist in giving medication to students unless the parent requests such assistance in writing and a doctor provides written instructions.

FEA 40 15 Substance Abuse Policies—Each school board, in cooperation with the administration and faculty, should develop clearly stated substance abuse policies and provide preventive education.

FEA 40 20 Environmental Concerns—Each conference board of education, K-12 or academy board, will develop a procedure for monitoring compliance with the Environmental Protection Agency (EPA) laws and regulations related to protecting the environment and the health of students and teachers. In states or provinces with environmental policies that are different from federal laws, the state or provincial regulations must also be followed.

FEA 40 25 Student Safety—Each conference and academy shall make provision for adequate student accident coverage. In each school, the board and administration are required to conduct regular fire, tornado, and other emergency drills in accordance with local, state, or provincial laws. Regular safety inspections of all school buildings and equipment are to be conducted.

FEA 40 30 Child Abuse Policies—Each conference shall develop a process which complies with the public law for reporting child abuse. Teachers are legally required to report suspected cases of child abuse directly to the local authorities.

FEA 40 35 Sexual Harassment—See E 84 for complete policy.

FEA 40 40 Labor Laws in the United States—1. Administrative officers of educational institutions in the United States shall familiarize themselves with federal and state legal
requirements concerning wages and hours, child labor, age
certification, working conditions, labor records, and regulations for
health, sanitation, and safety, for the purpose of bringing the
institutions into full compliance with such requirements.

2. Administrators of institutions having industries engaged in
interstate commerce shall familiarize themselves with all
applicable federal and state regulations.

3. Questions concerning the broad application, the general
interpretation, establishment of programs, standards and policies of
the above laws as pertaining to Seventh-day Adventist institutions,
shall be taken up with the national office of the Department of
Labor through the Office of Education of the North American
Division. Items concerning specific information and details of day-
to-day operations, such as eligibility, number of permits allowed,
and working conditions, etc. are to be obtained from the regional
offices of the Department of Labor.

4. School administrators shall keep themselves informed in
respect to new labor legislation and its application as it is enacted.

**FEA 45 Student Policies**

**FEA 45 05 Requirements for Elementary School**

**Entrance**—Readiness is a basic factor in accepting a child into the
formal school program. Readiness varies with children and needs
to be given individual attention by parents and by the school
administrator. Adventist schools accept children in accordance
with compulsory state or provincial requirements. Placement
within the system is based upon criteria stated in the union
conference education code.

**FEA 45 10 Non-Seventh-day Adventist Student**

**Attendance**—Seventh-day Adventist education has a two-fold
mission. The school’s primary role is to educate and to spiritually
strengthen Seventh-day Adventist youth. In addition, the school is
to serve as a mission outreach to the community. When a school
and its constituency recognize its potential ministry to the community, non-Seventh-day Adventist youth may be enrolled subject to the following considerations:

1. Orientation of church members, teachers, parents, and students to their role as Christian witnesses.
2. Orientation of parents of prospective students to the goals and objectives of Seventh-day Adventist education.
3. Regular pastor/teacher visits in student homes.
4. Seventh-day Adventist curriculum and school standards shall be maintained.
5. Character and scholastic ability should be considered before the student is accepted into the program.

FEA 45 15 Right of Privacy—Student records should contain only the factual information necessary for the process of education. Cumulative folders must be available for review by a student and his/her parents if the student is under 18 years of age, but must not be accessible to unauthorized individuals.

Official records will be forwarded to another school system or prospective employer at the written request of the student or his/her parents if the student is under 18 years of age.

Records pertaining to a student's mental health contain entries made under the direction of the student’s physician and should be kept separate from academic records. These records should be released only at the student's or the parent's request if the student is under 18 years of age.

FEA 45 20 Disciplinary Authority—Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not appropriate in Seventh-day Adventist schools. The purpose of citizenship development is to learn how to relate in an acceptable manner to others in society and to prepare for life in this world and the world to come. The principal and school board are responsible for establishing disciplinary procedures in consultation with parents and teachers. All members of the school staff share in the responsibility for
supervision of student conduct. Minor irregularities are handled by the individual staff members. Repeated offenses or major infractions of school rules are to be handled by the principal, the school government committee, or the board.
FEB

GENERAL EDUCATION
POLICIES

FEB 05 General Educational Administration
Outline and Policies

FEB 05 05 Accrediting Association of Seventh-day
Adventist Schools, Colleges, and Universities—1. Purpose—The
Accrediting Association of Seventh-day Adventist Schools,
Colleges, and Universities is the denominational accrediting
authority for all tertiary and graduate educational programs and
institutions operated in the name of the Seventh-day Adventist
Church. It also reviews and endorses the accreditation of secondary
schools, as recommended by the Commissions on Accreditation of
the divisions and attached unions (see FEA 25 50). The
Accrediting Association of Seventh-day Adventist Schools,
Colleges, and Universities and the Commissions on Accreditation
evaluate the quality of the denominational institutions’
programs and their implementation of the Seventh-day Adventist
philosophy of education, in order to foster the unity and mission of
the Church.

2. Composition of the Accrediting Association—a. The
members of the Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities shall be designated by the first
Annual Council following the General Conference Session,
upon recommendation from the General Conference Department
of Education. The membership of the Association shall be:

‘Chair, Director, GC Department of Education
‘Executive Secretary, an associate director, GC Department of
Education

*Members of the Executive Committee.
General Conference vice presidential advisor for education
Association directors of the GC Department of Education
Directors of education of divisions/attached unions (attending as authorized)
1 college/university Accrediting Association chair
1 college/university president
1 college/university academic vice president/dean
1 college/university registrar or admissions officer
1 college/university finance officer
1 college/university dean/department chair of education
1 union director of education
1 conference/mission superintendent/director of education
1 person engaged in education not employed by the Church

Ex officio members:
General Conference President
General Conference Secretary
General Conference Treasurer/chief financial officer

b. Vacancies shall be filled by the Accrediting Association for unexpired terms.

3. Procedure—The Accrediting Association of Seventh-day Adventist Schools, Colleges, Universities shall, in consultation with the divisions/attached unions directors of education, appoint the accreditation teams responsible for the evaluation of tertiary institutions and act upon their recommendation. These teams shall usually include a member of the General Conference Department of Education staff. In divisions with a Board of Higher Education, the recommendations from the accreditation teams shall be forwarded to the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities through the respective Board of Higher Education. The Handbook of Accreditation, produced by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, will

*Members of the Executive Committee.
assist institutions and teams in accomplishing the purposes of denominational accreditation. The decisions of the Board shall be communicated to the chair of the board of the institution involved, to its chief administrator, and to the education director of the respective division/attached union. In the case of secondary institutions, the Board shall endorse the recommendations of the division/attached union Commissions on Accreditation and forward to them a certificate of denominational accreditation. Only those institutions holding current denominational accreditation shall be eligible to receive denominational subsidies.

4. **Meetings**—a. The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall hold regularly scheduled meetings at least once a year. A quorum shall consist of eight members of the Association.
b. The Association may invite consultants to attend as deemed necessary.
c. The Executive Committee of the Association shall consist of those members marked by an asterisk in 2-a. It shall meet as necessary between the sessions of the Association and shall operate within the powers delegated to it by the Association.

5. **Appeals**—Any action of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities involving a specific institution may be appealed by the same in writing within 90 days of notification of such action, following the procedure outlined in the *Handbook of Accreditation*.

6. **Reports**—All denominationally operated secondary and postsecondary institutions accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall be listed in the yearly edition of the *World Report of Seventh-day Adventist Education*.

7. **Budget**—The General Conference shall annually appropriate to the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities the funds necessary to carry out the denominational accreditation process.
FEB 05 10 NAD Commission on Accreditation—The North American Division shall have a Commission on Accreditation. As the authorized representative body for the Adventist Accrediting Association (AAA) of the General Conference, the NAD Commission shall coordinate accreditation of all educational institutions within its territory, which serve young children and youth from birth to grade 12 (all non-tertiary institutions).

1. The Commission on Accreditation shall report directly to the Adventist Accrediting Association of the General Conference.
2. The general functions and duties of the Commission on Accreditation will include the following:
   a. To establish guidelines, criteria, and procedures for the evaluation of all schools—K-12 and Early Childhood Education and Care (ECEC) centers.
   b. To receive and evaluate the reports of school evaluation visiting committees and approve a term of accreditation.
   c. To receive and evaluate the summary reports of K-18/K-10 school and ECEC Center evaluations and endorse the terms of accreditation.
3. Membership: The NAD Commission on Accreditation membership shall be nominated by the North American Division Office of Education and elected by NADCOM. Members of the commission shall serve on a rotating basis, usually three-year terms of office. Replacement membership shall be nominated and elected in the same manner for a specified term.

Group I—Ex Officio
Chair, Vice President for Education, North American Division, Secretary, Director for Secondary Education, NAD Office of Education, Director for Elementary Education, NAD Office of Education Associate or Assistant Director for Early Childhood Education and Care, NAD Office of Education Director or Associate Director, General Conference Office of Education with responsibilities to North American Division
Group II—Appointed
3 union conference directors of education
2 union conference associate directors of education
3 conference superintendents of schools
3 secondary principals
1 college/university department of education representative

FEB 05 15 Reimbursements of Participants at Committees and Commissions—Individuals serving on Office of Education committees and commissions are reimbursed as follows:

1. The General Conference Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities—Members of the General Conference Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities authorized to attend regularly called meetings of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall be reimbursed for the expenses of travel, lodging, and meals by their employing organizations.

2. Commission on Accreditation—When meetings of the Commission on Accreditation are called the same financial provisions apply as outlined in paragraph 1. In the case of members of the Commission who are not denominationally employed, reimbursement for authorized expenses will be provided by the North American Division.

3. Inspection Teams—When inspection teams are appointed to evaluate, accredit, inspect, or recommend new programs in institutions of higher learning, the expenses of the members are provided as follows:
   a. General Conference representatives shall be reimbursed by the General Conference.
   b. The institution being visited shall reimburse the other members of the team for their travel expenses, and provide room and board, and local transportation as may be necessary.
When an academy is inspected, the travel expenses of the inspection team members are reimbursed by the employing organization and the academy provides room and board.

4. *Ad Hoc Committees*—Committees for special surveys, etc., which are appointed by the North American Division and whose memberships consist mainly of North American Division personnel, shall have their expenses reimbursed by the North American Division.

**FEB 05 20 Tenure, Call, and Transfer of Education**

**Employees**—

1. *College and University Teachers*—The minimum term of service shall be three years. When an employee is hired by another organization, prior to the three-year minimum period, existing policies shall apply to unamortized educational and moving expenses. An additional $10,000 replacement expense fee, for each family unit, shall be paid by the calling institution. Change of rank or assignment within an institution in no way alters the definition of the three-year term of employment.

2. *Secondary Teachers*—A secondary teacher in one of the regular twelve-grade academies, after receiving a year’s leave for graduate study (or financial assistance for three summers of graduate study in harmony with regular policy), cannot be called by another employing organization within three years, except by agreement with the institutional boards involved, which shall include provision for the unamortized portion of the allowance granted.

3. *Elementary Teachers*—An elementary school or junior academy teacher, after receiving financial assistance for three quarters (or equivalent) of graduate study in harmony with the regular policy, cannot be called by another employing organization within three years, except by mutual agreement between the conferences involved, which shall include provision for the unamortized portion of the allowance granted.

4. *Calls for Teachers*—An organization placing a call for a teacher or any salaried employee working in a denominationally-
operated school, including teachers in hospital schools of nursing and nursing school staffs in collegiate schools of nursing, shall first obtain the consent of the organization employing such employee.

However, every effort should be made on the part of the school administrators to cooperate with the General Conference in filling emergency calls which may arise at any time for teachers or employees working in denominational schools. (The North American Division requests organizations to anticipate as early as possible their needs for educational employees so that their calls may be processed before May 1.)

5. Interdivision Service—These regulations do not apply in cases of appointment to interdivision service.

FEB 05 30 Journal of Adventist Education—The *Journal of Adventist Education* is the official publication of the Department of Education of the General Conference and of the Association of Seventh-day Adventist Educators. Employing organizations (conferences, academies, colleges, and universities) are to provide the *Journal of Adventist Education* for all teachers at all levels.

FEB 05 35 Relationship of Griggs University and International Academy to Other Schools—Academies and colleges shall accept the credits of the Griggs University and International Academy as of comparable academic value to credits earned in the regular classroom. In bulletins and other publicity media, denominational schools should avoid statements that could be interpreted by students as being unfavorable to correspondence work given by the Griggs University and International Academy.

Griggs University and International Academy may refuse to enroll any student already enrolled in academy or college classes if application is made without a statement from the academy principal or college registrar indicating that the student had arranged to carry such work during the current school year. It shall hold all secondary school students who enroll during the summer to one unit of work, and urge the student to complete the unit before the opening of the school year in the autumn.
FEB 05 37 Distance Education K-12—All educational entities that provide elementary and secondary school programs and desire to offer distance education courses are required to follow the procedures listed in the document entitled "Distance Education Policies, Standards, and Guidelines K-12" available from the North American Division Office of Education.

FEB 05 40 Out of Division Trips—Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of out of division trips request forms shall occur in close cooperation with the North American Division Office of Education.

Tours that need to be coordinated include the following:

1. Trips organized by secondary schools, colleges, and universities including mission trips.
2. Trips of school organizations at the secondary or tertiary level which have received an official invitation from an out of division denominational, cultural, or government organization.

All trips that leave the North American Division must have prior approval by the respective institutional or organizational board or committee and, if required by conference or union policy, the approval of the higher organization’s board or committee.

Out of Division Trips Forms shall be received by the North American Division Office of the Secretariat no later than sixty (60) days prior to the date of the trip.

The following trip information is required to be submitted on the out of division trips form (found at www.nadeducation.org/trips).

1. Name of sponsoring organization.
2. Name of the governing board or committee that has approved the trip and the approval date.
3. Full detailed itinerary including name of the trip, schedule of the dates, and locations.
4. Name of the trip director(s).
5. List of Seventh-day Adventist churches and/or institutions to be visited, if any.

6. A copy of the latest United States State Department Consular Information Sheet form (http://travel.state.gov/travel) including any warnings. This is to be reviewed within forty-eight (48) hours prior to leaving on the trip.

7. If this is a mission trip, provide a description of the materials needed and the method to provide these materials.

8. A list of needed vaccines, immunizations or inoculations needed for travel to the area(s) on the itinerary and the date(s) to be given to all participants.

9. A copy of the trip permission sheet is to be signed by all parents of minor children.

10. A completed and signed volunteer information form for all adult participants, who are not employed by the school or a denominational organization and verification that the organization has conducted an appropriate personal background/reference screening of the individual.

Upon receipt of the Out of Division Trips Form, the North American Division Office of the Secretariat shall inform the General Conference Department of Education, who in turn shall communicate with the Director of Education of the division to be visited. All detailed arrangements are to be made by the sponsoring organization with those in the area to be visited.

The trip participants shall be informed about the responsibility to uphold Church standards at all times in conduct, Sabbath observance, dress, etc. The political sensitivity of the area to be visited shall be considered at all times, and great caution shall be exercised to not disparage the host country or peoples in reporting about the trip.

Groups and individuals shall be advised of their personal responsibility for the expenses incurred while visiting denominational institutions and/or personnel. Groups shall not
expect denominational institutions or organizations to provide food or entertainment gratis.

Trip directors must ensure that individual participants are provided adequate travel insurance for bodily injury and medical expenses caused by an accident, or sickness, and provisions for emergency extraction of individuals, if needed. Trip directors shall carefully review any student accident insurance plans to determine if travel outside of the home country is included under the terms of their policy.

All trips must have general liability coverage to protect the denomination from liability risks. All travel agent/agency agreements shall be reviewed by legal counsel to minimize the potential of financial loss in the event the trip is canceled due to the negligence or fraudulent actions of the travel agent or agency.

Participants will be asked to sign an acknowledgement of risk and code of conduct statement.

**FEB 05 45 Interschool Sports—Rationale**—The Seventh-day Adventist Church is opposed to interschool league play (commonly known as varsity athletics) in Adventist schools. The major rationale for this is:

1. The inherent hazards of competitive rivalry have the potential to be exaggerated in interorganizational events.
2. The commitments of time, personnel, and finances are usually disproportionate to the number of individuals able to participate.

**Conclusions**—1. Christians should function with the highest of motives in their quest for athletic excellence.
2. Occasional friendship games or matches involving institutions at joint social gatherings are not classified as intermural or interschool athletics.
3. All people have talents—some more, some less. God expects faithfulness in service regardless of talents or pay (Matt 20:1-16). Even though talents are distributed differently, God expects individuals to develop what they have to the best of their
ability; and they will be given responsibility according to their faithfulness. The scriptures remind us, “Whatever you are doing, put your whole heart into it, as if you were doing it for the Lord and not for men, knowing that there is a Master who will give you your heritage as a reward for your service”—(Col 3:23, NEB).
ARTICLE I

1. Definition—A North American Division Higher Education Cabinet shall be convened by the President of the North American Division to coordinate among the church-affiliated institutions of higher learning in North America; provide for open communication among top institutional and denominational leadership; initiate, develop, and review overall long-range planning for Seventh-day Adventist higher education, ensuring regular updating and revision; to provide general guidelines for the governance of colleges and universities; and to seek ways for colleges and universities to collaborate and cooperate in accomplishing the objectives of Seventh-day Adventist higher education while respecting the autonomy of institutional boards.

2. Composition of the Cabinet—The membership of the Higher Education Cabinet shall include the president, secretary, treasurer/chief financial officer, and vice president for education of the North American Division, the chairs of the board and chief executive officer of each college and university operated by a denominational organization within the territory of the North American Division. In the case of Andrews University and Loma Linda University, the board vice-chair will also be a member. The North American Division president shall serve as chair. The president of the Association of Adventist College and University (AACU) Presidents shall serve as vice-chair. The North American Division vice president for education shall serve as secretary.
3. **Meetings**—The Higher Education Cabinet (NADHEC) shall meet at least once a year at a time and place determined by the chair. Usually meetings will be scheduled in conjunction with other meetings at which a majority of the members are present. The dates will be included in the North American Division Authorized Meetings for approval by the North American Division Committee (NADCOM).

4. **Duties of the Cabinet**—The Higher Education Cabinet shall:
   a. Review proposals to establish or discontinue programs of study (such as majors, professional, and graduate programs), and institutions (schools, colleges, and universities), whenever such changes appear to impact Seventh-day Adventist higher education in the North American Division and other divisions of the Church as determined by the secretary of the Higher Education Cabinet. Recommendations from such reviews shall be submitted to NADCOM, the General Conference Department of Education, or other sponsoring organizations, and to the respective institutional administration or trustees, in harmony with established procedure. If no prior understanding has been reached in the case of new programs, this would include at a minimum the informing of the respective presidents and departments, the Association of Adventist Colleges and University Presidents, and the Higher Education Cabinet in session.
   b. Review the reports from the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities following each institutional accreditation renewal with a view to taking responsibility for the educational standards achieved in Seventh-day Adventist higher education.
   c. Establish a schedule for occasional visits by Higher Education Cabinet officers to member institutions for the purpose of keeping these officers informed about institutional issues.
   d. Approve disbursement of funding received from the North American Division or other sources for the purpose of supporting Higher Education Cabinet activities.
e. Encourage and facilitate harmonious and cooperative working relationships between and among institutions of higher education by these and other means:
   1) Providing a forum for review of shared mission.
   2) Facilitating long-term planning for North American Division higher education.
   3) Facilitating resolution of apparent conflicts in such areas as recruitment, funding, new programs, and staffing.
   4) Collecting and analyzing statistical information from the institutions.

5. **Duties of the Higher Education Cabinet Secretary**—The secretary shall:
   a. Meet with the Association of Adventist Colleges and University Presidents.
   b. Facilitate site visits for the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.
   c. Provide public relations and information services on behalf of higher education.
   d. Represent the concerns and interests of higher education to the General Conference and the North American Division.
   e. Inform the Association of Adventist College and University Presidents regarding developments, challenges, and opportunities that have been identified in the North American Division and the General Conference.
   f. Stay informed about the operations and issues facing Higher Education Cabinet member institutions.
   g. Keep custody of all minutes and records of the Higher Education Cabinet.
   h. Secure needed funding from the North American Division to support Higher Education Cabinet activities.
Article II—Member Colleges and Universities

1. Colleges/Universities Maintained—Seventh-day Adventist colleges, universities, or professional schools in North America officially maintained for the purpose of providing higher education in the liberal arts, sciences, and various professional, technical, and vocational areas shall hold membership on the Cabinet.

2. Board Minutes—A copy of the minutes of the institutional board of trustees and its various committees shall be filed with the Higher Education Cabinet.

3. Board Responsibilities—The governance, control, conduct, management, and administration of each of the institutions are vested in the institution’s board of trustees. No institution assumes responsibility for the liabilities, debts, acts, or omissions of any other institution or organization simply because of its church affiliation.

Article III—Finances

All appropriations and other moneys available and to become available to the Higher Education Cabinet shall be used for the objects and purposes for which appropriated, subject to any terms, restrictions, limitations, or other requirements imposed. These funds shall be allocated by the Higher Education Cabinet.

Article IV—Right of Appeal

Any action of the Higher Education Cabinet involving a specific institution may be appealed by the institution in writing to the North American Division Presidents Cabinet within sixty days of notification of such action. Such an appeal may be supported by a representation of no more than three persons from such institution. The North American Division Presidents Cabinet in
closed session shall then render its decision. Further appeal may be made to the North American Division Committee.

**FEC 05 05 Objectives for Higher Education**—Seventh-day Adventist institutions of higher education provide special opportunities for Seventh-day Adventist youth who have satisfactorily completed secondary school instruction and who wish to prepare for lifework, or graduate or professional schools by obtaining an associate or baccalaureate degree.

The church-related institutions in their supportive, creative, and evaluative roles help develop within the students ethical, religious, and social values compatible with church philosophy and teachings, values which prepare the graduate for his/her lifework or vocation inside or outside denominational employ. These institutions also help develop in their students a higher concept of service to God and man.

**FEC 05 10 Objectives for Graduate Education**—Seventh-day Adventist education is integrative; that is, it regards man and life as a whole. Human works, institutions, and history are viewed from the point of man’s divine origin and destiny as revealed in the Word of God. Freedom in man, academic as well as personal, provides a progressive pursuit and discovery of truth which existed first in the mind of God and which man has been permitted to rediscover by revelation, study, reflection, and research. The end product must be, not a detached intellectual but a mature and committed Christian.

The essential business of a Seventh-day Adventist university or college on the graduate level is the mastery, critical evaluation, discovery, and dissemination of knowledge, and the nurture of wisdom in a community of Christian scholars. The Church supports graduate education in order to make effective, in teacher and student alike, the insights and values which Christian faith and doctrine provide as a vertical dimension in the study of the arts and sciences and of man and his institutions.
To a greater degree than in undergraduate education, the graduate school must concern itself with the discovery, critical evaluation, and application of knowledge to human thought and behavior. In these communities of scholars, special efforts will be made to foster an inquisitive spirit that is not content to master the broad reaches of the known but diligently explores the unknown; Seventh-day Adventist scholars participate in the enlargement of the island of knowledge existing in the immense seas of the unknown that surround man. Graduate education requires the application of techniques of investigation and evaluation as found in the laws of evidence. The Christian educator and advanced student alike utilize the systems of evidence of reason and science, but also recognize the validity of divine revelation, which is accorded a paramount position.

Finally, all Seventh-day Adventist graduate education concerns itself with the nurture and training of leaders for the Church and its enterprises, and for those service-centered vocations and professions wherein they may effectively witness for God, and promote both the good name and worldwide mission of His Church.

**FEC 05 20 Establishing New or Elevating Existing Colleges or Universities**—In order to coordinate the denomination’s efforts, and to avoid misunderstandings, it is requested that plans to establish new or expand existing schools not be implemented or publicized prior to final approval and receipt of official notice of the same by the Higher Education Cabinet.

Unions desiring to establish a college/university, or to elevate an existing school to advanced status, shall appoint a survey committee to make an on-site study of the proposal. This survey committee shall include representation from the General Conference Department of Education and the North American Division Office of Education. Requests to the General Conference Department of Education for authorization to establish a college/university or to elevate an existing school to advanced
status, shall be accompanied by a report from the survey committee and shall include a description of the purposes of the proposed educational institution, the constituency it is to serve, and the plans for financing and staffing. When the request is for a proposed change in organization or function of an established college/university, the projected changes should be clearly indicated in the inspection report along with present and projected scholastic levels expected of students attending the school.

The report by the survey committee shall be submitted to the Higher Education Cabinet for review and subsequent recommendation to NADCOM. In the case of a new institution, NADCOM may authorize the establishment of such for a probationary period of three years, subject to review by the sponsoring organization/institution and the respective accreditation agencies, including the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. In the case of an institution seeking to change, e.g. from a two-year to a four-year college, NADCOM will on the basis of the recommendations from the Higher Education Cabinet and/or the General Conference Department of Education, or other sponsoring organizations, advise the trustees of the college in question of its findings.

**FEC 05 25 Terms of Employment in Colleges and Universities—Recommendations for Consideration by Institutional Governing Boards**—All policies pertaining to the employment of faculty members shall be listed in a systematic fashion in a faculty handbook. Such statements shall include, among others, the following policies; (local conditions may require greater elaboration of details or greater stringency in procedures):

1. **Contracts**—The contract is a conditional statement of mutual obligation between the institution and the employee in accordance with policies of the institution. If the board, after being advised by the president, does not reappoint a full-time teacher who does not have continuous appointment or an uncompleted multiple-year appointment, the administration shall notify that
1. Notice to teacher—Notice of non-renewal of salary or appointment is to be given in writing at least three months before the end of the school year unless the decision is based on personal causes as described in paragraph 5.

2. Appointments—Appointment periods are not contractual periods but are an indication of length of time between routine reviews of the status of the teacher as follows:
   a. A one-year renewable appointment is generally given to a new teacher. The status of such a person is reviewed before a new contract is issued. The institution has no further obligation to the person if the contract is not renewed, provided that notification is performed as stated in the faculty handbook.
   b. A multiple-year appointment may be voted for a professor, associate professor, or assistant professor who has had one or more one-year appointments or has served satisfactorily in other institutions. In the usual case, a person with a multiple-year appointment will not be subjected to a status review until the end of the appointment period. The institution has no further obligation to the person if the contract is not renewed at the end of the appointment period, provided that notification is performed as stated in the faculty handbook.
   c. A continuous appointment may be voted by the board for a professor or associate professor upon the recommendation of the president, after a period of at least six years of service. The institution may determine what types of previous service will provide eligibility. A teacher having associate or professor rank with six or more years of service in another Seventh-day Adventist institution of higher learning, or a person who has been given continuous appointment in such an institution, may be considered by the Board of Trustees for continuous appointment at the time of hiring, or as soon as the hiring institution is satisfied that the teacher is providing quality service. A teacher with continuous appointment will receive one-year contracts even though the status is not reviewed annually. The status of such a teacher may be reviewed at multiple-year intervals or as necessary. The continuous
appointment of a teacher is not interrupted if granted leave. Great care shall be exercised in the selection of a new faculty member in order to avoid early separation, either because of personal deficiencies or because of over-hiring. Employment security is desirable, but it must be earned by demonstrating teaching effectiveness and support of the mission of the institution. The North American Division/General Conference policy pertaining to calls from one institution or field to another, shall apply to teachers, including those on continuous appointment.

3. Department Chairs—Appointment, Tenure—The chair of an instructional department is appointed for a definite period by the board on nomination by the president. Each college or university shall determine the length of the appointment period and policies on early termination in cases where the service of the chair is unsatisfactory. Health science institutions in which both clinical service and instruction are included in the responsibilities of the chairs may choose not to provide term appointments for chairs.

4. Continuous Appointment—Administrators—Administrative officers and associates in administration of the institution and its schools are not eligible for continuous appointment, except as teaching faculty in an academic department, or as may be determined by institutional policy.

5. Separation—a. A teacher with an uncompleted multiple-year appointment or with continuous appointment may be separated from the institution by the board for personal causes such as gross and inexcusable inefficiency, neglect of duty, misconduct, or for repudiation, defiance, or subversion of the standards and the teachings of the Seventh-day Adventist Church as set forth in the Seventh-day Adventist Yearbook and in the Seventh-day Adventist Church Manual. Separation may also be voted for institutional causes such as reorganization or discontinuance of academic programs, enrollment reduction, or financial exigency.

b. When the president has decided to recommend separation of a teacher having an uncompleted multiple-year appointment
or continuous appointment, he shall notify the teacher in writing of the reason(s) and the basis for the reason(s). This shall be done in sufficient time so that if the teacher chooses, there may be appeal to a faculty review committee and so that the committee will have adequate time for considering the appeal and reporting its findings to the president. If the committee supports the president’s decision, or if the committee does not submit adequate reasons for retaining the teacher, the president shall then recommend to the Board of Trustees that the employment of the teacher be terminated. The action of the board shall be final.

c. A teacher with an uncompleted multiple-year appointment or continuous appointment or an administrator or administrative associate who is relieved of his employment for institutional cause may receive full salary and benefits for a maximum of twelve months from the day of final notification of separation or until the person has other employment, if that should occur in less than the specified compensation period. The amount of the period of terminal compensation for qualified persons shall be related to the length of service and the type of appointment. The institution shall determine the types of service to be considered.

d. Formulas for calculating the extent of terminal payments shall be published in the institutional policy handbook. The college or university has no obligation to make terminal payments to a teacher who is separated for personal causes. It must be clearly stated in the notification of termination whether the separation is for personal or for institutional cause.

6. Financial Exigency—An institution may define itself as in a state of financial exigency when careful analysis shows that the institution cannot operate within its income during the foreseeable period ahead unless there is a reduction in teaching expenses even after all reasonable economies have been affected.

7. Restriction on Tenure and Continuous Appointment, Seventh-day Adventist Colleges and Universities—Subject to applicable civil laws and regulations, in keeping with the aim and
mission of Seventh-day Adventist education, tenure and continuous appointment of faculty shall be limited to members of the Seventh-day Adventist Church in regular standing, who meet the institutional requirements. Exceptions to this policy shall be under the guidance of the governing board of the institution. (GC FE 65 05, paragraph 4.)

8. Procedures in Institutional Personnel Decisions—a. Appointments of new teachers, promotion of teachers in academic (or special) rank, or dismissals of teachers shall be proposed to the board by the president. Before the president makes his decision, consultation shall have taken place that will enable at least the following to offer advice: the vice president for academic administration, the dean of the school, and the chair of the department. The vice president for academic administration may consider the advice of the Rank and Tenure Committee if such is included in the governance system before making recommendations to the president. The president may, in special circumstances, suspend the services of a teacher who is under contract if it is perceived that the presence of that person on campus would not be in the best interest of the institution. The suspended person will retain the right of review as stated in paragraph 5-b if that option is chosen.

b. Appointment of the chairs of the instructional departments shall be proposed to the board by the president. Before the president makes his decision, consultation shall have taken place that will enable all members of the department, as well as the dean(s) of the school(s) in which the department functions, and the vice president for academic administration to offer advice. The vice president for academic administration may consider the advice of the Rank and Tenure Committee if such is included in the governance system before making recommendations to the president.

c. Appointment of the administrative officers and deans of the institution shall be proposed to the board by the president.
Before the president makes his decision, consultation shall have taken place that will enable department heads of the administrative area to offer advice. Other personnel may be consulted, as it seems appropriate on a given campus.

d. Appointment of a president is made by the board after consideration by a committee on nominations within the membership of the board. This committee on nominations shall give administrative officers, the full professors, and the department chairs an opportunity to offer advice before a decision is made.

FEC 05 35 Reimbursement of Expense for Doctoral Degrees—In making arrangements with prospective faculty members who have earned the doctoral degree at their own expense, or with those who have secured their doctoral degrees by having a portion paid by the denomination, colleges/universities may make financial reimbursements to such individuals on the following basis:

1. Underlying Philosophy—Reimbursement for doctoral expenses is an institutional option which encourages recruitment and retention of excellent teachers. It is not an entitlement of the same nature as medical and educational perquisites and may vary with discipline and campus needs.

   Doctoral reimbursement will depend upon many factors: a formal request by the prospective teacher, documentation of expenses and income during doctoral studies, availability of teachers with similar training, institutional needs, institutional finances, professional promise of the candidate, and other circumstances which may be reflected in the negotiations.

   There shall be a candid discussion with all prospective teachers relative to the doctoral reimbursement provisions, and all reimbursement matters shall be agreed upon in writing prior to employment of the teachers. Unless prior understanding has been provided in writing by the institution, doctoral reimbursement is not available for a teacher who commences doctoral studies while employed by the school.
Reimbursement shall be made only for doctoral studies at universities or seminaries which are accredited with their regional accrediting associations. Accreditation by professional accrediting associations is not in itself necessarily sufficient.

2. **Amortization**—A maximum of five years of full-time service will amortize full reimbursement. A prorated scale will establish amortization time for less than full reimbursement. Employment of a prospective teacher, between the conferral of the doctorate and employment by the school, will normally reduce the total amount granted by the school for doctoral reimbursement.

3. **Financial Limits**—A teacher who has completed a doctoral degree at his/her own expense may apply for reimbursement of such expense from his/her employing institution at the time initial hiring arrangements are made. Teachers eligible for this reimbursement will normally be those employed in positions that lead to permanent academic standing. Such reimbursement shall be agreed upon at the time of the first employment subsequent to completion of the degree, but in any event must be accomplished within five years. Reimbursement is considered optional at the discretion of the institution.

Full reimbursement will not be greater than actual out-of-pocket costs for tuition; books; fees; dissertation expenses; education loans, including fees and interest; related travel and moving expenses; and living expenses. Living expenses include cost of housing, utilities, transportation, food, and health care. Reimbursement for living expenses shall not exceed 100 percent of the annual local area remuneration factor in effect at the time such expenses were incurred. All expenses must be documented to the satisfaction of the employing institution. The amount is to be paid in equal installments over a five-year period. As an alternative, the institution may choose to assist in repayment of educational loans.

**FEC 05 40 In-Service Training Assistance**—1. **Master’s Degree**—Teachers studying for a Master’s degree shall receive financial assistance during a leave of absence from a Seventh-day
Adventist college/university in harmony with the union conference policies. When such assistance is granted it is usually on a part-time basis, such as during summers, or during the regular school year while teaching.

2. **Service Obligation**—A teacher in this category will be obligated to serve his institution for one year after receipt of his degree. Whatever graduate expense has not been amortized by previous service will be amortized by this one year of service or it shall be the liability of the teacher or the calling organization. A summer’s leave of absence for study for a Master’s degree shall be amortized by one year of service following the study.

3. **Scholarships**—Scholarships may be provided for teachers on leave to advance their education, for teachers attending summer sessions, and for supervisory teachers in college/university demonstration schools to secure advanced degrees.

4. **Doctoral Degree**—A college/university teacher who is approved by his/her board for leave of absence for advanced study toward a doctorate degree shall receive a maximum allowance (for which in all cases a written contract shall be entered into) an amount covering (a) full salary and allowance, (b) tuition, fees, and research expenses or travel expense, whichever is greater. If the teacher who attends an institution of higher learning on a leave of absence for advanced study is separated from his/her family, thus increasing the family’s living expense, a special living allowance of up to one-half of the General Conference per diem allowance may be granted by the sending organization. Assistance may also be given toward the additional cost of housing.

5. **Accounting Records**—The financial assistance that is provided to doctoral candidates shall be charged to operating expense each year. All assistance given toward the graduate program, including paragraphs 4. (a) and (b) above less any grants-in-aid allowance received from other than the sponsoring institution, shall also be entered in the account, Unamortized
Graduate Study Expense. The same amounts shall be credited to the account, Allowance for Unamortized Graduate Study Expense.

6. Amortization—The total doctoral study expense shall be amortized annually in an amount equivalent to five times the Remuneration Factor or one seventh of the total expense, whichever is greater, for each full year of service. This amount shall be credited and debited to the respective accounts referred to in paragraph 5.

7. Aborting of Study Program—If after a certain amount of graduate study on a doctoral program the teacher decides that he/she will no longer pursue such a program, he/she must then acknowledge such decision to the administration in a letter. In such a case amortization of expenses would begin no earlier than at the beginning of the fiscal year in which the decision not to continue the doctoral program is reached, as recorded in a letter to the teacher. For a part-time leave of absence, a similar proportionate arrangement shall apply. At the time when a teacher who has been on study leave returns to his/her institution, the college/university administration and the teacher shall come to a written and itemized understanding regarding the total amount to be amortized, and the teacher shall sign a note or notes based on the terms of the contract as it concerns payment or amortization.

8. Call to Another Organization—When a teacher with an unamortized graduate expense is called to another organization, it shall be mutually agreed upon in writing by the two organizations, before the call is actually passed on to the teacher as to whether this amount is to be paid in one sum or over a period of time.

9. Termination of Denominational Employment—The unamortized balance in the unamortized graduate study expense account is the responsibility of the teacher if he/she leaves denominational employment.

10. Mission Service—In case of a call to foreign mission service, the college/university may waive the unamortized portion of the obligation.
11. Leave of Absence Without Financial Assistance—A faculty member who, during a leave of absence, receives from nondenominational sources a scholarship, fellowship, or grant-in-aid covering a full program of graduate study and whose stipend is greater than regular full salary, shall return to the college/university a sum equal to regular full salary and receive a regular full salary as if teaching on the college/university campus. Health-care assistance is granted for the period involved. Denominational service credit shall be granted during this time provided he/she returns immediately to denominational service. A teacher in this case would have a service obligation but not a financial obligation to the institution.

12. Partial Assistance—If the stipend is less than regular full salary, the faculty member shall return to the college/university an amount equivalent to the stipend received and in return receive from the college/university the regular full salary which would be allowed for a full program of teaching, including health care assistance. Denominational service credit shall be granted during this time, provided he/she returns immediately to denominational service.

13. Service Obligation—Faculty members who have been granted leave of absence for graduate study as indicated above must agree to return for further service to the institution granting the leave. He/she/they shall not be eligible for a call from a sister institution until they have served for a period equal to three times the length of the study leave. In no case shall the required term of service be less than one year or more than five years. In case of a call to mission service or a call to major administrative responsibility, this provision may be waived.

14. Other Professions—Professional nurses, dietitians, and other qualified specialists who are approved by their respective boards for leave of absence for advanced study beyond the basic course or postgraduate study, shall be dealt with according to the provisions outlined above.
FEC 05 45 Affiliation Procedures—North American Division and Educational Institutions Outside of North America—

When arranging for an affiliation of a Seventh-day Adventist post-secondary school outside North America with a Seventh-day Adventist educational institution in the North American Division, the following procedure shall be implemented:

1. Upon authorization of its Board of Trustees, a post-secondary school or college/university outside of the North American Division, desiring affiliation for recognition of academic credits leading to a degree, an upgraded program, or quasi-accreditation for recognized certificates and diplomas, should request the division education advisory committee and/or commission concerned, to study the need and proposal.

2. If the education advisory committee or commission concerned recommends such an affiliation, and the division committee approves it, then the division secretary of education shall correspond with the General Conference Department of Education for counsel.

3. The General Conference Department of Education shall:
   a. Study the application for affiliation.
   b. Study the substantiated needs of the overseas school.
   c. Survey possible opportunities for a parent or sponsoring school in the North American Division.
   d. Initiate and coordinate the possible affiliation between the two institutions.
   e. Recommend to the North American Division Higher Education cabinet contractual arrangements involving organizations, program, services, finance, and personnel.

4. The two institutions concerned shall work out all the details and incorporate them into a contract to be signed by the chief administrators of the two institutions, the North American Division Vice President for Education, and the Director of the General Conference Department of Education. Among the items that
should be taken into consideration in drawing up the affiliation contract are the following:

- a. The organization of the program
- b. An outline of the program to be established
- c. Services to be rendered by both institutions
- d. Personnel to be involved.

1) The term of service should be indicated (possibly a period of one or two years). The service record shall remain in the files of the sending college/university, and credit for the overseas service shall be recorded.

2) Once an affiliation has been approved, travel plans for the personnel involved shall be submitted to the North American Division Committee for Administration for recording.

3) The sending college/university shall make adequate arrangements with the General Conference or division transportation offices to ensure that appropriate travel and accident insurance has been extended to cover the individuals concerned for the full term that they are abroad, this to be at the expense of the receiving institution.

4) The receiving institution shall pay salaries and allowances of the visiting professors.

5) The receiving division shall be responsible for the visiting professor’s social security payments.

6) Policies regarding allowances and other benefits for missionaries do not apply.

7) The policy with regard to the base division deposit does not apply to “exchange professors” in an affiliation program. However, the division, where it deems it advisable, may pay the exchange professor his/her salary in accordance with its policy in dealing with interdivision employees.

5. The contractual instrument shall be submitted for approval to the boards of the respective institutions concerned, the division committee requesting the affiliation, and to the General Conference Executive Committee. Copies of this affiliation
contract shall be filed with the Higher Education Cabinet, the General Conference Department of Education, Secretariat, and Treasury office.

**FEC 05 50 Tuition Discounts to Employees From Overseas Divisions**—When any division other than the North American Division sends its employees or their dependent children to attend colleges/universities in the North American Division and makes financial payments from denominational funds on behalf of such students directly to the college/university concerned, the college/university will match dollar for dollar with the sending division, up to 25 percent of undergraduate tuition. If the person also receives a federal (national) or state (provincial) scholarship, the school may reduce this discount in direct proportion to the amount of such scholarship. Such remittances must come through the division and on approval of the division committee.

**FEC 05 55 Un-sponsored Students**—1. Educational institutions are advised that divisions will contribute financial assistance only for those students selected by the division committee, and whose study and financial plans have been approved by that committee and outlined in a letter addressed to the institution by a division officer.

2. Students not approved by a division committee are understood to be undertaking their study program on their own financial responsibility. Educational institutions shall therefore assure themselves before accepting such students from overseas divisions, that they have a satisfactory financial plan for meeting school and living expenses.
EARLY CHILDHOOD EDUCATION AND CARE POLICY

FED 05 North American Division
Early Childhood Education and Care

FED 05 05 North American Division Early Childhood Education and Care (ECEC)—The North American Division has established within the NAD Office of Education the Early Childhood Education and Care program to provide oversight for out-of-home education and care provided to young children from birth to entrance into formal schooling (K-12). ECEC programs are integral to the mission of the Church, providing early Adventist education and care for constituent church families and an outreach service to the communities where located. ECEC programs operated by churches and schools shall be in harmony with the policies and practices developed to ensure high standards of quality and to meet governmental regulations.

FED 05 10 North American Division Early Childhood Education and Care (ECEC) Philosophy—North American Division Early Childhood Education and Care has its foundation in the Biblical imperative for purposeful training of the young child. We are admonished to teach the words of Holy Script “diligently unto thy children,” and to “train up a child in the way he should go” (Deuteronomy 6:7, and Proverbs 22:6, KJV).

The North American Division recognizes that the early education and care of young children is the beginning of a continual growth process. “Too much importance cannot be placed upon the early training of children. The lessons learned, the habits
formed, during the years of infancy and childhood, have more to do with the formation of the character and the direction of the life than have all the instruction and training of after years” (Ministry of Healing, p. 380).

In partnership with the home and church, it is essential that a balanced ECEC program be established to meet the needs of a child’s spiritual, physical, intellectual, social and emotional development from birth to entrance into formal schooling. This focus has the full intention of affirming the value of each child and family, bringing them closer to Christ.

**FED 05 15 North American Division Early Childhood Education and Care Mission Statement**—To provide young children with Christ-centered, developmentally-appropriate experiences in safe, nurturing environments that are aligned with the beliefs and values of the Seventh-day Adventist Church.

**FED 05 20 North American Division Early Childhood Education and Care Vision Statement**—To see young children growing in their love for God and love for others through purposeful integrated learning experiences in a caring Christian environment.

**FED 10 North American Division Early Childhood Education and Care Advisory**

**FED 10 05 North American Division Early Childhood Education and Care (ECEC) Advisory**—The North American Division ECEC Advisory provides leadership, general oversight and counsel on early childhood education and care programs operated and/or hosted by Seventh-day Adventist churches and schools.

**FED 10 10 North American Division Early Childhood Education and Care (ECEC) Advisory—Membership**—Shall be composed of eleven (11) members, one representative
from each union conference who serves as the leader or representative of ECEC programs; a representative from higher education appointed by the North American Division Office of Education on a rotating basis; and the North American Division Associate Director of Early Childhood Education and Care serving as the chairperson. The NAD Vice President for Education and union Directors of Education are ex officio members.

**FED 10 15 North American Division Early Childhood Education and Care Advisory—Meetings**—The North American Division Advisory shall meet at least twice a year.

**FED 10 20 North American Division Early Childhood Education and Care (ECEC) Advisory—Functions**—The functions of the North American Division ECEC Advisory shall include, but shall not be limited to, the following:

1. Provide counsel to the North American Division Office of Education on Early Childhood Education and Care programs.
2. Articulate a philosophy, mission, vision, goals, and objectives for early childhood education and care.
3. Develop and recommend policies that represent best practices for ECEC in schools and churches.
4. Foster communication between and among division and union offices of education leaders and ECEC leaders.
5. Facilitate collaboration with Human Resource officers, Adventist Risk Management, and other ministries at all levels.
6. Develop and oversee the collection of data and reporting on ECEC programs.
7. Establish procedures for auditing, licensure, accreditation, and personnel certification in Adventist ECEC programs.
8. Facilitate the creation and adoption of developmentally appropriate instructional materials, resources, and practices.
9. Develop protocols to monitor and assess ECEC program effectiveness to ensure the mission, goals and objectives are being met.
10. Provide leadership for a program of professional development for ECEC personnel.
11. Respond to system-wide critical needs and issues.
12. Collaborate with the Union Directors of Education Council on long and short-range planning, and setting budget priorities.

**FED 15 Union Early Childhood Education and Care Leadership**

**FED 15 05 Union Early Childhood Education and Care (ECEC) Leadership**—Each union conference is to employ within the union Office of Education an assistant or associate director with responsibility for Early Childhood Education and Care. This union ECEC leader will report to the union Director of Education and fulfill responsibilities that facilitate the development of policies to meet unique governmental regulations, collaborate with conference Office of Education personnel in overseeing implementation of ECEC policies and practices throughout the territory, and serve on the NAD ECEC Advisory.

**FED 15 10 Union Early Childhood Education and Care (ECEC) Leadership Functions**—The responsibilities of the union ECEC leader include, but are not limited to the following:
1. Provide leadership in developing and maintaining a union-wide, Christ-centered, developmentally appropriate ECEC programs in churches and schools.
2. Advocate for the needs and interests of ECEC personnel and programs to constituents, conferences and union groups.
3. Provide leadership in the development of long-range plans for ECEC programs in the union.
4. Develop and administer with the union Director of Education a budget for ECEC programs and activities.
5. Collaborate with the NAD ECEC Advisory, Adventist Risk Management, and Human Resources to develop and implement
policies and guidelines for the establishment and operation of ECEC programs.

6. Create necessary documents and forms to maintain appropriate administrative oversight, communication, and data collection for ECEC programs.

7. Provide counsel and guidance to local churches and schools in the establishment of new ECEC programs.

8. Research and communicate current governmental regulations which impact ECEC programs.

9. Collaborate with local conference personnel to ensure compliance with governmental regulations for health and safety ECEC programs.

10. Develop and implement in partnership with the NAD accreditation documents and procedures for ECEC programs.

11. Compile and report data as may be required by the NAD and/or useful to the planning and reporting of union-wide ECEC programs.

12. Collaborate with the NAD in the development of a curriculum for young children.

14. Facilitate the planning and implementation of in-service and professional growth opportunities for ECEC personnel.

15. Assist the local conference in implementing effective personnel evaluation processes.

16. Collaborate with the NAD in developing and implementing a teacher/caregiver certification program.

17. Chair a union-wide advisory group of conference and center representatives to guide ECEC programs within the union.

18. Serve on additional committees and councils and respond to special requests as directed by the union Director of Education.
FED 20 Conference Early Childhood Education and Care

FED 20 05 Conference Early Childhood Education and Care (ECEC)—The local conference serves as the employer. As such the conference should assume responsibility for early childhood programs and their employees as ECEC is under the auspices of NAD (specifically NADOE) and ECEC employees are Conference employees. FEA 20 15 outlines the Conference Office of Education ECEC functions.

Each local conference with ECEC programs operating in churches and/or schools is to designate a person in the Office of Education to serve as the Liaison or Associate Superintendent for ECEC programs. This leader will work in collaboration with the union ECEC leader to implement and maintain an effective ECEC program within the conference.

Each local conference, in collaboration with the local church or school and the ECEC program, is also responsible for determining whether an ECEC program is viable and sustainable and how much support may be needed to assist the ECEC program in maintaining its ministry and for the length of time that support is needed.

Once the viability and sustainability is determined, for those that are deemed viable, options for continued operations should be explored. Those options include total Conference-based support, partial Conference-based support and/or separate incorporation under denominational status as provided for in BA 25 and C 47.

1. If providing conference support is not an option and the conference feels that the ECEC program is financially viable, can operate on its own accord and is mission-directed, the final option to be considered may be separately incorporating under NAD Working Policy BA 25 and C 47. This is not a preferred option, but if entered into there are some recommendations to be considered:
a. It is recommended that legal counsel be sought and that the Conference and the ECEC program work closely with the Office of General Counsel to be sure that their business, corporate and governance plans are in alignment with Policy BA 25 and C 47 and that the plan is legally sound. That the following areas of concern be addressed by the local legal counsel:

i. Where the ECEC is a stand-alone program, there must be a rental agreement between the ECEC Program and the local church.

ii. There must be signed consent that the ECEC Program will operate within the mission and practices of the SDA Church.

iii. The ECEC program must file for its own Employer Identification Number (EIN) from the federal government.

iv. The ECEC program must file for a local and county business license(s) as a corporation, partnership, or independent business owner, as applicable.

v. The constituency, (ownership) must comply with the requirements of NAD Working Policy BA 25.

vi. A governing board must be formed as a separate entity of the local church.

vii. The ECEC program must be accredited by the Adventist Accrediting Association (AAA) or must demonstrate evidence of being in the process of obtaining accreditation. The program must be accredited within two years of receiving denominational status.

viii. The ECEC board cannot be chaired by the local church or school chair, the church
pastor, or any other local church board member or school administrator.

ix. No more than 25% of the ECEC Board membership can be members, administrators or board of the local church or school.

x. The ECEC board must develop its own corporate documents (constitution and bylaws).

xi. State licensure becomes a local issue and operational applications must be resubmitted based on the new business’ format.

xii. Conferences, churches and schools must be aware that business and income taxes may apply and that there is potential for Unrelated Business Income Tax (UBIT) to be assessed.

xiii. Conferences, churches and schools must also be aware that there is a potential for loss of property tax exemptions currently enjoyed by the facility.

xiv. If non-profit status is desired, the ECEC must file for their own non-profit, 501 (c) (3), status.

xv. The ECEC must be responsible for processing their payroll, employee taxes, employee benefits, insurance, etc.

xvi. Risk management and loss control becomes a local issue.

xvii. All programs must meet the requirements of NAD Working Policy S 60 which sets minimum insurance coverage limits and becomes the responsibility of the ECEC Program.

xviii. State and federal regulations such as CACFP and OSHA become a local responsibility.
xix. Playground, pest control and hazardous material inspections become a local responsibility.
xx. Human Resources is the responsibility of the ECEC Program.
xxi. Legal counsel and auditing services must be retained by the ECEC Program.

b. This policy (FED 20 05) is not to be considered as an option to avoid adherence to the Affordable Care Act (ACA), it is to be considered as an alternative administrative and business model with continued connection to the church.

c. Programs that incorporate with denominational status are strongly encouraged to provide equitable wages and benefits, inclusive of health benefits.

2. If conference support is not an option and the ECEC program, conference or church does not want to separately incorporate, even if the ECEC program is viable and sustainable and mission-directed, the ECEC program must be closed or become independent and no longer considered as part of the Adventist system.

**FED 20 10 Relationship of Conference with Early Childhood and Care (ECEC) Programs**—The conference board of education through the Office of Education is to provide oversight of ECEC programs at churches and schools within the conference. Some governance and administrative functions may be delegated to a center board and/or director and will require regular communication and close cooperation between the center and conference.
FED 25 Early Childhood Education and Care Programs

FED 25 05 Early Childhood Education and Care (ECEC) Center Identity—A Seventh-day Adventist ECEC program is operated by a local church or school. ECEC programs include various age-appropriate services for young children and are generally known as daycare centers, child care centers, preschools, pre-kindergartens, etc.

FED 25 10 Establishing an Early Childhood Education and Care (ECEC) Program—Establishing a program is the responsibility of the local church or school constituency when it has been determined that the needs and interests of its constituency and community would be served. ECEC programs should be established to serve families of young children and should be infused with Seventh-day Adventist beliefs and values. Programs shall operate in harmony with denominational policies and governmental regulations.

FED 25 20 Program Licensure and Annual Reporting—Programs shall meet applicable denominational and governmental requirements for program licensure and/or registration, and meet annual reporting protocols as required by denominational policy and governmental regulations. Every ECEC Program within the North American Division should be licensed or meet the licensing requirements as stipulated by its governing civil authorities. If the State/Province does not allow for non-public ECEC programs to be licensed, the program should still meet the requirements for licensing and report such to their conference office of education.

FED 25 30 Early Childhood Education and Care (ECEC) Legal Issues—Each program has the responsibility to carry out policies that protect young children and center program staff in compliance with governmental regulations for the jurisdiction in which the program operates. The union, conference, or division
does not have legal responsibility for any acts or omissions in the administration of a program. The ECEC program has the day-to-day responsibility, legal and administrative, to operate in cooperation with the conference and in alignment with the policies established by the union conference and division.

FED 30 Early Childhood Education and Care Employment

The conference board of education has the delegated authority to oversee governance and employment for local ECEC programs within the conference. Some employment functions such as the recruitment, assignment, evaluation, and supervision of ECEC employees may be delegated to the local ECEC program board and/or administrative director. As the employing authority the conference board of education shall take action on all employment or discontinuance of employment recommended by local ECEC program boards.

FED 30.10 Criteria for Employment—Individuals employed in local ECEC programs shall affirm their commitment, while on the job or representing the institution, to uphold the mission, beliefs and values of the Seventh-day Adventist church, abide by all denominational ECEC policies, and shall demonstrate the personal qualities and interests that will ensure the safety and well-being of young children.

FED 30.20 Employment Positions—The conference shall, in consultation with division and union ECEC leaders, create and adopt job descriptions aligned with denominational standards of quality and governmental regulations. Job descriptions shall be consistently applied to all ECEC positions in a conference.

FED 30.25 ECEC Administrative Director—The leader of a local ECEC program is the administrative director with specific
responsibilities and duties as assigned by the conference and as described by denominational policy and governmental regulations.

As outlined by governmental regulations, this generally qualifies the director as a salaried/exempt employee. To ensure the mission and purpose of Adventist ECEC programs all newly hired directors shall be Seventh-day Adventist church members.

General functions of the administrative director include, but are not limited to:
1. Provide leadership in establishing a positive spiritual climate and directing an age appropriate program of religious activities.
2. Supervise all staff and provide professional development to meet regulations and improve program quality.
3. Ensure individual child engagement and development.
4. Monitor child health and safety in program activities.
5. Create verbal and written channels for positive and regular communication with families.
6. Provide leadership in preparing for program evaluation.
7. Oversee licensures and regulatory compliance.
8. Administer the program in accordance with denominational policies for early childhood education and care.
FAMILY MINISTRIES—
DEPARTMENTAL POLICIES

FF 05 Philosophy

Scripture affirms the importance of the family and outlines divine principles which govern family relationships. Ellen G White held strong convictions regarding the importance of families and ministry to them: “The restoration and uplifting of humanity begins in the home…. The well-being of society, the success of the church, the prosperity of the nation depends on home influences.”—The Ministry of Healing, p 349.

The broad principles found in the Scriptures and expressed in the counsels of Ellen G White provide the basis for the ministry to families promoted by the Seventh-day Adventist Church.

The Family Ministries Department recognizes the significance of family in the lives of believers and nonbelievers alike. It endeavors to strengthen the home as a disciple-making center where family members through their interpersonal relationships are encouraged in their relationship with Jesus Christ and His Church, and where the relational skills necessary for emotionally-healthy relationships and winsome witness are developed. It helps individuals build and maintain warm, intimate ties with God and family that meet the yearnings of the human heart for connectedness and gives life purpose and meaning. It recognizes that healthy Christian families make strong members of society and the kingdom of God. The department endeavors to keep in perspective both God’s ideals for family living and an understanding of the brokenness experienced by individuals and families in a fallen world. Thus Family Ministries calls individuals, married couples, and parents to stretch toward divine ideals, while at the same time extending the redemptive, healing ministry of
Christ. Efforts on behalf of families are held to be urgent, vital, and integral to the message and mission of the Church.

**FF 10 Objectives**

Recognizing the mutual strength and support which the church must be to the home, and the home to the church, if the mission of the church is to become a reality, the Family Ministries Department has adopted the following objectives:

1. To proclaim the reviving and restorative message of the everlasting gospel within the context of family living. Christ is and must be acknowledged as the Savior and Head of every home. In Him, family members are at peace with God and at peace with each other. As they are drawn near to Him they are drawn nearer to each other, in love, forgiveness, reconciliation, restoration, and renewal.

2. To affirm and strengthen every Seventh-day Adventist family as a primary discipling unit. Family Ministries seek to deepen understanding of the relational dimension of being and making disciples and to strengthen family members as disciple-makers within the family. A married couple is viewed as the primary unit of the family. The department seeks to provide couples and families with access to educational, enrichment, and counseling opportunities to enhance the development of the relational skills necessary for the effective discipling of one another and growth toward vibrant Christian marriage, parent-child and extended family relationships.

3. To enable parents and families to increase the likelihood of successful transference of Christian Seventh-day Adventist values to the next generation. Family Ministries develop materials and provide learning opportunities within church and family settings designed to enable parents to make biblical values winsome to their children and youth. The department encourages an atmosphere within homes and churches which promotes
questions and on-going discussion regarding Christian values and
tenets of faith among parents and children, young and old,
leaders and members in an effort to foster the development of
mature faith.

4. To create a “family of God” experience in every Seventh-
day Adventist Church. Family Ministries foster an atmosphere
which respects and celebrates diversity within congregations and
within the World Church, recognizing that unity is not found in
uniformity, but in Christ, the Head of the body. Through a shared
commitment to a common message and mission and a reciprocal
openness, honesty, and vulnerability in relationships with one
another, the oneness we have found in Christ may become a
reality in experience.

5. To empower families for winsome witness. Beyond the
priority placed on the home as the most important mission field,
Family Ministries helps families to discover and utilize their
spiritual gifts in the community around them. The department
encourages and enables families to relate in winsome ways and to
share Jesus with non-believing family members, neighbors, and
friends, as they support the Church and its mission outreach
through their prayers, offerings, and service.

**FF 15 Areas of Emphasis**

Family Ministries seeks to widen the Church’s understanding
of families beyond a mere collection of individuals to see the
family as an intricate, dynamic system of relationships. The focus
of Family Ministries is upon growing emotionally healthy
relationships—beginning with the pastor’s family and expanding
outward to touch ever-enlarging circles. Thus this ministry
corns itself primarily with relational dynamics rather than the
needs of individuals per se. The basic target areas of emphasis for
the Family Ministries Department are premarital guidance,
strengthening marriage, parent education, and general family
relationship education with attention also given to the unique relational needs of extended families, single parents, stepfamilies, and singles. The development of relational skills fostered by Family Ministries empowers young people, singles, and families, and enriches relationships both within the home and within the church, the household of faith. The overarching ministry objective to enable the family as a discipling center pervades all of the departmental activities and is expressed as well in a unique approach to evangelism which brings together both an understanding of the disciple-making process and an understanding of families and how they function.

The curriculum framework upon which leadership and resource development are based includes eleven major areas: theological foundations, family and mission, families in society, marriage and family dynamics, interpersonal relationships, parent education and guidance, human growth and development, human sexuality, family ethics, family resource management, and family ministries programs and implementation.

**FF 15 05 Methodologies**—Three broad categories define the methodologies best suited to the ministry to families facilitated by the department: education, enrichment, and counseling. The pastor is key to the success of the ministry in all three arenas.

1. *Education*—Substantial revelation concerning the divine purpose for families has been given. Practical principles which govern family relationships are found in Scripture and the Spirit of Prophecy. In the preparation of resources for family life education, the department centers its research and study on these primary sources and seeks to integrate biblical principles with helpful understanding and methodologies from other compatible mental health, behavioral, and social science sources.

2. *Enrichment*—The department prepares resources in cooperation with the Church Resource Center and develops leadership in enrichment activities: experiential programs for married couples, families and singles groups, which enable
participants to make relational gains together through sharing and interacting in various events and activities. Enrichment focuses directly on the family or group as a system in a process of enhancing relationships through better communication, deeper understanding, and an improved ability to resolve anger and conflict. In the absence of extended family, enrichment groups can function as a surrogate family. When enrichment activities are conducted among individuals who are part of the same local church, a spirit of community, support, and cooperation may be developed.

3. **Counseling**—The crucial role and importance of the counseling profession in the lives of troubled families is recognized and appreciated. Many individuals and families are in such critical need as to require specialized work that is particularly tailored to assist them in resolving short- or long-term personal or relational crises and difficulties. The department encourages the referral of such individuals and families to professionally qualified counselors wherever possible. While the training of counselors is not within the purview of the department, it is recognized that the content and process of leadership development provided by the department may be useful to pastors and others who may be called upon to counsel. However, the limitations of pastoral and lay counseling must be fully recognized and appropriate caution taken.

**FF 17 Premarital Guidance**

1. **For Couples Requesting to be Married**—Premarital guidance should be provided to couples requesting to be married by Seventh-day Adventist ministers. Where possible, this pre-marriage preparation of the couples should consist of several counseling sessions conducted by the minister or by another qualified individual.
2. **Objectives of Premarital Guidance**—This process should be undertaken at a minimum of four to six months before the wedding with the following objectives:
   a. To strengthen the couple’s commitment to each other based on biblical principles undergirding Christian marriage, among which are agape love, lifelong covenant faithfulness, and mutual submission.
   b. To prepare the couple for transition to married life, providing opportunity for them to anticipate predictable changes and to reach agreement on their expectations of each other in marriage.
   c. To enhance the couple’s relational skills of communication, processing anger, problem solving, resolving conflicts in mutually acceptable ways, and giving and receiving affection.
   d. To assist the couple to evaluate their decision to marry by looking realistically at their reasons and readiness for marriage.

3. **Use of Most Effective Methods**—Approaches found to be most effective in generating higher levels of marital satisfaction should be used. Effective approaches provide objective assessment through use of testing instruments; help the couple to understand themselves and each other through dialog on a wide spectrum of marital issues, and to build relational skills.

4. **Materials and Training**—For a suggested method of approach to premarital guidance, as well as material to share with couples for self-study in instances where personal pastoral guidance is not possible, resources are available from the Department of Family Ministries and the Ministerial Association. Conferences and local churches, in counsel with the Department of Family Ministries and the Ministerial Association at the next higher level of church organization, should provide leadership development programs in premarital guidance for qualified lay leaders and for pastors not otherwise prepared in their ministerial training.
5. *Education of Youth*—Ideally, preparation for marriage begins at home with parental modeling of healthy marital relationships during child rearing. Parental education programs can enhance the effectiveness of this responsibility. Efforts should be put forth to supplement home training by age-appropriate instruction in the church school and Sabbath School programs.

**FF 26 Single Adult Ministries**

The Family Ministries Department fosters the work of single adult ministries and encourages local conferences, area-wide local ministries, and local churches to sponsor events that will bring together single adults who desire fellowship, spiritual help, and guidance, as well as reach out to single adults outside the Church in soul-winning ministry, and other service oriented activities.

**FF 27 The Adventist Association of Family Life Professionals**

Sponsored by the Family Ministries Department, the Adventist Association of Family Life Professionals (AAFLP) encourages family life professionals, church employees assigned to family ministries, and other affiliated professions to promote excellence in family life education, research and counseling, and provides a means of stimulating interaction and mutual encouragement among these professionals.

**FF 28 Men’s Ministries**

The Family Ministries Department oversees the work of Men’s Ministries and encourages local conferences and churches to give attention to a specialized ministry to men in order to develop in them a stronger commitment to God, to their families, and to the
mission of sharing the gospel with their friends, neighbors, and colleagues.
FH

HEALTH MINISTRIES—
DEPARTMENTAL POLICIES

FH 05 Statement of Philosophy

1. The Seventh-day Adventist Church has, since its inception, promoted a philosophy of health and healing. Teachings based on broad principles found in the sacred Scriptures, and more explicitly expressed in the counsels given by Ellen White, have in recent years been increasingly substantiated by the findings of scientific research. These findings have clearly demonstrated the health superiority of Seventh-day Adventists, especially of those who more closely adhere to the health philosophy of the Church.

2. While advocating positive steps to be taken to develop a healthful life-style, the Church has long required of its members the nonuse of alcoholic beverages and tobacco, and has strongly urged them to refrain from the use of flesh foods, coffee, tea, stimulating or depressing mind-disturbing agents, and other harmful substances.

3. The Church has also joined with and has supported organizations involved in abstinence programs to counter the health and social damage done by the use of alcohol, tobacco, other harmful substances, and debasing drugs.

4. The Church, with its deep concern for human need, has wisely encouraged the establishment worldwide of strong healthcare institutions to alleviate sickness and suffering. Their objective is not only physical healing, but also the promoting of physical, mental and spiritual wellness of the whole person.

5. The brain is an organ of the body, the master organ, but it is a physical structure and its capacity to function is dependent on the fitness of the body as a whole. Thus, physical well-being and
clarity of mind are interdependent. Clarity of mind is essential for discernment between right and wrong, between truth and error.

6. We are now in the time when the sophistries of the devil are rampant, both within and without the Church. The philosophy of the Department of Health Ministries is to encourage every member through Divine grace to bring his way of life into harmony with physical law, not only to enjoy the benefits of better health and longer life, but also the larger and more important purpose of moral discernment.

7. The Health Ministries Department upholds the healthful lifestyle given by God and promotes its wise presentation as a means of introducing others to the fullness of the gospel message which encompasses the physical, mental, social and spiritual nature of man.

**FH 06 Department Functions**

The Health Ministries Department has the following functions at all levels of Church organization:

1. To serve as a resource for information and counsel on anti-drug affairs.
2. To advise the Church, and its departments and related agencies, in the development of health- and/or anti-drug related policies and programs.
3. To promote a healthful lifestyle among Church members through literature, programs and Sabbath services.
4. To provide through publications, services, and programs, an ongoing witness to the world concerning the physical, mental and soul-destroying effects of tobacco, alcohol and other substances.
5. To sponsor and/or organize societies to effectively involve Church and non-church parties in united endeavors to promote the nonuse of tobacco, alcohol and other harmful substances.
6. To encourage involvement in the evangelistic thrust of the Church by developing and using health abstinence programs and
media that will gain the trust and confidence of people, thereby leading them to a spiritual commitment.

7. To encourage support for and development of Seventh-day Adventist health care institutions, clinics and health anti-drug programs at each level of Church organization.

8. To maintain liaison with Seventh-day Adventist health personnel-related organizations, dentists, dietitians, nurses, optometrists, and physicians.

9. To promote and/or sponsor health and anti-drug seminars and workshops.

10. To develop and/or catalogue resource material for health and anti-drug education and programs.

FH 10 North American Temperance or Health and Temperance Associations

FH 10 05 Temperance or Health and Temperance Association—1. Temperance organizations provide an effective means for members and church entities to cooperate with other organizations and with government(s) in promoting health and temperance principles. This can be done through educational programs, services related to the betterment of life and health and in encouraging social (and legislative) changes to counter the increasing use of alcohol, tobacco, debasing drugs, and other harmful substances. To provide a coordinated effort, local organizations should function as part of the North American Health and Temperance Association.

2. In some areas the Church’s health and anti-drug program is best promoted through local associations. In other areas the Church is best served by having the health and anti-drug programs as part of the total Church program. Conferences and local churches in counsel with the Health Ministries Department at the next higher level of Church organization should choose the best approach for their areas.
FH 10 20 Relationship to Other Organizations
Cooperation with other health/anti-drug organizations is encouraged to mutually support endeavors based on biblical Christian principles. Cooperation in some instances may be better achieved through the health and anti-drug organizations than through regular Church entities. As a gesture of community concern, conferences/missions may wish to grant financial assistance to other organizations when it is deemed advisable. However, such other organizations should not be permitted to raise funds in Seventh-day Adventist churches, institutions, or at church-related functions.

FH 15 World Health Ministries Sabbath
One Sabbath each year is designated as Health Ministries Sabbath. The purpose of this special day is to call the attention of the membership to the importance of the health message and to secure their financial support for the health ministries. One Sabbath offering each year is to be devoted to the financial support of the Health Ministry of the Church. Fifty percent of this offering is to be retained by the local conference. Fifteen percent of these contributions are designated for the union health ministries department. Twenty-five percent of the offering is to be allocated to the division Health Ministries Department and ten percent forwarded to the General Conference Health and Temperance Department. Other contributions designated for health ministries programs are distributed in a manner determined by the respective division committee according to the above formula.

FH 20 Statement of Operating Principles for Health Care Institutions
1. Christ ministered to the whole person. Following His example, the mission of Seventh-day Adventist health care ministry includes the healing of the whole person—body, mind,
and spirit. The ministry includes care and compassion for the sick and the suffering. It also includes the maintenance of health. Teaching the positive benefits of following the laws of health, the interrelationship of spiritual and natural laws, man’s accountability to these laws, and the grace of Christ which assures victorious living are integrated in the ministry of healing.

2. Health care institutions (hospitals, medical/dental clinics, nursing and retirement homes, rehabilitation centers, etc.) function as important parts of the total ministry of the Church and follow church standards including maintaining the sacredness of the Sabbath by promoting a Sabbath atmosphere for staff and patients, avoiding routine business, elective diagnostic services, and elective therapies on Sabbath. These standards also include the promotion of an ovo-lacto-vegetarian diet free of stimulants and alcohol and an environment free of tobacco smoke. Control of appetite shall be promoted, use of drugs with a potential for abuse shall be controlled, and techniques involving the control of one mind by another shall not be permitted. Health care institutions should clearly identify their activities and practices as the unique Christian witness of Seventh-day Adventists.

3. In harmony with Christ’s reaffirmation of the dignity of man and His demonstration of love, which forgives and cares regardless of the past and maintains the right for individual choice in the future, Seventh-day Adventist health-care institutions should give high priority to personal dignity and human relationships. This includes appropriate diagnosis and treatment by competent personnel; a safe, caring environment conducive to the healing of mind, body, and spirit; and education in healthful habits of living. It also includes supportive care of the patient and family through the dying process.

4. Health care policies and medical procedures must always reflect a high regard and concern for the value of human life as well as individual dignity.
5. Seventh-day Adventist health care institutions operate as part of the community and nation in which they function. In representing the love of Christ to these communities, the health of the community and the nation is a concern of each institution. They respect and follow the laws of the land, the regulations for the operation of institutions and licensure of personnel.

6. Institutions welcome clergy of all creeds to visit their parishioners.

7. The mission of institutions in representing Christ to the community, and especially to those who utilize their services, is fulfilled through a compassionate, competent staff which upholds the practices and standards of the Seventh-day Adventist Church. In the development of the staff, institutions should regularly schedule classes which assist the staff in keeping up to date professionally, growing in understanding, and in sharing the love of God. Long-range staff planning supports formal education of prospective staff including utilizing an institution for clinical practice for students.

8. Institutions must operate in a financially responsible manner and in harmony with the Working Policy of the North American Division.

9. Primary prevention and health education shall be an integral part of the health emphasis of health care institutions.

10. The administration and operation of individual health care institutions should be conducted in consultation with the Health Ministries Department as circumstances and occasion may indicate.

**FH 25 Health Care Institutions—Plan of Operation**

**FH 25 05 Establishment and Closure of Health Care Institutions**—1. When consideration is being given to the opening of a new institution, building a major addition, or evaluating the
continued operation of an existing institution, consideration shall be given to:

a. The long-range plans of the Church in that area and whether the institution facilitates the health mission of the Church.

b. The health care needs of the area.

c. The available resources, especially finances, personnel, and equipment, to operate the institution.

d. Government regulations for the operation of the institution.

e. Government regulations for closing an institution.

f. The impact which the opening or closing of the institution will make on other Church entities in the area and on the community at large.

g. The educational needs of the Church.

2. A proposal for the establishment of a new health care institution, a major addition, or the closure of an existing health care institution shall be submitted to the division for review.

**FH 25 10 Governance**—1. **Ownership**—a. Ownership shall be vested in a specific church-affiliated corporation.

b. No indicia of Church affiliation shall be present unless the organization meets the requirements of North American Division Working Policy C 47.

c. The organization should be administered and operated under the provisions of its articles and bylaws, which shall meet the requirements of North American Division Working Policy C 47.

d. Legal ownership of all assets of the organization should be titled in a church-affiliated corporation that meets the requirements of the North American Division Working Policy C 47.

e. The church-affiliated corporation shall have full responsibility for the policies, administration, finance, and freedom to operate the institution according to Seventh-day Adventist beliefs and standards.

2. **Finances**—Finances shall be used prudently and always within accepted legal and accounting bounds.
FH 30 Training of Hospital Administrators

1. Medical institutions shall continue to encourage and financially assist qualified individuals to attend universities offering graduate programs in health care institution administration. Such programs shall be compatible with Seventh-day Adventist standards and principles.

2. Institutions shall give preference in their financial support and encouragement for graduate work in health care institution administration to those who have had successful health care institution experience.

3. Hospitals are encouraged to offer residency and employment opportunities to qualified graduates of programs in health care institution administration.

FH 36 Conference Loans to Medical/Dental Students

FH 36 05 Regular Loans to Medical/Dental Students—

1. Bank Loans—The Conference may underwrite bank loans to approved Loma Linda University medical/dental students up to the following amounts:

   - Sophomore academic year: $5,000
   - Junior academic year: 7,500
   - Senior academic year: 7,500
   - $20,000

2. Interest—The student is responsible for the interest payments as required by the lending agency.

3. Eligibility—Applicants are eligible for assistance when approved by the Loma Linda University Counselor’s Committee and the conference considering the application.
4. **Minimum Indebtedness**—This assistance shall be made available so that the student may incur a strictly minimum indebtedness based on current living and educational costs. Loma Linda University will provide annually a schedule to help determine current costs.

5. **Contract**—The student knowingly enters into a contract with the conference based on the establishment of a practice for a minimum of four years in the conference underwriting the loan.

6. **Due Date of Loan**—The interim note shall mature as follows:
   a. Dentists—One year following graduation (on the first day of the twelfth month following the month of graduation).
   b. Physicians—One year following graduation at which time the note may be renegotiated, either to a repayment schedule or to be delayed until residency is completed (on the first day of the twelfth month following the month of graduation, or if renegotiated, one month following the completion of a flexible year, or postgraduate training).

7. **Term Insurance**—Term insurance on the loan may be arranged as required.

8. **Additional Loan When Setting Up Practice**—When the doctor sets up practice, the conference may underwrite a bank loan up to $6,000 to care for family needs until the practice can support the family and practice expenses. Total indebtedness underwritten by the conference shall not exceed $26,000 for graduates of dentistry and medicine.

9. **Commitment**—The conference provides assistance in securing loans with the understanding that the doctor will practice in the conference for a minimum of four years. If the loanee does not set up practice in the conference or does not complete the four years in the conference, the loan or balance of the loan shall become due and payable in full immediately.

10. **Non-Loma Linda University Graduates/Students**—a. This policy is primarily applicable to medical graduates of Loma Linda
University. However, when a conference wishes to assist Seventh-day Adventist medical/dental graduates or students from a school other than Loma Linda University who can render spiritual and professional service and who wish to establish practice within the conference, it may assist in arranging a loan under the provisions of this policy.

b. In such cases, the $20,000 available under this plan shall reflect the differential in tuition assistance but shall not exceed this amount.

**FH 36 10 Miscellaneous Assistance Loans**—Travel loans may be granted by conferences to dental or medical students, dentists or physicians for up to three trips to investigate practice openings or postgraduate programs. (Examples: 1. to survey the conference for practice opportunities; 2. to write State Board examinations; 3. to move the family to the conference.) This assistance will be covered by a note and an agreement between the conference and the recipient based on the following provisions:

1. **Travel Loan**—If the conference has authorized a dental or medical student (who must be in the junior year) or a dentist or physician to investigate practice openings or postgraduate programs, the financial assistance shall be:
   a. Mileage at the regular NAD rate. The distance is computed on a direct route from Loma Linda, plus essential mileage in the conference. A day’s travel is 500 miles.
   b. Hotel allowance on an actual basis.
   c. Regular per diem allowance per NAD policy.
   d. Where time does not permit driving to the conference, the lowest airfare is allowed plus hotel, per diem, and mileage to authorized places at the above rates.
   e. Where the student or graduate does not have access to local transportation, the conference may assist in making transportation available to make necessary contacts.
   f. When the dentist or physician is moving into a practice in the conference, or when the physician under contract is moving
into a postgraduate program in a conference, travel expense at the regular NAD mileage rate is allowed. The individual is ineligible for this assistance if receiving travel allowance from any other source. Moving of furniture and equipment will be by conference van or on a negotiated basis.

2. **Commitment**—The above assistance is available from the conference if the loanee locates the practice within its territory. The total amount shall be discounted at $1,000 per year or amortized completely within a four-year period, whichever is shorter. If the loanee does not establish a practice in the conference or moves away, the loan or any unamortized balance shall become due and payable in full immediately. The interest shall be bank prime rate at the time the loan was made, plus two percent, but not to exceed a 10 percent maximum.

**FH 36 15 Applications, Notes, and Contracts**—a. The student, postgraduate student, dentist, or physician shall make application for the student loan or travel loan on the forms available through the office of the General Conference representative at Loma Linda University.

b. General Conference representative’s office at Loma Linda University may assist the student, conference, and lending agency with processing of forms and paper work pertaining to the loan.

**FH 36 20 Unqualified Gifts**—Unqualified gifts shall not be made to students or graduates by a conference, as this appears as though one conference is competing with another.

**FH 36 25 Policy Available to All Inquirers**—A copy of the policy shall be given to students, dentists, or physicians who inquire about the program so that they may understand the provisions of this policy.
PHILANTHROPY FOR
THE SEVENTH-DAY ADVENTIST
CHURCH/INSTITUTIONS

FI 05 Philosophy and Mission

FI 05 05 Philosophy—We have been instructed by the messenger of the Lord that “there are men in the world who will give of their means for schools and sanitariums…. Our work is to be aggressive…. The money is the Lord’s, and if the wealthy are approached in the right way, the Lord will touch their hearts and impress them to give of their means…. Talk this over, and do all in your power to secure gifts. This plan was opened before me as a way of coming in touch with wealthy men of the world. Through this means not a few will become interested, and may hear and believe the truth for this time.”— CS 188

Philanthropy is an expression of man’s concern for man, a tangible demonstration and manifestation of Christian compassion for others, and an area of common interest to all cultures, religious bodies, social organizations and governmental agencies. The common denominator of concern which philanthropy brings to the fore with men and women of influence provides the Church and its institutions with capital opportunities for the development of relationships and the obtaining of support.

FI 05 10 Role and Purpose—1. Philanthropic endeavors are to be recognized as evangelistic in nature.

2. Philanthropic support is to be actively sought by every educational and medical institution from all its constituencies. Because of frequent overlap of constituencies, efforts must be made to honor and respect the work and well-being of other entities, as well as the whole, of the Church.
3. Philanthropy should be recognized as a vital ingredient of an institution’s thrust and incorporated in the institutional bylaws articles of incorporation.

4. Philanthropy shall be exploited to its maximum so as to reduce borrowing requirements.

5. Philanthropy is to be recognized as a practice that must begin with the institutional family (trustees, administrative officers, medical staff/faculty, employees, etc.) before it can be fully successful among constituencies located farther from the core.

6. Philanthropic endeavors are to be reviewed frequently. Trustees shall evaluate the effectiveness of the program at least annually.

**FI 05 15 Objectives of Philanthropic Service for Institutions**—1. To provide Church institutions with professional service in obtaining voluntary support

2. To encourage and develop an understanding of career opportunities in philanthropy, thereby attracting men and women of the Church to the opportunities of service

3. To prepare materials consisting of books, reference items, reports and samples to maximize the value of its service

4. To make available to church leadership information and suggestions, which will favorably introduce corporate executives and others to the mission and message of Seventh-day Adventists

5. To carry out the above objectives without significant investment of North American Division funds.

**FI 05 20 Rationale**—1. The Church recognizes that secular philanthropy and Christian stewardship provide an area of common concern between community and church leadership.

2. Church institutions, whose primary concern is with the physical, moral and spiritual well-being of man, need massive injections of financial support to carry out their programs. Philanthropy cannot begin to resolve the entire problem, but it can provide assistance.
3. The Church’s commitment to help people become better people includes encouraging them to become better givers and volunteers. The most logical opportunities reside in church institutions which meet obvious community needs.

4. Philanthropy for the Church provides another avenue of evangelism and exposure of the Message to important elements of the population.

5. Obtaining voluntary support for institutions will reduce the tendency to look to government for the financing of programs.

6. Efforts to obtain voluntary support require a sound and carefully prepared case for attracting gifts, thereby placing programs and activities under the scrutiny of professionals. This fact will tend to upgrade institutional programs. This process may affect traditional patterns of support.

7. The increasing of voluntary support on the part of an institution will not only strengthen its program in terms of finances, but in effect will help it to more fully meet the objectives for which it is established as a denominational entity.
FL

PUBLIC AFFAIRS
AND RELIGIOUS LIBERTY—
DEPARTMENTAL POLICIES

FL 01 Church-Government Relationships in the
North American Division

FL 01 05 Fundamental Principles—1. In a changing world it is essential to retain in clear focus the unchanging principles that govern the relationships between God the Creator and humanity between church and government, and to make clear the application of those principles to specific situations as they develop. Seventh-day Adventists believe these fundamental principles to be:

a. That God as Creator of all things has established the relationships that should prevail between Himself and humanity, and between church and government.

b. That God endowed humanity with intelligence, with means for obtaining a knowledge of the Creator’s purpose and will for the individual, with moral perception and conscience, with the power of free choice to determine one’s own destiny, and with responsibility to the Creator for the use one makes of these faculties; and that the first and supreme duty is to know and to cooperate with the Creator’s revealed will.

c. That an individual’s relationship to other human beings rests on the basic principle of unselfish love as illustrated in the words, “Whatsoever ye would that men should do to you, do ye even so to them;” (Matthew 7:12) and that application of this principle involves recognition of the equal rights of others under God and a direct responsibility to God for our treatment of one another.
d. That the Church is a divinely ordained institution, the role of which is to preserve and to proclaim God’s message to humanity, to assist individuals in making His design effective in their hearts and lives, and to unite its members in fellowship, worship and service.

e. That civil government is ordained by God; that its divinely appointed function is to protect individuals in the legitimate exercise of their rights, to provide a suitable environment in which they can pursue the objectives set for them by their Creator.

f. That in view of its divinely ordained role, civil government is entitled to humanity’s respectful and willing obedience in temporal matters to the extent that civil requirements do not conflict with those of God; in other words, humanity is bound to “render therefore unto Caesar the things that are Caesar’s” but to reserve for “God the things that are God’s;” (Matthew 22:21) to exercise an active, personal interest and concern in matters affecting the public welfare and to be an exemplary citizen.

g. That humanity’s two-fold duty to God and to government implies that God has delegated authority over strictly temporal matters to government, while reserving to Himself authority over strictly spiritual matters; that in matters where secular and religious interests overlap, government, in the best interests of both church and government must observe strict neutrality in religious matters, neither promoting nor restricting individuals or the Church in the legitimate exercise of their rights.

h. That religious freedom consists of the inalienable right to believe and to worship God according to conscience, without coercion, restraint or civil disability, and to practice or to change one’s religion and to promulgate it without interference or penalty.

i. That the right to religious freedom includes the obligation to grant the same right to others.
j. That each community of faith has the right to organize and operate in harmony with its own religious beliefs.

**FL 01 10 Position Statement**—1. In view of the fundamental principles outlined above, we hold that religious liberty is best achieved, guaranteed and preserved, when church and government respect each other’s proper areas of activity and concern.

2. Some services provided by the Church and by the government may overlap. In some instances it is proper that church institutions receive remuneration from the government. The Church and its institutions may also, accept from the government certain limited benefits, such as tax exemption, and the police and fire protection.

3. The Bible contains examples of gifts from government to religious enterprise. The Seventh-day Adventist Church has benefited in many countries from the acceptance of various forms of government aid. It is also recognized that pitfalls do exist. Though the Bible does not specifically prohibit the acceptance of gifts from the government, such aid should be shunned when its acceptance would violate applicable law, would lead to excessive control by or entanglement with the government, would lead to dependence on the government, or in any other way would compromise the integrity of the Church or reduce its ability to design programs and curricula to fulfill its gospel commission.

4. The Church recognizes that individual members may receive assistance from government programs flowing directly to the benefit of parent or child. Church institutions may properly receive these funds. Programs that require cooperation between the government and the Church or church institution must not contradict provisions in paragraph 3 above, and FL 01 15.

5. Limited gifts of land, property, or equipment, and government grants in support of operations, research, maintenance, capital improvements, or services may be received only when the spirit, intent and provisions of this policy have been complied with fully.
**FL 01 15 Freedom of Religion**—The Seventh-day Adventist Church and its institutions must diligently safeguard and persistently support the principles of “Free Exercise” and “No Establishment” of religion. Prior to a local conference or institution applying for or benefiting from any new government programs not specifically covered under policy (FL 01 10), the enabling legislative provisions, along with the institution’s application, shall be submitted and processed in harmony with the following guidelines:

1. The program shall be evaluated and approved by the union conference committee and then submitted to the North American Division Public Affairs and Religious Liberty Committee (NAD PARL) for review and approval.
2. The review and approval process by the North American Division PARL Committee shall be accomplished within sixty (60) days after receiving the request.
3. The North American Division Committee (NADCOM) may review any requests submitted to the NAD PARL Committee.

**FL 01 20 Credibility with the Church, the Public, and the Government**—Church leadership shall state and publish its commitment to the God-given principles of Christian education, religious liberty, and its uncompromising determination to achieve fully the distinctive goals of all institutions of the Church to ensure the greatest possible degree of credibility and confidence within the Church. The church leadership shall inform the membership fully regarding the basic principles of separation between Church and government, the provisions of church policy with respect to this matter, and the policy adopted to safeguard the integrity of church institutions. To ensure the highest level of integrity with the government and private corporations, institutions shall file with the granting agency or department an approved statement such as the Seventh-day Adventist Philosophy of Education with each application for lands, grants or other financial benefits.
FL 01 25 Limits, Ceilings and Guards Against Dependence—
When a local conference or institution is authorized to accept financial assistance from government, the union conference Executive Committee shall establish a ceiling in terms of a budgetary percentage which, in its judgment, provides a reasonable protection against fiscal dependence upon government.

FL 02 Public Affairs and Religious Liberty
Department (PARL)

FL 02 05 PARL Department Responsibilities—The PARL Department is responsible for developing a philosophical and religious basis for the Seventh-day Adventist Church in the North American Division to relate to various governmental decisions dealing with conscience issues, guiding the response of the church to legislation which may impact upon religious liberty and initiating conscience litigation, as is deemed advisable, as well as directing the editorial activities and marketing of Liberty. The director of the department shall serve as secretary of the PARL Committee and chair subcommittees that the PARL Committee establishes, such as the Religious Liberty Litigation Committee and the Liberty Committee.

The director shall counsel with the union PARL directors in order that religious liberty matters of mutual interest, such as developing legislation, potential litigation, or development of specific philosophical approaches affecting the church in the North American Division can be processed in a timely manner.

FL 02 10 Litigation Procedures—The Office of General Counsel shall be assigned religious liberty litigation cases by action of the Religious Liberty Litigation Committee.

Seventh-day Adventist church members, who may occasionally find it necessary to litigate because their religious convictions are being infringed upon, or, because of their desire to maintain freedom to witness in areas such as Sabbath observance, labor
union membership and support, school attendance, unemployment compensation, ingathering, and literature distribution, shall seek counsel from the conference PARL director who shall provide counsel to the member in the steps to take (usually the conference PARL director will obtain counsel from the union PARL director). Only religious liberty litigation costs approved by the NAD Religious Liberty Litigation Committee shall be funded by the Religious Liberty Litigation Fund.

**FL 02 15 Duties of the Union PARL Department**—The union PARL department is responsible for:

1. Providing for the updating of its Liberty priority list.
2. Highlighting legislative concerns developing in the union.
3. Following litigation procedures (see FL 02 10).
4. Directing the *Liberty* magazine campaign within the union.

**FL 02 20 Litigation Involving a Church or a Church Institution**—Because legal action in certain areas of church work may affect the future of the entire church in the United States, its territories, Canada, and Bermuda, conferences (or institutions) must seek the counsel and approval of the union, when litigation concerning a church or a church institution is indicated. The union committee will secure approval of the North American Division before initiating court action. After the North American Division has voted to support the litigation, the Office of General Counsel will manage the litigation.

The conference will determine whether financial assistance is necessary from the North American Division. A request for assistance will be forwarded by the union to the North American Division Litigation Committee for consideration. A conference (or institution) may also request financial assistance for litigation in which it is a defendant where the issue involved may have broader impact on the church. If the a request is approved, the expense shall be shared: North American Division, union, and conference (or institution)—one third each. The policy of allocation of costs will not be applicable unless the above steps are taken. Approved
expenses will be allocated according to policy and billed to the union(s) concerned.

**FL 02 25 Filing of Amicus Curie Briefs or Intervention**—From time to time the Church finds it beneficial to file amicus curie (friend of the court) briefs in cases that affect the work of the Church or its members. Recognizing that it is necessary for the church to take consistent and coordinated positions before the courts the Office of General Counsel is responsible for coordinating the filing of all such briefs. Requests for filing briefs in the name of the church as a whole shall be directed to the Office of General Counsel. Filings in the name of a union, conference, institution or other denominational entity shall be done in consultation with and the approval of the Office of General Counsel.

**FL 06 Liberty Magazine Offering**

**FL 06 05 Liberty Magazine Offering**—1. The North American Division is responsible for publishing and marketing *Liberty*. Marketing of *Liberty* shall be through the union and local conference Public Affairs and Religious Liberty offices.

2. Churches shall encourage an offering in excess of local subscription costs in order that national priority lists can be funded. The local church religious liberty secretary shall maintain an updated priority list.

3. The Religious Liberty Offering is a North American Division offering and shall be remitted in harmony with NAD policies. This fund shall be used as follows:

   a. The PARL Committee shall allocate funds to send *Liberty* to local, state, provincial, and national civic thought leaders approved by the PARL Committee. The cost of subscriptions for names submitted by a union conference shall not exceed the amount of religious liberty funds reported on the May financial
report by that union conference, unless the PARL Committee votes additional funding.

b. Ten percent of all religious liberty funds received by the North American Division from the union conferences shall be allocated to the Religious Liberty Litigation Fund.

c. Ten percent (10) of the Religious Liberty Offering received by the North American Division from each union shall be remitted to each union and may be used for expenses incurred in the Religious Liberty campaign.

d. Salaries relating to producing and marketing Liberty magazine shall be provided as voted by the North American Division Committee for Administration.

e. To fund special national legislative contacts as needed.

f. To fund advertising in the media to address special religious liberty issues.

g. Other uses as voted by PARL Committee.

**FL 06 10 Priority Lists**—The North American Division PARL Department shall provide for the maintenance of priority lists of thought leaders.

**FL 11 Relationship of Church Members and Church Institutions to Labor Organizations**

**FL 11 05 Biblical Background**—1. a. For more than a century the Seventh-day Adventist Church has taught its members and instructed administrators of its Church institutions that the Holy Bible clearly instructs that Christ is to be Lord of the life of every church member and church institution, and that He is to be the ultimate authority to Whom they will submit their decisions and relationships (Acts 2:36; 5:29; Colossians 3:23, 24). The Church has historically taught that its members and institutions dare not violate their individual or corporate consciences by supporting organizations, policies, or activities incompatible with the

b. The Seventh-day Adventist Church is aware that unjust activities on the part of some employers and the exploitation of employees created a climate for strong labor unions. Such behavior is condemned in the Scripture. “Go to now, ye rich men, weep and howl for your miseries that shall come upon you. Behold, the hire of the labourers who have reaped down your fields, which is of you kept back by fraud, crieth: and the cries of them which have reaped are entered into the ears of the Lord of Sabaoth.” (James 5:1 KJV) Jesus made His position clear when He said, “And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.” (Matthew 25:40, KJV) However, Jesus never used confrontational methods such as economic or physical pressure. Labor organizations may appear to have good motives but Christians cannot unite with those who sometimes follow Christ and only sometimes trust His methods.

FL 11 10 Historical Position—1. Based on the biblical principles described in FL 11 05 (and many other sources), the Seventh-day Adventist Church hereby confirms its long-standing teaching that Church members should, and institutions must, remain free and independent from organizations which might violate a member’s conscience or interfere with the fulfillment of the mission of the Church, through its institutions, as follows:

a. Seventh-day Adventist Church members are following the historic teaching of the Church when they refuse to join or financially support labor unions or similar organizations.

b. Seventh-day Adventist institutions are following the historic teaching of the Church when they refuse to recognize labor unions as bargaining units to enter into contractual negotiations with them or similar organizations. Institutions and administrators on all levels shall seek counsel from the North American Division Public Affairs and Religious Liberty Department and the North...
American Division administration if confronted with requests to recognize a labor union as a bargaining unit or enter into contractual negotiations with such organizations.

2. The Seventh-day Adventist Church does not engage in political or economic activities that seek to destroy the labor movement. However, the Church will exercise its lawful right to protect itself and its institutions from involvement with labor unions, just as it endeavors to protect the rights of conscience of members who conscientiously practice the teaching of the Church in this regard.

3. Through sermons, personal counseling, church publications, and other media, church and institutional administrators as well as pastors should inform Seventh-day Adventist Church members and institutional employees of the Bible principles and the historic teachings on which the Church’s position is based.

**FL 11 15 Employee Dispute Resolutions**—Seventh-day Adventist employers and employees are urged to employ the methods of Christ in the workplace and in every place. Disputes should be resolved peacefully in a way that will not create adversarial relationships. Working agreements may provide for the use of neutral and objective third parties in dispute resolution efforts. Employers and employees are to remember that Christ was a person of the second mile who taught that we should love even our enemies.

**FL 11 20 Union Membership**—Seventh-day Adventist employees in secular workplaces are to follow the dictates of their consciences in matters of labor union membership. They are to avoid unchristian activities and avoid blanket or blind support of partisan political campaigns. Where union membership is required for employment in a given industry or position, and the member elects to remain in said position, he or she should minimize participation, serve in humanitarian projects, and request that his or her union dues be applied to a charitable organization.
FL 11 25 Resource Materials—Documents relating to this position include:

FP

PUBLISHING—
DEPARTMENTAL POLICIES

FP 15 Publishing House Organization

FP 15 05 Publishing House Organization—Publishing houses shall be organized as membership associations and not as stock companies. This or similar forms of organization shall be followed where the laws allow.

FP 20 Appointment of Editors

Editors and associate editors for the principal denominational journals and book editors and associate book editors shall be nominated by the publishing house boards and/or publishers and shall be approved by the North American Division Committee before final appointment by publishing houses or publishers.

Appointments shall be based on a person’s demonstrated skill in writing and in careful handling of manuscripts, as well as on knowledge of publication production and of the particular field dealt with by the publication. The editor shall be a member in regular standing who has given evidence of being a dedicated employee in the Church.

In addition to having editorial skills, the senior editors of publications dealing with theological matters shall be experienced Bible students with skill and experience in interpretation, having maturity in the Church and a wide exposure to its total work, and a broad background of ministerial or similar experience.
FP 21 Publication of New Magazines
Before a new magazine or periodical is published, it shall be approved by the North American Division Committee (NADCOM).

FP 25 Hymnbooks
The publication of church hymnals and major songbooks for general use in the churches in North America is controlled by NADCOM in consultation with the General Conference.

FP 30 Independent Publications
FP 30 05 Independent Publications—In order to safeguard the teachings of the Church and maintain a high standard for publications, a manuscript for publication in the form of tracts, pamphlets, or books for general distribution through authorized denominational channels shall be submitted to a regular denominational book publishing committee for evaluation, endorsement, and final decision as to publication. This provision shall not apply to unbound duplicated sermons prepared by evangelists for free distribution or to radio sermons offered to listeners free of charge.

FP 30 06 Authorized Stock and Promotion—1. Adventist Book Centers, HHES/FHES offices, and churches shall stock and promote those books, pamphlets, tracts, periodicals, magazines, electronic media, which are regularly produced under denominational direction or are furnished through denominational publishing houses, and are approved by local conference administration.

2. Publishing houses shall not purchase or carry in stock literature produced, promoted, or published by individuals on their own responsibility or by non-Seven-day Adventist publishers except as hereinafter specified.
a. Orders received for such publications may be referred to the publisher and promoter of same.

b. Such literature shall not be given apparent approval through reading notices, advertisements, or by listing in catalogs.

c. Union and local conferences/missions shall cooperate in a united effort to curtail the publication of independent literature by conference/mission employees.

**FP 30 08 Copyrights**—The reprinting in tract or any other form of chapters or portions of chapters from standard copyrighted denominational works is not permitted without authorization.

**FP 30 09 Union Paper Advertisements**—Caution should be exercised when allowing literature to be advertised in Union papers.

**FP 30 15 Ellen G White Publications**—The North American Division recognizes the Ellen G White Estate, Incorporated, established by Ellen G White herself, as the owner and proprietor of all her writings, thus bearing responsibility for their care, publication, and circulation. This relates to all Ellen G White writings whether or not under copyright. Permission for publication of these writings emanates from the White Estate Board. The North American Division calls on organizations and persons, within or without the Church, to honor the provisions of the author for the continuing custody of her writings.

**FP 30 16 Promotional Literature**—This policy is not intended to restrict the publication of promotional or special literature authorized by any union committee for free distribution among church members within its own territory.

**FP 35 Publishing Houses**

**FP 35 05 Definition of a Publishing House**—Pacific Press is the official North American Division publishing house established by authority of the North American Division Committee for the
purpose of originating, translating, and distributing denominational literature shall be regarded as publishing houses and eligible for all the courtesies, discounts, and privileges current among denominational institutions.

**FP 35 16 New Subscription Books**—When the publication of new subscription books is considered, counsel concerning the need for such volumes shall first be sought from the field.

**FP 35 17 Health Journals Sponsorship**—When a health journal is being launched or used, the Health Ministries Department shall be co-sponsors. Both departments should be consulted.

**FP 35 21 Sharing Initial Expense**—1. If other publishers outside of the North American Division choose to cooperate in the development of a new trade or subscription book, the initial expense shall be equitably divided among participating entities. Original publishers shall have the distribution rights for that book within their own territory and may export to any publishing house that does not own printing rights on that book. Initial expense shall include actual origination costs incurred up to the point the negatives are stripped and flats made ready for the production of printing plates. Normal factory overhead percentages shall be included but not promotion or distribution costs.

2. When a world division wishes to purchase rights, all the provisions of this policy apply.

**FP 35 24 Royalty Payment Plan—Subscription Books (electronic or other media)**—1. A royalty percentage shall be paid to author and artist as may be required.

2. An annual royalty payment shall be paid to first rights publisher based on number of copies printed and sold, as follows:
   a. Original language:
      1. 5,000 edition 1% of retail sales
      5,000-10,000 edition 3% of retail sales
      over 10,000 edition 4% of retail sales
   b. Translated language:
1- 5,000 edition 0% of retail sales
5,000- 10,000 edition 2% of retail sales
over 10,000 edition 3% of retail sales
c. In cases where publishing houses sell on a net billing basis to ABC’s/HHES’s/FHES’s, an adjusted percentage shall be used that is compatible with this policy.
3. Printers shall be supplied at cost plus fifteen percent (15%).
4. Distribution Rights—The purchasing publisher’s distribution rights shall be limited to its own territory.

**FP 35 26 Purchase of Trade Files**—Initial rights payments of trade books in the original language shall be as follows:
1. Artwork and Pictures—Ten percent (10%) of initial expense of artwork and pictures.
2. Text, artwork, and pictures: Seven-and-one-half percent (7.5%) of total initial cost.
3. Text only: Five percent (5%) of initial expense of text.
4. Author and artist royalties are additional as required.
5. Printers shall be supplied at cost plus fifteen percent (15%).
6. Distribution Rights—The purchasing publisher’s distribution rights shall be limited to its own territory.

**FP 35 27 Trade Book Translation**—1. When translation from existing trade books is made from the original language, no initial expense shall be charged for the text.
2. If artwork or pictures are required by the translating publisher, FP 35 26-2 shall apply.
3. The translating publisher has distribution rights for that book only with its own territory, with the provision that:
   a. Should it wish to distribute to other areas within its own division, distribution rights shall be authorized by the division.
   b. Should it wish to distribute the book outside of its division territory, the request shall be channeled through the LMCBs.
4. A signed copy of the author’s contract with the translating publisher shall be filed with the original publisher.
5. Author and artist royalties as may be required are the responsibility of the translating publisher.

**FP 35 37 Overdue Publishing House Accounts**—1.

Unpaid accounts between publishing houses in different divisions shall be considered delinquent three months after date of seller’s statement.

2. As far as circumstances permit, divisions outside of North America should arrange for the General Conference to pay their accounts with publishing houses in North America.

3. The seller accepts as settlement of account the copy of buyer’s reconciliation of account, based on actual merchandise received, with accompanying remittance to cover the balance due, this to be received before the due date.

4. In the case of delinquent accounts between publishing houses in different divisions, the seller, by arrangement with the division concerned, may pass through the regular denominational channels a debit for the amount owed plus the delinquent charge outlined above.

**FP 40 Christian Record Services, Inc.**

**FP 40 06 Sole Agency**—The Christian Record Services, Inc., is recognized as the sole agency for the production and distribution of denominational literature for the blind.

**FP 40 07 Brailling of Books**—All rights for brailling of Adventist literature belong to the Christian Record Services. Any requests for brailling by other publishing organizations must be cleared by the Christian Record Services after counseling with the original publishers.
FP 55 Royalty Policy

FP 55 05 General Provisions—1. No book or pamphlet shall be printed or translated by any publishing house without written permission or a signed contract from the original publisher and/or the author.

2. A translation of any book or pamphlet from the language of the original publication shall carry the same royalty rate as the original publication. The cost of translation shall be a first charge against the author’s royalty account on that book.

3. When a translation of a book or pamphlet is printed by a publishing house for circulation outside its own territory, royalty arrangements shall be made prior to publication between the organization sponsoring the translation and the author.

4. Authors may be requested to relinquish their royalties on any book or pamphlet translated for use by a subsidized denominational organization.

FP 55 10 Royalties—1. Category A—Subscription Books: One percent (1%) royalty on the retail price or four percent (4%) of publisher’s net billing price.

2. Category B—Ellen G White Books for Free Distribution: No royalties will be paid.

3. Category C—Ellen G White Trade Books: No royalties will be paid.

4. Category D—Certain Devotional and Missionary Books: Seven percent (7%) of publisher’s net billing price on the annual devotional book, the missionary book-of-the-year, paperback trade books for missionary distribution, and small mass-produced books.

5. Category E—Textbooks (electronic or other media): A five percent (5%) royalty shall be paid on the net billing price of educational textbooks produced under the auspices of the North American Division.

6. Category F—Trade Books (electronic or other media):
   a. Hardbound
1) Fourteen percent (14%) of net billing for all copies up to 15,000.
2) Sixteen percent (16%) of net billing for all copies over 15,000.

b. Paperback
1) Twelve percent (12%) of net billing for all copies up to 15,000.
2) Sixteen percent (16%) of net billing for all copies over 15,000.

FP 55 16 Special Reimbursement—In addition to royalty, the author may receive from the publishers, special reimbursement for scholarly, technical, or special-assignment works negotiated between the publishers and the author, which may call for unusual expense in research, travel, or manuscript preparation.

FP 55 17 Illustrated Books—The royalty rate for heavily illustrated books with limited text shall be negotiated on the basis of the relative contribution of the author and the artist or owner of the artwork.

FP 55 18 Books Sold Outside of Publishing House Territory—Original publishers shall be responsible for paying the author royalties on books and/or signatures sold outside the territory of the publishing house.

FP 55 19 Use of Pictures—Publishers wishing to obtain pictures from other publishers shall do so in harmony with the following provisions:
1. Original pictures shall not be sent away for making reproductions. Instead a print or a negative shall be supplied, and the expense charged in addition to the fee for use of the picture.
2. The picture, when published, shall carry a copyright notice and artist’s credit line.
3. The use of a picture shall be limited to a specific publication. The owner of the print or negative used in printing shall not use reproductions in any way other than that for which
permission has been granted nor lend reproductions or photos to others nor grant permission for others to use them.

4. Permission shall not be given for use of pictures for handbills, posters, circulars, or other general advertising matter, with the possible exception that permission may be granted for use in advertising the particular book or periodical in which the picture appears.

**FP 56 Prices and Discounts to Adventist Book Centers and HHES/FHES**

**FP 56 10 Discount**—Publishing houses will grant a cash discount of two percent (2%) on publishing house account payments mailed or postmarked on or before the 15th of the following month, and a one percent cash discount on payments mailed or postmarked after the 15th, but not later than the 25th of the month.

To be eligible for any discount the ABC, HHES/FHES accounts must be current.

**FP 56 15 Interest on Overdue Accounts**—Adventist Book Centers and Home Health Education Service offices eligible for the two percent (2%) cash discount who become 30 days in arrears on their accounts with the publishing houses, shall be subject to a monthly interest charge of one and one-half percent (1.5%), but in no case to exceed the legal rate.

**FP 56 20 Termination of Credit**—If accounts become 30 additional days delinquent (60 days after due date), the publishing house shall be authorized to terminate credit.

Publishing houses and branches should, as far as practicable, order publications from the publisher manufacturing the same; but if for convenience publications are ordered from a branch or from a publishing house that does not manufacture them, the discount in such case should be five percent (5%) less than the above schedule.
### FP 56 25 Discounts on Periodicals

<table>
<thead>
<tr>
<th>Classes of Publications</th>
<th>Publisher, Branch, Organized Mission</th>
<th>Adventist Book Centers &amp; HIES</th>
<th>University, College and Hospital Bookstores</th>
<th>Academy Bookstores</th>
<th>Literature Evangelists and Conference Employees</th>
<th>Church Societies</th>
<th>Individual Purchasers</th>
</tr>
</thead>
<tbody>
<tr>
<td>General: Review, Insight, Little Friend, Home, and School, etc</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>net</td>
<td>net</td>
<td>net</td>
<td>net</td>
</tr>
<tr>
<td>Sales, Journal Subs.</td>
<td>60</td>
<td>63</td>
<td>60</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Sales Journal Single Copies</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>50</td>
<td>40</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Misc. Journal (During church campaign)</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Misc. Journal Spec. (SDA priced not during campaign)</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>net</td>
<td>net</td>
<td>net</td>
<td>net</td>
</tr>
</tbody>
</table>

### FP 56 30 Discounts on Books, Tracts, and Audio-Visual Aids

<table>
<thead>
<tr>
<th>Classes of Publications</th>
<th>North American Publishers and Branches</th>
<th>HIES</th>
<th>ABC</th>
<th>Literature Evangelists and Conference Employees</th>
<th>Church Societies</th>
<th>Individual Purchasers</th>
<th>Overseas Division/Publishing Houses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscription books</td>
<td>net</td>
<td>net</td>
<td>40*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Trade books</td>
<td>50</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Learning materials</td>
<td>20</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>(School Textbooks)</td>
<td>35</td>
<td>0</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Songbooks &amp; text</td>
<td>0</td>
<td>0</td>
<td>29†</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tracts</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Purchased through HHES
†To be worked out in each case between the publishing house and the overseas division/publishing house
‡Purchased through ABC
§Purchased through Review and Herald® Publishing Association (foreign-language tracts available through Pacific Press)
**FP 56 40 Discounts—Special to Organizations**—The discount to the NAD media outreach programs shall be the same as that given to Adventist Book Centers. (This does not apply to special job-lot purchases for free distribution.)

**FP 56 60 Discounts to Employees**—Where special courtesy discounts are given, proper precaution should be taken by the Adventist Book Centers and publishing houses that these purchases be for personal use or gifts only, and in no case are they to be resold, or supplied to churches or missionary organizations for general missionary endeavors. The question of discounts to publishing house employees will be determined by each publishing house board.

**FP 56 65 Authors' Purchases of Their Own Books**—1. Authors may purchase copies of their own works at a 40 percent discount. These purchases are to be for personal use or for gifts only and are not to be resold except as stated in 2. below.

2. Authors of denominationally published books who conduct seminars/workshops, and who use their books as part of the curriculum, may be permitted to sell such books to the workshop/seminar participants except at seminars/workshops conducted at camp meetings.

**FP 57 Shipping Expenses**

**FP 57 05 Cost of Shipping**—The Adventist Book Centers in the continental United States are responsible for the cost of their respective freight and/or mail shipments, with the exception of one annual initial camp meeting order.
FP 59 Denominational Retail Stores

FP 59 05 Name of Retail Store—Adventist Book Center (ABC) is the trademarked name that is used by denominationally-owned retail stores. The ABC logo is also a registered trademark.

FP 59 10 Legal Description of Adventist Book Center—The legal description is a Seventh-day Adventist legal entity doing business as Adventist Book Center. An ABC is a self-supporting, not-for-profit unincorporated entity wholly owned and operated by the local conference or conference designated church entity.

FP 59 15 Adventist Book Centers as Retail Stores—Adventist Book Centers are the primary retail channel for the distribution of denominational trade, text, and missionary literature in the North American Division.

FP 59 20 Purpose for Adventist Book Centers—The ABC in cooperation with the publishing houses and AdventSource are to provide literature with a distinctive Seventh-day Adventist message. Profit from the operation is not the end goal, but is an absolutely essential means to continue evangelistic outreach, enhance customer service, fund growth, and keep the ABC operation current.

FP 59 25 Mission Statement—The Adventist Book Center (ABC) is a retail store devoted to serving aggressively the Seventh-day Adventist membership within designated territories and also the surrounding communities with the best in Christian literature, vegetarian foods, and healthy lifestyle products. These products will promote a better spiritual, mental, and physical life by:

1. Encouraging a personal daily relationship with Jesus Christ among our customers.
2. Encouraging sharing of their love for Jesus with family and friends.
3. Encouraging a healthy lifestyle that prepares each person to live healthier lives in service for God.
As a not-for-profit ministry-oriented business, the ABC shall reflect the character of God as seen in Jesus Christ in the areas of customer service, physical environment, product selection, policies, and relationships with customers, employees, suppliers, and the community.

FP 59 30 Location—The ABC should be located where it may reach large numbers of church members as well as the general public. Branch stores are encouraged when there is sufficient Seventh-day Adventist membership to support their operation.

FP 59 40 Credentials for ABC Employees—Credentials to ABC employees shall be issued by the church entity that owns the ABC.

FP 59 45 Adventist Book Center Board—Each local conference that owns an ABC shall establish a standing committee known as the Adventist Book Center Board for the purpose of overseeing the operation of the ABC. This board will provide strategic planning for the future, consider policies for current operation, and review the financial reports of the ABC.

FP 59 50 Accountability—1. The ABC shall maintain separate accounting records, net worth, and bank accounts from the parent organization.

2. The ABC shall operate under the generally accepted accounting principles and standards accepted by the Seventh-day Adventist denomination. The General Conference ABC Accounting Manual is the accepted reference.

3. The ABC manager shall prepare an annual budget which must be approved by the ABC Board or parent organization.

4. The ABC shall produce monthly financial reports within 20 days of the end of the month. These reports shall include a balance sheet, income statement, supporting schedules, and a budget. Monthly reviews of these reports shall be done by the ABC Board or parent organization.

5. The General Conference Auditing Service shall audit these records annually.
FP 59 60 Market—The members of the Seventh-day Adventist Church are the primary market of the ABC. The secondary market is the general public in the area where the store is located.

FP 59 65 Merchandise to be Stocked by the ABC—The ABC manager shall be responsible to ensure that the ABC shall stock only Christian literature, health foods, and products that are consistent with SDA doctrine and lifestyle. The stores should seek to maintain viability by:
1. Maintaining a good product mix
2. Securing products with good marketability
3. Securing products consistent with denominational health principles
4. Considering the needs of the churches

FP 59 80 Employment—All employees of the ABC shall be members in regular standing of the Seventh-day Adventist Church.

FP 59 85 Unrelated Business (taxable) Income (UBI)—Each ABC board shall periodically review Unrelated Business (taxable) Income as defined by the government code and assure compliance.

FP 59 90 Fiscal Year for Adventist Book Centers—The fiscal year for Adventist Book Centers shall be the period beginning January 1 and ending December 31 or the period beginning February 1 and ending January 31 as per an action of the governing committee.

FP 59 95 ABC Internship Plan—Recognizing the need to train qualified business persons for future ABC management, the following internship plan has been adopted:
1. The ABC internship plan shall be under the overall direction of the union committee, which shall annually allocate available internships among its conference ABCs.
2. The ABC manager shall provide a business plan to the conference, union and publishing houses executive committees, which includes:
a. Financial ability to hire the ABC intern at full salary when the internship is completed.

b. A plan for training the ABC intern in all areas of ABC operation and management.

3. Internships shall be for two years. A training progress report shall be submitted every six months to each contributing organization. This report will address the areas that were submitted in the business plan.

4. Salary and expenses of the intern shall be shared by the union, conference, publishing houses, and ABC on a monthly basis as follows:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Conference</td>
<td>20% of the remuneration factor</td>
</tr>
<tr>
<td>Local Conference</td>
<td>20% of the remuneration factor</td>
</tr>
<tr>
<td>Publishing Houses</td>
<td>10% of the remuneration factor</td>
</tr>
<tr>
<td>NAD</td>
<td>10% of the remuneration factor</td>
</tr>
<tr>
<td>ABC</td>
<td>Balance of remuneration and all other allowances and expenses.</td>
</tr>
</tbody>
</table>

5. There shall be six internship positions per year available in the NAD.

**FP 59 100 Educational Textbooks K-12**—1. The ABC shall process and bill all SDA Bible textbook orders for the schools in its designated territory.

**FP 61 Organization**

**FP 61 05 Literature Ministries Director**—

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1A conference without sufficient resources but needing qualified ABC management personnel, may request that an internship and training program be conducted on its behalf in the ABC of another conference. The requesting conference will be responsible for the 20% local conference remuneration factor. The requesting conference will also present a business plan to insure employment for the intern after successful completion of the internship.
FP 70 Literature Evangelist

FP 70 05 Regular Literature Evangelist—A regular literature evangelist is certified by the employing organization. Service time is based upon 40 hours per week or 168 hours per calendar month and is computed on a year of 10 months, or a minimum of 1,680 hours, this being the aggregate time from at least 40 reports per annum. Only regular literature evangelists who qualify, and who are employees as set forth in FP 70 11, shall be eligible for retirement plan benefits.

FP 70 10 Three Classifications—Denominational organizations employing literature evangelists may issue credentials to its literature evangelists as follows:

1. Beginner—A beginner is a new recruit who holds an identification card.

2. Licensed—To be eligible for a license, a beginner shall have worked 420 hours within three consecutive months and shall have demonstrated success in salesmanship to the point of being able to earn a livelihood in literature evangelism. The account of the literature evangelist as well as the general record shall be satisfactory. The renewal of the license shall be conditional upon the individual’s qualifying as a regular literature evangelist, working a minimum of 1,680 hours a year, and maintaining sales of denominational literature as set by the HHES/FHES/HHSC and Publishing Department.

3. Credentialed—To be eligible for a credential, a literature evangelist shall have held a license for at least nine consecutive months. Before eligibility for a credential is established, at least 44 weekly reports shall have been turned in during the previous twelve-month period providing evidence of sales of denominational subscription literature as set by the HHES/FHES/HHSC and Publishing Department. The general record must also be satisfactory. These standards shall also determine the renewal of a credential from year to year. The
cumulative hours worked by the literature evangelist (weekly reports rendered during the three-month period of service for license and the nine-month period of service for credential) shall constitute the basis on which a credential will be granted.

**FP 70 11 Literature Evangelist Employment Status for FHES and Other Cash Workers**—In order for the literature evangelist to be considered an employee of the organization and not an independent contractor/distributor, the following requirement must be met. The literature evangelist shall:

1. Receive an official identification certificate/card as evidence of a continued relationship with the employing organization.
2. Sell only literature approved by the NADCOM.
3. Attend required workshops and training sessions.
4. Turn in Weekly Sales Remittance Report, Weekly Literature Evangelist Activity Reports, and sales contracts.
5. Sign reports providing evidence of service by the literature evangelist.
6. Work under the leadership provided by the conference’s publishing director and/or district leaders.
7. Be paid a commission and other benefits as specified by policy.
8. Receive reimbursement for travel expenses to attend meetings officially authorized by the NAD Publishing Department.
9. Work with the tools and materials provided by the NAD Publishing Department.
10. Be subject to termination according to policy. (When employment is terminated, appropriate procedures should be followed to protect the employing organization from further liability.)

**FP 70 12 Relationship of Local Conference to the Literature Evangelist**—Literature evangelists in the United States shall be treated as self-employed for Federal Income tax purposes only.

**FP 70 13 Student Service**—1. A student who has served three months or more in literature evangelism and decides to enter full-
time literature evangelism may be issued a literature evangelist license immediately.

2. A student literature evangelist whose service record shows work equal to full-time service and continues as a full-time literature evangelist shall be credited for such work toward a license or credential.

**FP 70 15 Retirement Benefits for Literature Evangelists**—Literature Evangelists who meet the employee qualification provisions of FP 70 11 are eligible to participate in the Retirement Plans if they also meet plan eligibility requirements. Literature Evangelists who are designated as independent contractor/distributors are not eligible to participate in the NAD Retirement Plans.

**FP 75 Scholarship Plans**

**FP 75 06 Student Scholarship Plan**—Universities, colleges, junior colleges, schools of nursing, academies, day academies, intermediate or elementary schools are urged to offer scholarships to apply on future school expenses of all students and prospective students who earn scholarships wholly by the sale of denominational subscription books or magazines. These scholarships shall cover board, room, tuition, and other direct school expenses such as books and fees.

**FP 75 07 Computing Scholarships**—The amount of the scholarship shall be on the basis of a minimum of twenty-five percent (25%) of the cash forwarded by the student to the school.
FS

STEWARDSHIP MINISTRIES —
DEPARTMENTAL POLICIES

FS 05 Statement of Philosophy and Mission

Stewardship is the lifestyle of the one who accepts Christ's lordship and walks in partnership with God, acting as His agent in managing His affairs on earth.

Stewardship begins with God's act of creating Adam and Eve in His own image. With His personal touch, God established an intimate relationship and union with humanity that was to be nurtured in the intimacy of time spent together. This shared image and shared intimacy are foundational to understanding the spirit and dynamics of biblical stewardship.

God established Adam and Eve as rulers over the earth (see Gen 1:26-28). Through this act, God made them His partners over creation—placing the entire world as their trust in shared governance with Him. It was in Eden that humanity first became stewards and acted as God's agents on earth. In this sense, God established a relationship of interdependence with humanity. The awesome concept of God's dependence upon humanity is crucial to our acceptance of our full dependence upon Him.

When sin entered the world, it shattered and distorted God's creation and separated mankind from God. The union with God was broken. The image of God was marred. The shared governance was surrendered, and this earth became sin's domain.

In Jesus Christ, God restored this divine-human relationship and reestablished His kingdom on earth. Thus the gospel provides reconciliation between God and humanity. Christ became the second Adam, winning back humanity's lost stewardship. Today, stewardship begins with the recognition of God's sovereignty as Creator, Redeemer, Sustainer, and Owner.

FS-1
Through the incarnation, Christ identified Himself fully with humanity. The shared intimacy of God with mankind is embodied in Jesus Christ, the God-man. His life and death form the basis for a renewed relationship with God. Through the ministry of the Holy Spirit, the living presence of Jesus restores the reality of a shared intimacy between God and man.

As the model steward, Jesus Christ demonstrated the lifestyle of the individual in union with God. Through His ministry in heaven, Christ enthrones humanity with Him, (see Eph 2:6) and renews humanity's partnership with God. In this partnership, the human agent functions as regent under the authority of God. When allowed to live on the throne of one's life, the believer is lifted by God to sit with Him on His throne. All the power of heaven is available to aid God's stewards in their daily lives.

Restoring the image of God in humanity is part of the redemption process. While not complete before the Second Coming, the process begins here on earth. The Holy Spirit brings the promised presence of Christ into the life of the believer (see John 14:16-20), and begins a new creation (see 2 Cor 5:17). Sinful humanity, saved by grace, once again shares the image of God (2 Peter 1:4). Through the power of the living Christ, the believer who accepts the gift is once again in complete union with God.

While enthroned by God in heavenly places with Christ, the believer is totally dependent upon Him for every aspect of life. Yet God is also dependent upon humanity. He has chosen to depend upon His believers as the ultimate demonstration of His power and character to the world. He trusts humanity with a complete partnership in union with Him. The corporate dimension of the Church as the body of Christ, with Him as its head, reflects the ultimate level of partnership and/or stewardship. Each part of the body, individually or as a group, grows and matures through interdependence. Interdependent with God, the members of His body are also interdependent with each other.
Through a discipleship walk, stewards acknowledge God's lordship and surrender every area of life to Him. Discipleship (moving the entire life towards God) takes place under the guidance of the Holy Spirit as He recreates the believer in the image of God. Faithful stewardship is the Christian lifestyle and the joyful result of a personal relationship of assurance in Jesus Christ.

The issues of time and money are critical in stewardship because they are the two most fluid dimensions of life. The management of these two areas most quickly reflects and influences one's spiritual life. God created the Sabbath as the crowning act of creation week. He asked humanity to rest and worship Him before doing anything else, as a sign that humanity accepted Him as their Creator and Sovereign. God established the system of tithes and offerings for the same purpose. Through the tithe we worship God and acknowledge Him as our Lord. We recognize that all we are and have belongs to Him. God asks that the first portion of time and first portion of our material possessions be given to Him as signs that the believer accepts the covenant relationship with God. God then invites the individual to live the rest of his/her life in partnership with Him.

Thus, stewardship carries over into every area of the life of an individual or church. It provides the foundation and motivation for ministry and witness. Living in partnership with God shapes the priorities and focus. As believers grow in this partnership, the Holy Spirit guides them to provide the financial support for the Church as the body of Christ.

The mission of the Stewardship Ministries Department is to emphasize the lordship of Jesus Christ, to enhance the integration of the gospel into the Christian lifestyle, to encourage faithful stewardship, and to facilitate the individual, leadership, and corporate dimensions of stewardship as partnerships with God.
FS 10 Purpose and Function

The Stewardship Ministries Department assists Administration in accomplishing the mission of the Church through leadership training and the education of church members in stewardship principles. More specifically, the purpose of the Stewardship Ministries is to aid in the integration of the faith walk with God into every area of life—individually and corporately. The functions Stewardship Ministries are:

1. To articulate a biblical vision of stewardship and the integration of the lordship of Jesus Christ into every area of life, and to call the Church to a total commitment of the entire life and all resources and possessions to the lordship of Jesus Christ.
2. To develop and present a biblical approach to stewardship as the lifestyle lived in union and partnership with God.
3. To continue the work of tithe and offering education and the implementation of the recommended Seventh-day Adventist Financial Support Plan. This would help members grow in the understanding of their role in the corporate stewardship of the Church as the body of Christ, its financial support through systematic benevolence, and the role of the Holy Spirit in guiding the individual and corporate giving systems.
4. To develop concepts and work with the Stewardship Ministries Planning Committee and the Church Resource Center in the production of appropriate resources for empowering members and leaders to implement stewardship principles.
5. To encourage increased financial responsibility and accountability, as well as greater levels of financial self-support and interdependence, individually and corporately.
6. To help create an understanding of the balance between a regular giving system and special project giving as two dimensions of systematic benevolence which work in harmony. Thus each believer is encouraged to provide regular, systematic support for the local church, conference/mission, and world
missions, and in addition, join in supporting special projects as led by the Holy Spirit.

7. To give leadership and coordination to those programs that the North American Division Committee may decide should be given support throughout the Division and may assign to the Stewardship Ministries Department as its responsibility.

**FS 15 Areas of Emphasis**

Stewardship Ministries focuses upon the following areas of emphasis in the fulfillment of its purpose and mission:

1. *Spiritual Renewal*—Spiritual renewal must form the foundation for any Stewardship Ministries Department thrust. Since stewardship involves the entire person living in a growing partnership with God, any strategy must build on spiritual renewal. The Stewardship Ministries Department will encourage and foster materials to aid in the spiritual growth of individuals as well as the corporate body.

2. *Organizational Renewal*—Organizational renewal is also an important area of emphasis for the Stewardship Ministries confidence in leadership and the church structure has a direct impact on individual stewardship. Enhancing a spiritual foundation for the organizational structure and function provides a context in which individuals can more effectively grow spiritually.

3. *Personal Life Management*—The secular and materialistic thrust of our society must be met in a more biblical way. Stewardship must be integrated into every area of life. Thus, personal and total life management are areas, which the Stewardship Ministries Department seeks to strengthen.

4. *Christian Money Management*—People's use of money is a reflection of their walk with God. Thus, biblical principles of money management are an important part of integrating the lordship of Christ into this critical area of life. The Stewardship Ministries Department will continue to develop materials, in
collaboration with the Stewardship Ministries Planning Committee, to help in the area of biblical principles for money management.

5. **Seventh-day Adventist Financial Support Plan**—The Stewardship Ministries Department will continue to assist Administration in tithe and offering education through materials to support the implementation of the Seventh-day Adventist Financial Support Plan, including the Personal Choice Giving Plan.

### FS 21 Departmental Responsibilities

The Stewardship Ministries Department is charged with the responsibility to assist Administration in accomplishing the mission of the Church in the following ways:

1. Initiate specific strategic planning to meet Stewardship Ministries needs in consultation with the unions and conferences.
2. Train conference Stewardship Ministries Department leadership in stewardship principles and practices, as well as teaching and training methods.
3. Develop and publish, in collaboration with the Stewardship Ministries Planning Committee, a curriculum on biblical stewardship for use by leaders in empowering members in their personal walk with God.
4. Coordinate the Stewardship Certification for training Stewardship Ministry Directors, pastors, and local church leaders in consultation with the division and unions, including the development of the certification curriculum.
5. Oversee the implementation of the Seventh-day Adventist Financial Support Plan.
6. Cooperate with Administration in the evaluation of church giving reports, and to review trends in tithes and offerings.
7. Prepare annual tithe and offering educational materials, and cooperate with other North American Division entities in the promotion of special offerings and projects.
8. Evaluate the functions and effectiveness of departmental projects on church entities, counsel with directors of these departments, and advise administration on progress.

9. Oversee, evaluate and monitor the Stewardship Ministry resource materials produced by the Church Resource Center.

10. Participate with church leadership in developing strategic objectives, goals, plans, and budgets to advance the mission of the Church.
FT

LEGAL ASSOCIATION AND TRUST SERVICES—DEPARTMENTAL POLICIES

FT 05 Statement of Purpose

A recognition of the sovereignty of God, by right of creation and redemption, enables every Seventh-day Adventist Christian to enjoy a sense of security and a relationship with his heavenly Father that surpass all other considerations. A contemplation of Calvary prompts him to dedicate himself and all that he has to God. To do less would mean the loss of spiritual and temporal blessings that come only to those who recognize that God is the owner of all things and that everyone is His steward. This concept of stewardship is recognized by the Christian community; therefore, unique approaches should be taken to achieve the goal of securing to the Lord the material blessings bestowed upon the members of His church.

The Seventh-day Adventist Church in its Trust Services, offered through the conference legal associations and denominational institutions, teaches this profound truth and provides the means whereby individuals and families may through the avenues of special gifts, trusts, annuities, and bequests, give their continuing, wholehearted support to God’s work.

In the fulfillment of this purpose, the Legal Association through its Trust Services also seeks to minimize the cost of administering and closing the estates of donors and attempts to utilize every lawful means to hold income, gift, and estate tax consequences to a minimum, and proclaims, as Heaven’s standard of stewardship, the principles set forth in the Bible and amplified in the Spirit of Prophecy.
FW

WOMEN’S MINISTRIES—
DEPARTMENTAL POLICIES

FW 05 Philosophy
The Department of Women’s Ministries is committed to encouraging, challenging, equipping, and nurturing Seventh-day Adventist women as they do their part in carrying the Gospel message to the world. “The Lord has a work for women as well as for men. They may take their places in His work at this crisis, and He will work through them…. They can do in families a work that men cannot do, a work that reaches the inner life. They can come close to the hearts of those whom men cannot reach. Their labor is needed.”— (WM 145)

FW 06 Vision
The Women’s Ministries spiritual vision is to know Jesus passionately and to serve and disciple women.

FW 07 Mission
The mission of the Women’s Ministries is to lift up Jesus Christ by empowering women to discover and realize their leadership and ministry potential—within their homes, churches, and communities.

FW 10 Statement of Purpose
The primary purpose of the Department of Women’s Ministries is to nurture, facilitate, and support women in their Christian lives as disciples of Jesus Christ and members of His World Church. In consultation with Administration and other departments of the
Church, the department shares the responsibility for developing an evangelistic strategy and provides training to equip the women of the Church to uplift Christ in the Church and in the world.

“As we may do a noble work for God if we will. Woman does not know her power…. There is a higher purpose for woman, a grander destiny. She should develop and cultivate her powers, for God can employ them in the great work of saving souls from eternal ruin.”—(4T 642)

The North American Division Department of Women's Ministries will focus on six critical issues that are barriers preventing women from reaching their full potential: illiteracy, poverty, abuse, and the need for training and mentoring for greater involvement in the mission of the Church.

**FW 15 Department Objectives**

**FW 15 05**—In order to fulfill the purpose of the Department of Women's Ministries, eight objectives have been identified by which the women in the Church may be empowered to share the good news within their families, among their fellow believers, and in ever expanding circles in the unsaved world.

**FW 15 10 Objectives**—1. Elevate women as persons of inestimable worth by virtue of their creation and redemption.
2. Enable women to deepen their faith and to experience spiritual growth and renewal.
3. Underscore the broad spectrum of needs and concerns of women across the life span from multicultural and multiethnic perspectives.
4. Liaison and cooperate with other specialized departments of the Church to meet the needs of women.
5. Build networks among women in the Division that encourage bonds of friendship, mutual support, and creative exchange of ideas and information.
6. Mentor and encourage young Adventist women, creating paths for their involvement in the Church as they reach for their full potential in Christ.
7. Bring women’s unique perspectives on issues facing the Church to decision making bodies.
8. Seek expanding avenues of dynamic Christian service for women, challenging each Adventist woman to use her gifts to complement the talents of others as they work to further the global mission of the Seventh-day Adventist Church.

**FW 16 Departmental Responsibilities**

**FW 16 05 Responsibilities**—1. Assist unions and conferences in achieving their objectives for the women in their constituency.
2. Advise and counsel unions and conferences in the structure, organization, and direction of Women's Ministries.
3. Provide leadership training seminars and workshops for Women's Ministries personnel at the union and conference level.
4. In collaboration with the Church Resource Center, develop manuals, training materials, and other program resource materials to meet the multicultural and multietnic needs of women across the Division.
5. Heighten awareness of the talents and resources that women bring to the church.
6. Assist women in identifying their spiritual gifts and inspire them to cultivate these gifts for use in the Church's global mission.
7. Promote spiritual growth among women in the church.
8. Reclaim women who have left the fellowship of the church.
9. Affirm women who serve the church as laypersons, denominational employees, and in pastoral ministry.
10. Promote education, spiritual growth, and bonding among young women in the church.
11. Identify opportunities for service and leadership in the church.
12. Heighten awareness regarding the inclusion of women's perspectives in the decision-making processes of the church (boards and committees).
13. Maintain a close liaison with Administration through frequent consultation.
14. Facilitate the building of networks among women in the Division to encourage bonds of friendship and mutual support, and to encourage the creative exchange of ideas and information.
15. Encourage Seventh-day Adventist authors and editors to write on subjects that minister to women and to encourage women authors.
16. Work with the Office of Information and Research to obtain a statistical database in order to determine trends and gain information about the work of Women’s Ministries in the Division.
17. Recommend policies relative to Women's Ministries.

FW 17 Use of Annual NAD Women’s Ministries Offering

FW 17 05—In sharing the offering with the participating conferences and unions, it is the intention of the NAD Women’s Ministries Department to provide funds for conference and union Women’s Ministries departments to enable them to plan and conduct ministry activities and events.

FW 17 10 Uses of Offering—The annual NAD Women’s Ministries Offering shall be distributed and used according to the following guidelines.
1. The NAD Women’s Ministries Offering shall be shared as follows:
   - 40% Conference
   - 30% Union
   - 30% Division
2. The offering shall be used by the Women’s Ministries Department in the conference, union, or division and restricted to:
   a. Evangelistic outreach sponsored by the Women’s Ministries Department
   b. Leadership training for women
   c. Other projects as directed by the Women’s Ministries Department
3. All offering funds shall be disbursed in consultation with the women’s ministries director/liaison of the respective conference, union, or division.
FX

PATHFINDER/CAMP MINISTRIES

FX 05 Pathfinder Ministries

FX 05 05 Focus—The primary focus of Pathfinder Ministries is the salvation of youth through their acceptance of Jesus Christ and involvement in the mission of the Church.

FX 05 10 Purpose—The purpose of Pathfinder Ministries is to lead its members into a growing, effective relationship with God; build them into responsible, mature individuals, and involve them in active, selfless service. The Department of Pathfinder Ministries is to assist the conferences in forming objectives, goals, and plans, and to provide training resource materials that will equip the body of the church to save its youth and prepare them to take the gospel to all the world.

Pathfinder Ministries is dedicated to meeting the social, physical, mental, and spiritual developmental needs of youth in grades 5-10, by challenging them to experience a personal relationship with Christ, gain a sense of achievement and responsibility, and develop respect for God’s creation, including their neighbors.

The goal of Pathfinder Ministries is to meet the Pathfinder’s present and unfolding needs, bringing them to self-fulfillment and maturity in Christian faith. This will be characterized by their decision to:

1. Accept Jesus Christ as a personal Savior and Lord.
2. Reflect internalized Christian values through mature decision-making and behavior.
3. Exhibit the righteousness, true holiness, and fullness of the stature of Christ. Demonstrate leadership skills, enabled and

FX-1
empowered to become full partners in active, selfless service, supporting the mission of the Church.

**FX 05 15 Objectives**—The objectives of the Pathfinder Ministries are to:

1. Encourage its members to give their hearts to Jesus and to take an active part in fellowship, worship, outreach, and service.

2. Involve its members as full partners in all spheres of the Church’s ministry, challenging them to use their unique gifts in the church, community, and world.

3. Challenge its members in the mission and ministry of Christ by making God’s Word meaningful and fruitful in their lives.

**FX 05 20 Leadership Responsibilities**—1. **Leadership Certification**—Provide motivational leadership, and management counsel, and establish a training curriculum for the Pathfinder leadership certification.

2. **Resource Materials**—Prepare resource materials in collaboration with the Church Resource Center, providing core materials such as manuals and guidelines necessary to maintain unity of **Facilitation**—Facilitate materials authorized and approved by the Church for its youth.

3. **Religious Education**—Work with the Church Resource Center Board, NAD Pathfinder Committee, Seventh-day Adventist publishing houses, AdventSource, and conferences to plan, develop, produce, and oversee the implementation of curricula for religious education of youth.

4. **Liaison**—Establish and maintain a close liaison with church leaders and/or administrators through frequent consultation.

5. **Evaluation**—Periodically evaluate the Pathfinder Ministry to determine trends and establish future directions.

6. **Policy**—Recommend policies relevant to youth ministry.

7. **Facilitation**—Facilitate the NAD Pathfinder Committee.
FX 10 Seventh-day Adventist Camp Ministries

FX 10 05 Purpose—Seventh-day Adventist Camp Ministries provide support to conference camp facilities and outdoor ministries for children and youth. It provides an intentional Christian environment committed to strengthening each camper’s relationship with God and all His creation through Scripture, nature, and recreation. The goals of camping ministry are to bring children and youth to Christ, help them to gain an appreciation for His creation, and develop skills for mission service and environmental stewardship.

Seventh-day Adventist Camp Ministries believe that in a camp setting, the study of the Bible and nature, in the context of wholesome relationships and recreation will place campers and guests in a Christ-centered environment which promotes proper social, physical, mental, and spiritual development. Its goals are to:

1. Be an integral part of the mission and life of the Church.
2. Be a servant of the Gospel in outreach and to be a resource to the community.
3. Promote programming that focuses on God’s creative and redemptive love.
4. Encourage Recruitment and training of qualified staff for the camp operations and programs.
5. Develop in campers a sense of responsibility for the environment.
7. Encourage networking to enable camps to share resources and information.
8. Plan conference training seminars, conventions, and retreats for local churches and schools.
9. Provide manager, director, and ranger certification and camp accreditation.
FX 10 10 Responsibilities—1. Provide professional growth experience for full-time camp staff, certification for camp managers, directors, and rangers, and accreditation for camp facilities.
2. Work together with the Church Resource Center in the development, marketing, and evaluation of camp curriculum and materials.
3. Oversee the NAD Association of Adventist Camp Professionals.
4. Evaluate and encourage Christ-centered and safe North American Division camping programs and activities.
5. Facilitate the NAD Camp Committee.

FX 15 Association of Adventist Camp Professionals

Sponsored by North American Division Camp Ministries, the Association of Adventist Camp Professionals (AACP) encourages camp professionals and church employees assigned to camp ministries to promote excellence in camp education and research, and provides a means of professional networking, mutual encouragement, and spiritual growth among these professionals. Although not required, professional certification is highly recommended for church employees working in the area of camp ministries.

The Association of Adventist Camp Professionals offers a mentoring program to all camp professionals that are newly employed, such as new Camp Directors, Camp Rangers/Managers and Food Service Directors. In a desire to assure that Adventist camps adhere to accepted national standards, the AACP mentoring program is strongly recommended and endorsed by Adventist Risk Management and the North American Division Camp Committee. Mentoring is provided through the North American Division office of Camp Ministries.
FY

YOUTH MINISTRIES—
DEPARTMENTAL POLICIES

FY 05 Statement of Purpose

The Youth Department of the Seventh-day Adventist Church is a ministry which works for and through teens and young adults. Youth ministry is defined as that work of the Church that is conducted for, with, and by teens and young adults. The primary focus is the salvation of youth through Jesus Christ and their acceptance and involvement in the mission of the Church.

The purpose of the Youth Department is to facilitate and support the ministry of the Church in winning, training, holding, and reclaiming its teens and young adults. The department shares the responsibility for developing an evangelistic strategy in consultation with administration and in cooperation with other departments of the Church. It is to assist the Church in forming objectives, goals, and plans, and to provide training that will equip the body of the Church to minister to teens and young adults and prepare them to take the gospel to all the world. All of its activities are to be coordinated into a master strategy for soul winning and soul conservation.

FY 10 Objectives

FY 10 05 Objectives of the Department—1. Provide teens and young adults with a Bible-based foundation that will enable them to develop a life-long relationship and commitment to Christ and His Church.

2. Lead teens and young adults to understand their individual worth in Christ and to discover and develop their spiritual gifts and abilities.
3. Equip and empower teens and young adults for a life of service within God's Church and the community.

4. Ensure the integration of teens and young adults into all aspects of church life and leadership in order that they might be full participants in the mission of the Church.

To accomplish these objectives, the department is to achieve a balanced ministry by incorporating the biblical dynamics of fellowship, nurture, worship, and mission. It is to help teens and young adults to develop their full potential physically, mentally, spiritually, and socially. The Youth Department is committed to maintaining relevance and effectiveness in ministry by relating all its ministry to the needs of teens and young adults. To accomplish this, it must listen to teens and young adults and be informed as to their perceptions, concerns, and suggestions.

**FY 10 06 Departmental Responsibilities**—
1. Initiate specific and long-term strategic planning to meet youth ministry needs in consultation with the unions and local conferences.

2. Initiate ideas, plans, and programs in cooperation with conference youth ministries personnel.

3. Evaluate, and monitor youth ministries work and resource materials throughout the Division.

4. Oversee, in collaboration with the Church Resource Center, the development of a curriculum for religious education of teens and young adults and the publication of resource materials.

5. Oversee the delivery of training seminars, workshops, and congresses both for the department and the specialized ministries or programs within the department.

6. Equip teens and young adults for soul winning by modeling spiritual leadership, and by providing, in collaboration with the Church Resource Center, information, training, resource materials, and consultant services.

7. Cooperate with other departments and services in the faith nurture of Seventh-day Adventist college and university students.
attending both denominational and other institutions of higher learning.

8. Give leadership and coordination to those programs that the North American Division Committee may decide should be given support across the Division and may assign to the Youth Department as its responsibility.

9. Maintain a close liaison with administration through frequent consultation.

10. Establish, in collaboration with the Office of Information and Research, a system of measurement and evaluation in order to establish trends and gain information about the work of youth ministry across the Division.

11. Recommend policies relative to youth ministry.

**FY 11 The Adventist Youth Council Objectives**

The Adventist Youth Council is the local church youth organization. It has three major objectives:

1. *Salvation*—To work for the salvation of young people within the Seventh-day Adventist Church, helping them to grow spiritually, physically, mentally, and socially.

2. *Fellowship*—To provide fellowship for Seventh-day Adventist youth and to organize them to work for the salvation of other young people who are not of our faith.

3. *Training*—To train Seventh-day Adventist youth for leadership roles within the church and harness their energies for involvement in all branches of church activities.

**FY 12 Youth Sabbath School**

The Youth Department supports local churches in the operation of Teen and Young Adult Sabbath Schools, including Branch Sabbath Schools. The purpose of the Sabbath School is to encourage the spiritual growth of teens and young adults through
Bible study, fellowship, and involvement in ministry, and support of the world-wide mission of the denomination.
ELLEN G WHITE
ESTATE, INC.—POLICIES

GE 05 Ellen G White Writings

GE 05 05 Ellen G White Writings—The writings of Ellen G White are, in a special sense, the property of the Church. The published writings and the manuscripts were both placed by her in the care of the Ellen G White Board of Trustees, which is responsible for their safekeeping and for the promotion of their publication in all leading languages. This Board is also responsible for the issuance of new books compiled from the Ellen G White manuscripts and periodical articles. The Board, working in close cooperation with the General Conference Committee, serves as the author’s representative in all matters pertaining to the published and unpublished writings, whether these be under copyright or in public domain.

GE 05 10 General Conference Recognition—The General Conference recognizes the Ellen G White Estate, Incorporated, established by Ellen G White herself, as the owner and proprietor of all her writings, thus bearing responsibility for their care, publication, and widest possible distribution. This understanding relates to all Ellen G White writings whether or not under copyright. Permission for publication of these writings emanates from the Board. The General Conference calls upon organizations and persons, within or without the Church, to honor the provisions of the author for the continuing custody of her writings.

Procedures for the use, translation, and publication of Ellen G White’s writings are outlined in the General Conference Working Policy.
ADVENTIST COMMUNITY SERVICES
NORTH AMERICA, INC.

HA 06 Purposes and Objectives

HA 06 06 Purposes and Objectives—Adventist Community Services North America, Inc. (ACS) has been established as a humanitarian relief and individual and community development ministry to fulfill the mission of the Seventh-day Adventist Church in the United States and Bermuda, which is to serve communities in Christ’s name. ACS aims to develop continuing leadership education, build collaborative partnerships and expand the scope of community services.

HA 11 Programs

HA 11 05 Organization—1. The Adventist Community Services North America, Inc. (ACS) headquarters is located in the offices of the North American Division (NAD) of the Seventh-day Adventist Church and supports all levels of the NAD church structure, which includes unions, conferences and local congregations.

2. The North American Division Committee (NADCOM) shall appoint the Board of Directors of Adventist Community Services North America, Inc. (ACS) and the Board will govern all operations within the Division.

HA 16 Services

Adventist Community Services North America, Inc. (ACS) provides services such as Disaster Response, Adventist Crisis Care Network (ACCN), Community Development/Urban Ministry/Inner
City Ministries, Elder Care Ministries, Youth Empowered to Serve (Y.E.S.), and Tutoring and Mentoring Programs.

1. Disaster Response—ACS operates within a Statement of Understanding with the Federal Emergency Management Agency (FEMA), the emergency management agency of the U.S. government, the American Red Cross and many state emergency management agencies.

Adventist Community Services North America, Inc. (ACS) is also a founding member of the inter-agency compact called National Voluntary Organizations Active in Disaster (VOAD) and the affiliated state VOADs. National VOAD is the primary forum used by more than 40 national voluntary organizations, emergency management, and business partners to exchange and share information, to network and to coordinate activities with each other before, during and after disasters, resulting in less duplication and gaps in service and better collaboration and cooperation.

Adventist Community Services Disaster Response (ACSDR) operations utilize volunteers and staff on the union, conference and local church levels. ACSDR helps disaster survivors through community collection centers, multi-agency warehouse operations; emergency distribution centers mobile distribution units and regionally-coordinated services as approved by division headquarters. Details of disaster response operations are provided in the disaster response training and program manuals.

Disaster Response Alliance—The Adventist Community Services Disaster Response Alliance exists to collaboratively coordinate disaster response efforts provided by Seventh-day Adventist affiliated organizations in partnership with Adventist Community Services to provide maximal strategic and efficient assistance to disaster survivors. All entities representing the Seventh-day Adventist Church in disaster response shall form an alliance with Adventist Community Services North American
Division headquarters through the development of a Memorandum of Understanding.

2. **Adventist Crisis Care Network/Community Chaplain (Disaster Response) Initiative**—The Community Chaplain (Disaster Response) initiative is a joint endeavor of Adventist Community Services (ACS) and Adventist Chaplaincy Ministries (ACM). ACM will be the endorsing agency and ACS will be the managing agency under whose auspices the chaplains will be deployed. This endeavor stems from the need to have trained Adventist ministers who are qualified to serve on a local, regional or national basis as disaster response chaplains.

3. **Community Development/Urban Ministry**—ACS Community Development Ministries provides assistance to individuals and families by addressing their physical, social, mental and spiritual well-being.

4. **Elder Care Ministries**—ACS Elder Care Ministries provides education and coordinates services related to aging, health, finance and social issues for seniors in the church and community in collaboration with community-based elder care programs.

5. **Youth Empowered to Serve (Y.E.S.)**—ACS Y.E.S. incorporates teens and young adults in all community service projects. Y.E.S. units are organized through educational institutions or local churches. Y.E.S. operates in collaboration with Youth Ministries Departments at the division, union, and local conference levels.

6. **Tutoring and Mentoring Programs**—ACS Tutoring and Mentoring seeks to assist with the needs of communities providing services such as teaching basic reading, writing, English as a Second Language (ESL) classes, math and computer skills. The program also provides mentoring models to address growth opportunities as it relates to individual development. This program collaborates with the North American Division Office of Volunteer Ministries (OVM).
In addition to the above services, Adventist Community Services North America, Inc. (ACS) has initiated two innovative programs to equip and develop leaders to serve and transform our communities: Nonprofit Leadership Certification Program (NLCP) and Adventist Urban Congress (AUC).

**Nonprofit Leadership Certification Program**—A two-level training program that equips pastors and lay leaders with the latest strategies and professional skills to successfully lead and focuses on three major components: Nonprofit Management/Leadership, Community Development Outreach Ministry and Biblical Principals of Social Evangelism.

**Adventist Urban Congress (AUC)**—AUC provides opportunities to develop innovative leadership skills to effectively lead our churches to serve our communities in an ever changing society.

**HA 16 05 Adventist Community Services North America, Inc. (ACS) Funding**—

1. **Offering**—The annual Adventist Community Services (ACS) Offering (formerly known as Inner City Offering) shall be used to fund ACS operations, development, education and program implementation within the ACS services. The offering shall be included in the North American Division Calendar of Offerings Weekly Appeal.

2. **Hope for Humanity/Ingathering (HFH)**—Ten — Twenty percent (20%) of the annual Hope for Humanity (HFH) general donations received in the division office will be allocated directly to support and fund ACS grant projects. ACS and HFH will work together as partners to allocate funding and promote ACS projects and services through HFH shared promotional brochures, DVD’s, websites, and materials. The ACS project application guidelines and procedures can be found on www.communityservices.org.

**HA 16 10 Disaster and Famine Relief Offering**—1. Description—An offering known as the Disaster and Famine Relief Offering shall be received annually on a date approved by
the North American Division Committee (NADCOM). The date offering shall be included in the North American Division Calendar of Offerings Weekly Appeal.

2. Purpose—This offering shall be used for disaster response operations including planning, preparedness, and implementation. Appropriate activities involve training, development, staffing, volunteer support, response operations and survivor assistance or other program enhancements.

3. Distribution of Funds—The total amount of the offering received shall be remitted monthly to the General Conference and shall be distributed as follows:

a. Year 2015 - Thirty percent (30%) of the total amount received in the North American Division will be appropriated by the General Conference to Adventist Community Services North America, Inc. Seventy percent (70%) of the total amount received in the North American Division will be appropriated by the General Conference to Adventist Development Relief Agency International (ADRA). In addition, another ten percent (10%) of the ADRA International offering will be available to ACS North America for specific project requests.

b. Year 2016 - Forty percent (40%) of the total amount received in the North American Division will be appropriated by the General Conference to Adventist Community Services North America, Inc. Sixty percent (60%) of the total amount received in the North American Division will be appropriated by the General Conference to Adventist Development Relief Agency International (ADRA). In addition, another ten percent (10%) of the ADRA International offering will be available to ACS North America for specific project requests.

c. Year 2017 and beyond – Fifty percent (50%) of the total amount received in the North American Division will be appropriated by the General Conference to Adventist Community Services North America, Inc. Fifty percent (50%) of the total amount received in the North American Division will be
appropriated by the General Conference to Adventist Development Relief Agency International (ADRA).

Adventist Community Services North America, Inc. (ACS) will assist in developing innovative community outreach programs for Canada.

**HA 16 15 Restriction on Adventist Community Services (ACS) Disaster Response Funds**—Funds received through the annual Disaster and Famine Relief and other special offerings (such as funds raised in response to specific disasters and Adventist Community Services North America, Inc. (ACS) programs) are restricted to the use for which they are intended and shall not be contributed to other charitable agencies or non-related activities.

**HA 16 20 Governance—Adventist Community Services (ACS) in Canada**—ADRA Canada, in cooperation with Adventist Community Services (ACS) North America Inc., shall operate and manage all programs in Canada independently and be governed by policies approved by the North American Division Committee (NADCOM). As requested by ADRA Canada, Adventist Community Services North America, Inc. (ACS) will assist in developing innovative community outreach programs for Canada.
K 05 Criteria for Defining Supporting Ministries

The Seventh-day Adventist Church defines as Supporting Ministries, organizations that comply with the following criteria:

1. *Church Membership*—The leaders and representatives of supporting ministries shall be loyal members of the Seventh-day Adventist Church in regular standing.

2. *Theological Positions*—The theological positions of the supporting ministries and the emphasis placed upon them shall be in harmony with the fundamental beliefs, mission, practices, and teachings of the Seventh-day Adventist Church. In supporting these beliefs, the context of both the biblical text and writings of Ellen G White will be faithfully used. Theological positions not addressed in the fundamental beliefs shall not be promoted.

3. *Support and Cooperation*—The leaders and representatives of supporting ministries shall support and cooperate with the goals, mission, policies, procedures, practices, and purposes of the Seventh-day Adventist Church in their words, actions, and publications. Their work shall positively complement that of the Church in support of the fundamental beliefs and teachings of the Church in carrying out the gospel commission.

4. *Legal Affiliation*—Supporting ministries and their personnel shall clearly and explicitly state in their legal documents, public statements, websites, social media and in their dealings with third parties that they support the spiritual mission of the Church but are independent supporting ministries not controlled by or legally affiliated with the Church. Permission to use any trademarked names or marks of the Seventh-day Adventist Church shall be
obtained from the General Conference Corporation of Seventh-day Adventists prior to any use.

5. *Tithes and Offerings*—Supporting ministries shall not solicit or knowingly accept tithe from Seventh-day Adventist Church members but shall encourage their supporters to be faithful in returning tithe and appropriate offerings through the authorized channels of the Seventh-day Adventist Church.

6. *Services in Other Divisions*—Supporting ministries providing services outside their own division territory shall consult with, and secure approval from, the division administration concerned regarding the nature, extent and duration of services rendered within that division.

**K 05 10 Process for Listing Supporting Ministries**—Organizations that comply with the criteria of K 05 05, may apply for listing as a supporting ministry organization to the secretary of the North American Division. The organization seeking listing shall:

1. Have been in operation for at least one year.
2. Have at least two full-time employees.*
3. Be led by a Seventh-day Adventist who does not receive salary from any Seventh-day Adventist denominational organization for the leadership of this organization.
4. Be controlled by a board with a membership majority of lay Seventh-day Adventists.
5. Complete an application form supplied by the North American Division.
6. Obtain a positive recommendation as a supporting ministry from the ADCOM of the Conference in which the supporting ministry head office is located.
7. Obtain confirmation of status as a supporting ministry from the Union ASI Secretary, or ADCOM, in the Union in which the head office is located.
8. Supply copies of the following documents, together with the completed application form, to the secretary of the Division:
   a. Mission statement
b. Articles of Incorporation (or constitution if unincorporated) and bylaws (or equivalent documents in jurisdictions using different terminology or having different requirements) clearly stating the organization’s purposes and objectives, and legal status (for example, not-for-profit, charitable, or religious corporation). If such documents refer to the Seventh-day Adventist Church, they must clearly indicate the organization is an independent organization that supports the spiritual mission of the Church and is not controlled or legally affiliated with the Church.

c. References from individuals, church boards, or administrative entities attesting that the organization complies with the K 05 05 definition of Supporting Ministries.

d. Statistics—number of employees/volunteers.

e. Report of activities.

f. Reason for seeking listing.

g. Other information as required by K 05 05 or by the division reviewing the request for listing as a supporting ministry organization.

9. Supporting Ministries shall demonstrate that they are (a) in conformity with all legislative requirements with respect to not-for-profit organizations in their respective legal jurisdiction, (b) compliance with local taxing authority requirements pertaining to not-for-profit organizations, (c) evidence of adherence to and support of the 28 Fundamental Beliefs of the Seventh-day Adventist Church, and (d) compliance with the requirements of this section, (Section K) of the NAD Working Policy.

K 05 11 Application Process—When the application process is complete, the division secretary shall submit the request to the division executive committee for consideration and then notify the General Conference Secretariat when the supporting ministry organization is added to the division’s list of supporting ministry organizations. The North American Division shall be responsible for the maintenance and accuracy of its list of supporting ministries. The roster maintained by the General Conference
Secretariat is for the convenience of the North American Division and does not connote control, endorsement, or responsibility for any supporting ministry listed. The General Conference Secretariat shall refer any question about any listing to the North American Division for consideration and response.

In the North American Division where an active Adventist-Laymen’s Services and Industries organization is established, the division has chosen to accept the Adventist-Laymen’s Services and Industries-type application process. The division secretariat shall send its recognized list of organizations to the General Conference Secretariat for listing on the roster.*

The division will confirm at least quinquennially that its list of supporting ministries meet all K 05 05 and other requirements of the North American Division.*

* Does not apply to the Seventh-day Adventist Church in Canada.
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THE MINISTRY AND MINISTERIAL TRAINING

L 05 Ministerial Training

L 05 06 Educational Requirement—The educational requirement for entrance into the ordained ministry (except as provided in L 05 21) shall be the completion of the seven-year ministerial training program. College/University ministerial graduates shall attend the Andrews University Theological Seminary to complete the nine-quarter program. Upon satisfactory completion of the nine quarters, the graduate is eligible for a three-quarter assignment as a ministerial intern, or for other direct appointments to the ministry. (See also L 31)

L 05 11 Undergraduate Requirements—The four-year college/university program shall include a minimum of 128 semester credits, or 190 quarter credits, leading to a Bachelor of Arts degree with a major in Bible or religion.

L 05 14 Pretheological and Theological Students 1. Pretheological students shall be so designated upon matriculation for college/university work in a pretheological course of study upon their declaration of intention when registering for college/university studies, and subject to suitable scholarship, behavior, and spiritual experience.

2. The designation “pretheological student” shall be continued at the end of the second year upon the recommendation of a committee of the college/university faculty which shall take into account scholarship, behavior patterns, convictions of the student, and evidence of his aptitude for and interest in the work of the ministry.

3. The two upper-division years shall consist of ministerial training with a continuation of general studies. This training is to
be held to the pattern, the common core of which is to be a major field of 30 to 32 semester hours or their equivalent. A related minor of 18 semester hours or their equivalent is recommended, with the student choosing his minor under guidance.

**L 05 16 Postgraduate Requirements**—The course at the Theological Seminary, leading to a Master of Divinity degree, shall consist of nine quarters of study, approximately 25 percent of which shall consist of applied theology.

**L 05 20 Seventh-day Adventist Theological Seminary**

1. The purpose of the Seminary is to provide professional education for the gospel ministry and opportunity for such graduate study and research as will contribute to the advancement of sound scholarship in the fields of Bible and religious history.

The Seminary offers courses in the various fields of theological study leading to the Master of Divinity degree. These courses are given in six departments; namely, Old Testament, New Testament, theology and Christian philosophy, church history, applied theology, and missions. The Master of Divinity degree is given to the student who satisfactorily completes 135-quarter credits as prescribed by the Seminary.

The general plan is that individuals take the full Master of Divinity curriculum, though it is recognized that God does call people from various professions or vocations into the work of the ministry. This curriculum is open to those who have earned a Bachelor of Arts or comparable degree, preferably with a concentration in religion or theology, and who are recommended as candidates for the ministry.

2. It is recommended that conferences, hospitals, schools, and publishing houses make provision for giving employees the privilege of attending this school in order to enlarge their knowledge of Bible and religious history and the great truths of this last-day message; and that they keep in mind the following factors when selecting those who shall have the privilege of attending the Seminary:
a. The need and possibility of self-improvement.
b. Qualifications for advanced study.
c. Prospects of future service in the cause.
d. The special needs of individuals to prepare for designated lines of work.

Conference committees shall plan definitely to give certain of their ministers’ short leaves of absence to attend the Seminary.

Conferences and institutions should take a favorable attitude toward employees who desire to attend and who are able to meet their own expenses and who in the judgment of the committee or board would profit by such attendance, giving them leave of absence with the understanding that they will return to their duties when the designated schoolwork is completed.

**L 05 21 Alternate Plan**—Candidates for the ministry who have not followed the above plan because of age or unusual circumstances, and who are being considered for employment as ministers, shall be referred for consideration and action to the respective union conference.

**L 15 Ministerial Internship**

**L 15 06 Purpose of the Plan**—The Ministerial Internship Plan has been devised to assist graduates of the Master of Divinity Program at the Seventh-day Adventist Theological Seminary in obtaining practical field experience in the various aspects of the gospel ministry.

**L 15 07 Definition of “Ministerial Internship”**—“Ministerial Internship” as used here is the period of time that a graduate engages in pastoral ministry under the supervision of an experienced pastor.

**L 15 40 Conference Responsibility**—1. Local conferences shall assume obligation for direct supervision in training the interns during their field service, giving them opportunity for actual development in speaking and bearing responsibility.
2. Conferences shall place ministerial interns where there is prospect for a well-rounded development in all the phases of the ministry—evangelistic, pastoral, teaching (i.e., personal and group instruction) and various departmental activities.
   a. Evangelistic—For some months during the internship period, preferably at the outset, opportunity should be given the intern for association with one or more experienced evangelists where, by observation and participation, inspiration can be received, and the techniques of successful soul-winning can be studied.
   b. Pastoral—Training shall include some months in association with a pastor of experience. During this time, opportunity shall be given for observation and participation with the pastor in the duties involved in caring for the flock.
   c. Teaching—In the development of one who is “apt to teach,” opportunity shall be given the intern for participation in teaching individuals in home evangelism, community Bible schools, pictured-truth meetings, and evangelistic Bible and baptismal classes.
   d. Promotional—For a few weeks during the internship period in the conference opportunity shall be given to develop qualities of leadership and organization under the supervision of the conference departmental directors/secretaries in programs such as youth camps, Ingathering promotion, and educational conventions.

3. During the period of internship and preferably in the final year, opportunity shall be given to the intern to lead out in and be personally responsible for an evangelistic effort.

1. 15 45 Qualifications of Candidates—1. Eligibility for these internships shall include:
   a. A genuine Christian experience
   b. Completion of the Bachelor of Arts degree, with a major in Bible or religion and the Master of Divinity degree or plan to pursue this degree in the future
c. Recommendation from the college/university or Seminary attended as to religious attitude, experience and industry
d. Literary qualifications such as to dignify the sacred calling of the ministry and at the same time provide adequate general educational background to compare favorably with attainments of other professionals
e. Recommendations by the local and union conference committees for acceptance by NADCOA
f. Adaptability and willingness to work
g. Aptitude for public speaking and labor

2. Ministerial Internships shall not be limited to persons who have received a Ministerial Scholarship,

L 15 46 Moving Expenses Assistance—Conferences that employ ministerial interns may cover the expense of the moving of personal effects, the maximum pounds to be determined by the respective union committee.

L 15 47 Financial Assistance to Conferences—The employing conference shall receive financial assistance from the union and the North American Division for the ministerial intern. Such assistance includes provision for remuneration assistance, registration assistance, and evangelistic campaign participation while the intern is attending the Seminary as well as salary and expense assistance while the intern is in the field. Assistance will be granted on a monthly basis as follows:

Traditional track - 36 months:
- NAD: 10% Remuneration Factor
- Union: 17% Remuneration Factor
- Conference: Balance of remuneration and all other allowances and expenses

In-Ministry track - 42 months:
- NAD: 8.5% Remuneration Factor
- Union: 14.5% Remuneration Factor
- Conference: Balance of remuneration and all other allowances and expenses
L 15 48 Remuneration of Interns (In Field)—The salary rate shall be stated in the denominational remuneration scale. When a college/university graduate is employed in the field for a period of not more than three months prior to the seminary study program, the intern will be paid at 75 percent of the remuneration factor. This brief period of employment does not count toward service credit; therefore, it should not be recorded on the individual's service record.

L 15 49 Remuneration of Interns (At Seminary)—While attending the Seminary at Andrews University, seminarians will receive a monthly living allowance as follows:

- Traditional track: 30% Remuneration Factor
- In-Ministry track (42 mos): 30% Remuneration Factor

In addition, seminarians may receive 8% of the Remuneration Factor on a weekly basis for up to six weeks while participating in field schools of evangelism.

Seminarians shall be eligible for the following additional assistance related to their attendance at the Seminary:

1. Assistance on round-trip travel as follows:
   a. Travel—Standard mileage rate by the most direct route.
   b. Per diem—As per policy.
   c. Lodging—Reimbursement on actual expense.
   d. The above per diem and lodging reimbursement will be based on the 500-mile-per-day travel requirement.

2. Expense for moving personal effects from the place of residence to Andrews University. The maximum pounds are to be determined by the respective union committee.

3. Health care expense assistance, tuition assistance for children, and life insurance as determined by the North American

"For Canada and Bermuda scholarship recipients, when the spouse accompanies the seminarian and is not a U.S. citizen or does not possess a Permanent Resident Card (Green Card), or may not obtain full-time work based on a work permit, the scholarship may be increased up to 200% of the regular rate for seminarians in the traditional track.
Division Committee (NADCOM). At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.

**L 15 55 Calling of Ministerial Interns and Sponsored Students**—Ministerial interns and sponsored students should be called from their employing conferences only in exceptional cases, as it is undesirable for their field training to be interrupted. However, when such calls are placed, it shall be on the following basis:

1. Calls for ministerial interns and sponsored students to serve outside their home divisions should be placed only in very special cases where language, prior training, or experience is a factor and the need cannot be met otherwise. Such appointments are not to be made until cleared with the employing organization.

2. Calls between unions for ministerial interns are discouraged; however, when such calls are made, the division policy covering the financial provisions for the amortization of moving expense shall apply.

3. When a ministerial intern or sponsored student transfers from one union to another or from one conference to another within the North American Division, the following unamortized expenses shall be reimbursed by the calling organization:
   a. The union and conference share of remuneration paid to the intern.
   b. Travel and moving expenses.
   c. Medical and educational expenses.
   d. North American Division Evangelism Institute furniture storage expense.

**L 15 56 Licensure**—Ministerial interns shall receive denominational licensure (ministerial, commissioned minister, or missionary license in harmony with division policy) when they begin their field experience.
L 28 Ministerial Scholarship

L 28 05 Purpose of the Plan—The Ministerial Scholarship Plan has been devised to assist individuals in meeting the educational requirements for the gospel ministry.

L 28 10 Definition of “Ministerial Scholarship”—“Ministerial Scholarship” as used here provides financial assistance during the fifth and sixth years of theological discipline toward the degree of Master of Divinity at the Seventh-day Adventist Theological Seminary. By granting a scholarship, the conference/mission does not obligate itself to employ the recipient of the scholarship. This scholarship is applicable to students on the conventional theological track or the Master of Divinity In-ministry Delivery System developed by the Seminary in consultation with the North American Division.

L 28 15 Review of Scholarships—Scholarships shall be granted only to full-time students who maintain a satisfactory standing at the Seminary. The recipient shall be appointed to full-time study for three quarters and, if judged to have done successful work during that period, the scholarship shall be continued for a further six quarters.

L 28 20 Number of Scholarships—The number of ministerial scholarships to be granted each year shall be determined by NADCOM at the Year-end Meeting.

L 28 30 Qualifications of Candidates—1. Eligibility for these scholarships shall include:
   a. A genuine Christian experience
   b. Completion of Bachelor of Arts degree, with a major in Bible or religion, or the equivalent as evaluated by the Theological Seminary
   c. Recommendation from the college/university attended as to religious attitude and experience, studiousness and industry
   d. Literary qualifications such as to dignify the sacred calling of the ministry and at the same time provide adequate
general educational background to compare favorably with the attainments in other professions
e. Recommendations by the local and union conference committees for acceptance by NADCOA
f. Adaptability and willingness to work
g. Aptitude for public speaking and labor
h. Three months or 350 hours of experience as a literature evangelist (Exceptions should be allowed only after careful study of the individual case and should be very few.)

2. The Ministerial Scholarship Plan shall not include those whose years of experience or service in other lines of denominational work qualify them to enter the ministry with a reasonable assurance of success, and for whom such a period of training is impractical.

3. The primary aim is to benefit candidates under thirty years of age; though in exceptional cases they may be accepted up to 35 years of age. However, one who entered denominational service in some line other than the ministry before reaching age 40 and who later completed college/university training for the ministry may be eligible.

L 28 35 Procedure—1. A candidate desiring a Ministerial Scholarship shall complete an application during the last year of college/university and submit it to the college/university for recommendation. If the individual is recommended by a conference and union, the Ministerial Scholarship application shall be submitted to the Seminary and then to the North American Division Committee for Administration (NADCOA) for approval.

2. Since Ministerial Scholarships are authorized by NADCOA, on recommendation of the conference and union, the termination of a scholarship shall be by the same procedure.

L 28 40 Financial Assistance to Conferences—The expense is to be shared in accordance with L 15 47.
L 30 Financial Assistance to Self-Sponsored Master of Divinity Graduates

L 30 31 Financial Assistance to Self-Sponsored Master of Divinity (M.Div.) Graduates — A graduate who holds a Master of Divinity (M. Div.) from the Andrews University Theological Seminary, and who has not received seminary sponsorship and who has not been previously employed in the ministry shall be eligible for financial assistance during the first twelve months of that graduate’s internship. Application to the union and division must take place within one year of when the graduate is hired and reflects an expectation of continuing regular full-time employment following the internship. The M. Div. graduates shall be reimbursed by the portion set below. This provision does not apply to interns paid on a part-time basis, and shall be effective with the graduating class of 2016. The financial assistance shall be apportioned as follows:

- NAD 30% Remuneration Factor
- Union 20% Remuneration Factor

L 30 36 Ministerial Scholarships—Conferences desiring to recommend candidates for ministerial scholarships may do so upon the completion of their college/university course.

L 31 Licensed Minister—Role and Status

L 31 06 Requirements—A person is recognized as a licensed minister when all the following prerequisites have been satisfied:

1. Completion of the Bachelor of Arts degree with a major in Bible or religion plus nine quarters in the SDA Theological Seminary, or two years of employment in ministerial or pastoral work or a total of two years of seminary training and employment
in ministerial or pastoral work. Until this prerequisite has been met, the person will receive a missionary license.

2. Recipient of a ministerial license.

3. Appointment by the conference to a ministerial or pastoral responsibility.

4. Election as a church elder in the churches, or named in the companies to which he is assigned.

5. Ordination as a local church elder.

L 31 15 Authorized Ministerial Functions—1. A licensed minister is authorized by the conference to perform substantially all the functions of the ordained minister for the members in the churches or companies to which he is assigned and elected as a church elder, and for the communities he serves. A licensed minister who is employed as an institutional chaplain, and ordained as a church elder, may also perform these functions for persons served by the institution. The functions that are excluded are those listed in the Church Manual as follows:

- Organizing of a church
- Uniting churches
- Ordaining local elders and deacons

2. A licensed minister may perform wedding ceremonies or baptisms outside of his/her pastoral district if authorized to do so by the conference president. If the ceremony is to be conducted in the territory of another conference it will require the approval of both conference presidents.

L 31 20 Review of Development—A licensed minister’s leadership progress, professional development and spiritual growth will be reviewed annually by the conference.

L 31 25 Withdrawing Authorization—A licensed minister’s authorization to serve as a minister and to perform substantially all the functions of an ordained minister may be withdrawn by the conference.

L 31 30 Ordination—A licensed minister is ordinarily ordained after a period of about four years of field experience. This
spiritual rite of ordination constitutes the official confirmation of the Seventh-day Adventist Church of his divine call to the ministry as a life commitment, and is his endorsement to serve as a minister in any part of the world.

**L 32 Commissioned Ministers in Pastoral Positions—Role and Status**

**L 32 05 Requirements**—An employee in pastoral position is recognized as a commissioned minister when all the following prerequisites have been satisfied:

1. Completion of the Bachelor of Arts degree with a major in Bible or religion plus nine quarters in the Seventh-day Adventist Theological Seminary, or two years of employment in ministerial or pastoral work or a total of two years of seminary training and employment in ministerial or pastoral work. Until this prerequisite has been met, the person will receive a missionary license.
2. Recipient of a commissioned minister license.
3. Appointment by the conference to a ministerial or pastoral responsibility.
4. Election as a church elder in the churches or named in the companies to which he/she is assigned.
5. Ordained as local elder.

**L 32 10 Authorized Ministerial Functions**—1. A commissioned minister is authorized by the conference to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church for the members in the church or churches to which the minister is assigned and elected as a church elder. A commissioned minister who serves as an institutional chaplain, and has been ordained as a church elder, may also perform these functions for persons served by the institution. The functions that are excluded are those listed in the Church Manual as follows:

   Organizing of a church
Uniting churches
    Ordaining local elders and deacons
  2. A commissioned minister may perform wedding or baptismal ceremonies outside of his/her pastoral district if authorized to do so by the conference president. If the ceremony is to be conducted in the territory of another conference, it will require the approval of both conference presidents.

L 32 15 Annual Review—The leadership progress, professional development and spiritual growth of a commissioned minister will be reviewed annually by the conference.

L 32 20 Authorization Withdrawn—A commissioned minister’s authorization to serve as a ministerial employee may be withdrawn by the conference.

L 32 25 Commissioned Minister Credential—A licensed commissioned minister is ordinarily granted a commissioned minister credential after five years of denominational service.

L 33 Commissioned Minister in Leadership Position—Role and Status

L 33 05 Requirements—A person who has demonstrated a divine call to ministry and is elected or appointed to a leadership position is recognized as a commissioned minister when all of the following requirements have been satisfied:
  1. Completion of a Bachelor of Arts degree with a major in Bible or religion; or a minimum of three years of full time employment in one of the ministries of the Seventh-day Adventist Church.
  2. Recipient of a commissioned minister license or credential.
  3. Elected to serve in a position of spiritual leadership normally held by a minister.
  4. Elected and currently serving as a local elder with three years of prior service in that capacity, or serving in an evangelistic or pastoral capacity.
5. Ordained as a local elder.

L 33 10 Authorized Ministerial Functions—A commissioned minister in leadership position is authorized by the conference, union or division to perform substantially all the functions of the ordained minister within the territory of the organization he/she serves. The functions that are excluded are those listed in the *Church Manual* as follows:

- Organizing of a Church
- Unit ing churches
- Ordaining local elders or deacons

L 33 15 Annual Review—A licensed commissioned minister’s leadership progress, professional development and spiritual growth will be reviewed annually by the conference where the individual serves in a leadership position.

L 33 20 Authorization Withdrawn—The authorization to serve as a commissioned minister and to perform substantially all the functions of an ordained minister may be withdrawn by the conference where the individual serves in a leadership position.

L 33 25 Commissioned Minister Credential—A licensed commissioned minister is ordinarily granted a commissioned minister credential after five years of denominational service.

L 33 30 Procedure for Commissioning—Commissioning sets apart an individual to the sacred calling of ministry within the areas designated and assigned by the Church. There should be adequate counsel before a decision is made to set apart an individual as a commissioned minister. The procedure for commissioning should parallel the procedure for ordination including the selection by the executive committee, examination of the candidate, and formal commissioning service after which the commissioned minister credentials is issued. The proper procedure shall be as follows:

1. The administration of the applicable organization shall arrange for a preliminary examination of the prospective candidate and his/her ministry.
2. The commissioning must then be carefully considered by the local conference committee for an individual serving the conference or one of its institutions, and by the union committee for an individual serving the union or one of its institutions.

3. After favorable consideration the local conference committee shall submit the name of the candidate to the union for counsel and approval.

4. The division and its institutional boards shall submit names recommended for commissioning to the division committee. The General Conference and its institutional boards shall submit names recommended for commissioning to the General Conference Executive Committee.

L 33 35 Examination of Candidates for Commissioning—
1. Before a commissioning service is conducted there should be a deliberate and prayerful examination of the candidate(s) to determine their fitness for the work of the ministry. The examination should cover the fundamentals of the Gospel and should demonstrate the candidate’s call to the ministry. The examination should give satisfactory evidence of the following:
   a. Belief in and knowledge of the Scriptures
   b. Full acceptance of the vital truths believed by Seventh-day Adventists
   c. Consecration of body and mind to the work of ministry
   d. Ability to teach and proclaim the Word
   e. Ability to lead souls to spiritual conversion
   f. A life of exemplary Christian conduct
   g. Social maturity
   h. Spiritual stability
   i. An exemplary family life.

2. The examination of candidates for commissioning must be conducted by ordained ministers.

L 33 40 Commissioning Service—A special commissioning service shall be conducted at a time and place that will exalt the
office of the ministry in the eyes of the people and solemnize the
call in the heart of the candidate.

L 33 45 Commissioned as Pastors and Evangelists—The
primary task of a commissioned minister is pastoring and
preaching of the Word. It should therefore be understood by those
accepting commissioning and who are engaged in specialized
ministries such as administration, teaching, and departmental
leadership, that they may be reassigned by the Church at its option
to pastoral or evangelistic duties.

L 34 Qualifications for Ordination to the Ministry

L 34 05 Vital Concern of the Church—The setting apart of
men for the sacred work of the ordained ministry should be regard-
ded as one of the most vital concerns of the Church. The spiritual
growth of God’s people, their development in the virtues of Christ,
as well as their relationship to one another as members of His
body, are all closely bound up with and in many respects
dependent upon the spirituality, efficiency, and consecration of
those who minister in Christ’s stead.

L 34 10 Scriptural Counsel—The mind of the Lord
concerning the qualifications for the ministry is clearly revealed in
the Scriptures. Anciently the minister was known as “the man of
God” (1 Kings 12:22), sometimes the man of the Spirit. Detailed
instructions were given to Moses concerning the qualifications of
the priesthood, with the priest’s dress, demeanor, and spiritual
understanding being emphasized. Then, in order to keep
continually before the congregation the high calling of those who
served in the tabernacle, the high priest wore on his miter the
words “Holiness to the Lord.”

In the New Testament the picture is just as clear. The apostle
Paul speaks of himself as “a servant of Jesus Christ, called to be an
apostle, separated unto the gospel of God” (Rom 1:1). This matter
of separation to the ministry was made very clear to him by the
Lord Himself when, appearing to him on the Damascus road, He said, “I have appeared unto thee… to make thee a minister…; delivering thee from the people,… unto whom now I send thee, to open their eyes, and to turn them from darkness to light, and from the power of Satan unto God” (Acts 26:16-18). He was delivered from the people, separated to the ministry, and then as the anointed representative of God sent back to the people to be God’s mouthpiece and to open their eyes to the glories of the gospel. Later in writing of the work of the minister he spoke of it as a “high calling” (Phil 3:14).

In the Epistle to the Hebrews we read, “No man taketh this honour unto himself, but he that is called of God” (chap. 5:4).

**L 34 15 Spirit of Prophecy Counsel**—“A man can have no greater honor than to be accepted by God as an able minister of the gospel.”—*The Acts of the Apostles*, p. 328.

The proofs of a man’s divine call must be clearly evident before the Church sets him apart by ordination.

“Ministers should be examined especially to see if they have an intelligent understanding of the truth for this time, so that they can give a connected discourse upon the prophecies or upon practical subjects. If they cannot clearly present Bible subjects, they need to be hearers and learners still. In order to be teachers of Bible truth, they should earnestly and prayerfully search the Scriptures, and become conversant with them. All these things should be carefully and prayerfully considered before men are sent into the field of labor.”—*Gospel Workers*, p. 439.

“A true minister does the work of the Master. He feels the importance of his work, realizing that he sustains to the church and to the world a relation similar to that which Christ sustained…. Those who hear him know that he has drawn near to God in fervent, effectual prayer. The Holy Spirit has rested upon him, his soul has felt the vital, heavenly fire, and he is able to compare spiritual things with spiritual…. Hearts are broken by his presenta-
tion of the love of God, and many are led to inquire, ‘What must I do to be saved!’—The Acts of the Apostles, pp. 328, 329.

“The conversion of sinners and their sanctification through the truth is the strongest proof a minister can have that God has called him to the ministry. The evidence of his apostleship is written upon the hearts of those converted, and is witnessed to by their renewed lives....A minister is greatly strengthened by these seals of his ministry.”—Ibid, p. 328.

For such work a man must indeed be called of God and give clear evidence of his call. Concerning the examination of ministerial candidates the Lord’s counsel to us is clear:

“There has been too little done in examining ministers; and for this very reason churches have had the labors of unconverted, inefficient men, who have lulled the members to sleep, instead of awakening them to greater zeal and earnestness in the cause of God. There are ministers who come to the prayer-meeting, and pray the same old, lifeless prayers over and over; they preach the same dry discourses from week to week and from month to month. The only way in which we can correct this wide-spread evil, is to examine closely everyone who would become a teacher of the Word. Those upon whom this responsibility rests should acquaint themselves with his history since he professed to believe the truth. His Christian experience and his knowledge of the Scriptures, the way in which he holds present truth, should all be understood. No one should be accepted as a laborer in the cause of God; until he makes it manifest that he has a real, living experience in the things of God.”—Gospel Workers, pp. 437, 438.

L 3420 Examination of Candidates—This counsel lays a definite obligation on the leaders in charge of an ordination service. They should plan for the examination of candidates in such a way as to make this important procedure not simply perfunctory but a true evaluation of the candidate’s fitness. Sufficient time for careful evaluation should be made available, particularly in cases where a number of candidates are to be
examined. Wherever possible the candidate should plan to have his wife present for the examination, realizing that ordination affects not only the individual but also the entire family.

L 34 25 Service Before Ordination—Undue haste has sometimes been apparent in recommending candidates for ordination. On the other hand, there has also been undue delay. Both these attitudes are wrong. Although no one should be hurried into ordination, it is just as important that when one is ready to be thus set apart, the service should not be unduly delayed. Embarrassment has been brought to individuals at times because of being unable to perform certain important ministerial responsibilities. However, the fact that a licensed minister has spent four, five, or even eight years in the field is of itself no guarantee that he is ready for ordination. One with less ability for evangelistic preaching or less aptitude for other lines of ministerial and pastoral work than some others will naturally take longer to develop. Indeed, some may never qualify for ordination. Those who do not reveal particular ministerial talent and aptitude for definite public leadership should be encouraged to develop as personal soul winners, recognizing that their call is to some other work less distinctly ministerial.

L 34 30 Fostering Growth—Conference presidents and executive committees should recognize their responsibility to foster the growth of young ministers and see to it that they are given opportunities for development. Any plan that diverts the minister-to-be from his actual training and growth is to be discouraged. Injustices have been perpetrated when licensed ministers possessing manual skills have been asked to spend long periods serving in other capacities to the neglect of their ministerial development. Such a plan may save the conference money, but it delays the development of the minister.

L 34 35 Licentiate—When a conference gives a young man a ministerial license it should be recognized as a pledge on the part of the conference leadership to foster that employee’s growth. And
when a man accepts a ministerial license he should regard it as a pledge on his part to render the utmost service of which he is capable. Such a license, however, is not a commitment on the part of a conference that ultimate ordination is assured. It merely provides the opportunity for the licentiate to prove his calling. Although all cannot have the same conditions under which to develop into mature ministers, a man who is called of God will reveal his calling by his whole manner of life and the burden he carries for those who are still in the prison house of sin. In some circumstances it is difficult to provide conditions under which public evangelism as such can be carried out, but he who is called of the Lord will be able to give proof of his calling and of his aptness for the ministry as a lifework.

**L 34 40 Soul Winning as Proof of Calling**—Ordination of men who have not given clear evidence of their call as soul-saving ministers must be avoided. It will always be true that some men, having been trained for lines of work other than the ordained ministry, in time will give proof of their divine call to this sacred work, and the Church, recognizing this proof, will feel called to set them apart by ordination. But such cases are exceptions. Because a man holds a responsible position in the organized work, he is not by this fact alone eligible for ordination.

**L 34 45 Non-Ministerial Employees**—There are certain lines of work in the denomination that are not regarded as strictly for ordained ministers but which provide experience for such ministerial development. For example, a college/university president or an academy principal with young people under his care bears the responsibility not only of their academic training but also of their spiritual welfare. Therefore, in a sense, he is their pastor and, in association with the Bible teacher, is doing ministerial work. However, the call to that responsibility is not of itself a basis for ordination. No position per se should influence a committee to set one apart to the holy work of the ordained ministry unless and until definite proof is given of his aptitude and spiritual maturity and
demonstrates the conviction that God has called him to the ordained ministry as a lifework.

Individuals in other capacities—such as editors, institutional leaders, conference secretaries/treasurers/chief financial officer, departmental directors/secretaries and denominationally employed physicians and dentists—may also come to the place in their service where ordination is appropriate; however, the divine call to the ordained ministry must be clear before the Church separates them to that ministry. Such employees must have the personal conviction that God has called them to the ordained ministry, give evidence of the ministerial call and gift, and be known widely for their piety and ability as soul winners before their ordination is recommended.

**L 34 50 Not a Reward**—Ordination must never become simply a reward for faithful service or be considered an opportunity to add title and prestige to an employee. Neither is it an honor to be sought by the individual or his family or friends on his behalf. Such attitudes and tactics seriously minimize the sacredness of the ministry in the eyes of the Church.

**L 34 55 Ministry a Calling**—The ministry is not merely a profession; it is a calling. It is not for a period of time until some other more attractive occupation beckons a man, but it is a lifework. Having put his hand to the plow, he is not free to look backward except at the peril of his soul. The apostle Paul, like the prophets of old, felt himself “in bonds” (Col 4:3), and he cried out, “Woe is unto me, if I preach not the gospel” (1 Cor 9:16). A man who is ordained to the sacred work of the ministry should feel the same responsibility as the apostle of old. And the conference that employs him should feel the responsibility to see that he is free to do his God-appointed work.

The simple record of the ordination of the apostles is impressive: “And he goeth up into a mountain, and calleth unto him whom he would: and they came unto him. And he ordained twelve, that they should be with him, and that he might send them
forth to preach” (Mark 3:13, 14). The first prerequisite for ordination to the ministry is that the individual should be with God. Only then is he qualified to go forth to men to preach the Word of God. One who is thus consecrated and who enjoys constant communion with his Lord will rejoice in the privilege of rendering complete service, refusing to be entangled in business for personal gain and other things of this world that he may, by the grace of God, give complete devotion to the cause he loves. Even when he reaches his retirement years he should feel the call of God to the same standard of life as he did in his most active years, “that the ministry be not blamed” (2 Cor 6:3).

L 46 Procedure in Authorizing Ordination

L 46 05 Authorization—Ordination to the ministry is the setting apart of the individual to a sacred calling, not for one local field alone but for the world Church and therefore needs to be done with wide counsel. The following plan is the proper procedure, except in special cases where serious delay would result:

1. The administration concerned shall arrange for a preliminary examination of the prospective candidate and his ministry.
2. The matter of ordination is then taken under careful consideration by the local conference committee for an individual serving the conference or one of its institutions, and by the union committee for an individual serving the union or one of its institutions.
3. After favorable consideration the local conference committee will submit the name of the candidate with its findings and convictions to the union for counsel and approval.
4. The division and its institutional boards will submit names recommended for ordination to the division committee. The General Conference and its institutional boards will submit names to the General Conference Executive Committee.
L 46 10 Ordination Ceremony—Time and Place—The time and place for the ordination ceremony, including the examination of the candidate, with his wife, shall be arranged by the approving organization in counsel with the union.

L 50 Examination of Candidates for Ordination

1. Before any ordination is carried out, there shall be careful, unhurried, and prayerful examination of the candidates as to their fitness for the work of the ministry. The results of their labor as licentiates should be reviewed, and the examination should cover the great fundamental facts of the gospel. The proof of one’s divine call must be clearly evident before the Church prior to the setting apart by ordination, and before hands of ordination are laid upon an individual, there should be satisfactory evidence of:
   a. Definite call to the ministry as a lifework.
   b. His belief in and knowledge of the Scriptures.
   c. His acquaintance with and full acceptance of the vital truths we believe we are called to proclaim to the world.
   d. Experience in various kinds of ministerial responsibility.
   e. Entire consecration of body, soul, and spirit.
   f. Spiritual stability.
   g. Social maturity.
   h. Aptness as a teacher of truth.
   i. Ability to lead souls from sin into holiness.
   j. Fruitage in souls won to Christ.
   k. A cooperative attitude and confidence in the organization and functioning of the church.
   l. A life of consistent exemplary Christian conduct.
   m. An exemplary family.

2. The examination of candidates for ordination is conducted by ordained ministers; and if representatives of unions, divisions, or the General Conference, are present, they should be invited to assist in the examination. Where it is deemed advisable by the
conference executive committee, one or more laypersons may be selected to participate.

**L 55 Ordination Service**

A special ordination service should be conducted, preferably on a Sabbath afternoon, which will exalt the office of the ministry in the eyes of the people and solemnize the call in the heart of the candidate.

**L 60 Safeguarding Credentials— the Integrity of the Ministry**

**L 60 05 Union Responsibility**—Union and local conferences share the responsibility for safeguarding the integrity of the ministry and are required by denominational action and practice to assure that credentials issued within their respective territories shall indeed certify that the holders are in good and unquestioned standing, properly subject to invitation to any other field of service.

**L 60 10 Integrity of the Ministry**—If the standing of any holder of credentials is brought into uncertainty, it is the duty of the union conference to join the local conference in conferring, with a purpose to clear away any uncertainty, in order that no reproach or shadow may be left to rest upon all the credentials held by the ministry. Where the matters involved are of such a character that the union and local conference committees are unable to resolve the difficulty and announce to all a clear record for the ministry, the matter must of necessity be appealed to the Division, by action of both local and union committees together, or by action of one body separately, inasmuch as any uncertainty in the matter of what ministerial credentials stand for in one field casts a shadow upon all credentials and is a matter of general denominational concern.
L 60 15 Integrity of Organizational Officers—In the event the integrity or the moral or professional standing of an executive officer of a division, union, or local conference/mission/field is called into question, the process to be followed to safeguard the integrity of the ministry shall be as set out in the division policies. Should those processes fail and the matters involved be of such a character that the executive committee of the organization served by the officer is unable to resolve the difficulty; the matter shall be referred to the next larger organization. The administration of the larger organization shall call, and its president shall chair, a meeting of the executive committee of the organization served by the officer in question. The officers of the larger organization shall meet with the executive committee of the smaller organization in an endeavor to resolve the matter, provided those exercising voting rights shall not exceed ten percent of the membership of the executive committee of the smaller organization present.

In the event that the matter remains unresolved, the larger organization shall proceed as follows:

1. In the case of a division, union mission, or local mission/field, the executive committee of the smaller organization shall make a determination on the matter.

2. In the case of a local conference or union conference, the larger organization shall call a constituency meeting of the organization served by the officer, and having set before it the facts of the case, call upon the constituency to resolve the matter.

When appropriate, the disciplinary measures set forth in L 60 20 and L 60 25 shall apply.

L 60 20 Reasons for Discipline of Ministers—Discipline shall be administered to an ordained/licensed/commissioned minister in the following circumstances:

1. Moral Fall—in the case of a moral fall in violation of the seventh commandment, including those violations involving sexual perversions, he/she has, by that transgression, made void his/her
calling and, where applicable, ordination to the sacred office of the ministry.

2. Apostasy—In the case of apostasy whereby he/she falls away to the world, or identifies himself/herself with, or gives continuing support to, any activity subversive to the denomination, and/or persistently refuses to recognize properly constituted Church authority or to submit to the order and discipline of the Church, he/she has, by such disloyalty, proven himself/herself unworthy of a place or part in the gospel ministry of this Church.

3. Dissidence—Discipline may also be administered in the case of a minister who openly expresses significant dissidence regarding the fundamental beliefs of the Seventh-day Adventist Church. Continued and unrepentant dissidence may eventually be seen by the Church to be apostasy and identified as such by the minister’s administrative organization after counseling with the next larger organization.

4. Embezzlement or Theft—Embezzlement or theft of funds or property to which the minister has no lawful right, or the willful misappropriation of the same.

5. Other Reasons—Any other conduct which is inconsistent with the high standards of the Christian ethic, and which casts a shadow over the integrity of the ministry, and which demonstrates that the individual is unworthy as a leader in the Church.

L 60 25 Steps in Discipline of Ministers—When discipline must be administered in the case of a minister, four aspects of his/her relationship to the Church may be affected: His/her credential/license, his/her ordination or commission, his/her church membership and his/her denominational employment. The discipline and corresponding procedure for administering such discipline in relation to each of these aspects is as follows:

1. Credential/license—The credential/license of a minister who experiences a moral fall or apostatizes shall be withdrawn permanently by the employing committee, after consultation with the next higher organization. His/her credential/license may also be
withdrawn in the case of dissidence as defined in L 60 20-3 above, after consultation with the next higher organization, but such withdrawal shall be reviewed by the committee after a stipulated period(s) which shall be determined at the time of withdrawal.

2. **Ordination**—a. A minister who experiences a moral fall or apostatizes has made void his ordination. This changed relationship shall be recognized and recorded by his employing organization with the approval of the respective union committee (General Conference or Division Committee in the case of a General Conference/division institution). He shall be ineligible for future employment as a Seventh-day Adventist minister.

b. A licensed/commissioned minister who experiences a moral fall or apostatizes shall be ineligible for future ordination and/or employment as a Seventh-day Adventist minister.

3. **Church Membership**—The organization which has withdrawn a credential/license permanently and, in the case of an ordained minister has recorded the voiding if his ordination, shall inform the local church of which the offending minister is a member. It shall be the duty of the Church to administer discipline as provided for in the Church Manual in the section “Reasons for Which Members Shall Be Disciplined.”

4. **Denominational Employment**—It is recognized that a minister who has experienced a moral fall or has apostatized has access to the mercy and pardoning grace of God and may desire to return to the Church. Such an individual must be assured of the love and goodwill of God’s people. However, for the sake of the good name of the Church and the maintaining of moral standards, he/she must plan to devote his/her life to employment other than that of the ordained/commissioned ministry, the teaching ministry, or other denominational leadership.

**L 60 30 Counseling and Career Guidance**—Where practical, the organization shall provide a professional program of counseling and career guidance for the minister and family to assist them in transition.
L 60 35 Rebaptism—A minister who has been disfellowshipped from the Church because of a moral fall or apostasy, but who subsequently gives evidence of repentance, conversion and reformation of life, shall be rebaptized before rejoining the Church.

L 65 Ordained to World Church

Persons who are ordained to the ministry are set apart to serve the world Church, primarily as pastors and preachers of the Word, and are subject to the direction of the Church in regard to the type of ministry and their place of service. It should therefore be understood by those accepting ordination and who are engaged in specialized ministries such as administration, teaching, and departmental leadership, that they may be reassigned by the Church to pastoral, preaching and evangelistic duties.

L 70 Field Nurture of Pastors
(Continuing Education for Ministry)

L 70 05 Background and Objectives—1. Continuing education (CE) is a specific planned program of study beyond basic formal education.

2. It is not designed to replace the formal training (MDiv) of the Seventh-day Adventist ministry as described by the policy of the North American Division.

3. Continuing education is targeted to:
   a. Seventh-day Adventist ministers
   b. Ministers' spouses
   c. Seventh-day Adventist administrators
   d. Non-Seventh-day Adventist ministers and their spouses
   e. Lay leaders

L 70 10 Organization and Structure—The NAD Ministerial Association is charged with the responsibility of providing and
promoting continuing education for ministry in the North American Division.


2. The NAD Ministerial Association cooperates with the Andrews University Center of Continuing Education for Ministry at the SDA Theological Seminary and its Administrative Committee (AUCCEMAAdC) in providing continuing education for the North American Division.

L 70 20 Andrews University Center of Continuing Education for Ministry (AUCCEM)—1. AUCCEM is an entity of the Seventh-day Adventist Theological Seminary at Andrews University and functions as follows:

a. It works in cooperation with and under the World Guidelines for Continuing Education for Ministry.

b. It works together with the NAD Ministerial Association in helping to develop and provide continuing education for ministry in the North American Division.

c. It seeks to identify the needs and issues that affect the professional growth of the Adventist ministry.

2. AUCCEM provides two categories of continuing education programs:

a. Formal: Academic credit-carrying courses which the minister may apply toward a professional degree (Doctor of Ministry or Master of Arts in Pastoral Ministry).

b. Informal: Educational experiences that lead to non degree continuing education units (CEUs), or Certificates of Attainment for laity. (One CEU is defined as: “Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction” Criteria, p. 1.)

Programs fall into two categories:

1) Group events
2) Home-based courses

3. AUCCEM maintains standards in offering continuing education programs by maintaining accreditation standards for formal CE programs and for informal CE offerings by reviewing and approving CE events and courses for CEUs, by monitoring certificates for completed studies, and by providing a structure for recording completed CEUs both in the conference office and the AUCCEM office. All informal CE programs shall be approved before they are offered as CEUs.

4. AUCCEM offers planned programming as follows:
   a. Individual study and reflection.
   b. Short-term organized courses and seminars.
   c. Long-term programs.

L 70.25 Andrews University Center of Continuing Education for Ministry at the SDA Theological Seminary and Its Administrative Committee (AUCCEMAdC) — Committee

Membership — Members shall be appointed by the Andrews University Board of Trustees after consultation with the NAD Ministerial Association.

L 70.30 Responsibilities of Director of AUCCEM — 1. The responsibilities of the Director of AUCCEM shall include the following:
   a. To administer and implement the programs and policies of AUCCEM under the guidance of the Andrews University Center of Continuing Education for Ministry at the SDA Theological Seminary and its Administrative Committee (AUCCEMAdC).
   b. To oversee the formal (academic) CE programs, working directly with the Field Coordinators (Union Ministerial Secretaries) and ministers in the program.
   c. To recommend to the AUCCEMAdC proposals such as are needed for the best growth and functioning of AUCCEM.
   d. To maintain AUCCEM’s integrity to its philosophy and purpose.
e. To prepare an annual budget in counsel with the Dean of the SDA Theological Seminary for submission to AUCCEMAdC.

f. To prepare an annual report of AUCCEM’s activities for AUCCEMAdC, the SDA Theological Seminary.

g. To develop effective channels for the regular dissemination of information about AUCCEM to its target groups.

h. To cultivate relationships with potential donors and attract financial contributions for AUCCEM.

i. To serve as Secretary of AUCCEMAdC.

L 70 35 Continuing Education Responsibilities of the NAD Ministerial Association Secretary—1. To initiate and oversee, in cooperation with the Director of AUCCEM, a ministerial continuing education program in North American Division.

2. To serve as Vice-chairman of AUCCEMAdC.

3. To submit an annual NAD continuing education budget to the NAD officers for approval and funding.

4. To prepare an annual report of NAD continuing education activities for the NAD officers.

5. To coordinate PREACH events in the NAD.

L 70 40 Continuing Education Responsibilities Shared by the NAD Ministerial Association Secretary and the Director of AUCCEM—1. The AUCCEM Director or NAD Ministerial Association Secretary shall have authority to approve applications for CEU events as requested by local and union conferences or other approved church organizations.

2. The AUCCEM Director and the NAD Ministerial Association Secretary shall share responsibilities as follows:

a. To collaborate in the preparation of guidelines, booklets, certificates, forms, and promotional material for informal continuing education programs in North America.

b. To assess the needs and issues affecting the professional growth of Adventist ministers in North America as a basis for planning CE programs.
c. To review with conferences the CE offerings made available to their ministers.

d. To encourage the development of an appropriate CE policy in each conference.

e. To catalog CE resources, instructors, and courses available to conferences and ministers.

f. To plan special CE events of broad interest to be made available to conferences or area gatherings.

g. To support and contribute to the preparation of home-based study courses, videos, and other CE materials by the GC Ministerial Association.

h. To educate conference personnel and pastors regarding policies and standards in the granting of CEUs and the recording of such CEUs on certificates and service records.

i. To prepare a budget for the North American Division portion of CE funding.

j. To promote the formal, academic continuing education programs in which case the NAD Ministerial Association Secretary shall serve as a liaison while the Director of AUCCEM shall maintain administration of these programs.

k. To seek financial contributions for the funding of the CE program from ministers in North America.

L 75 Armed Services Chaplaincies

There is opportunity for successful spiritual work by chaplains in the armed services. Chaplains can also often make contact with Seventh-day Adventists in the armed services during time of war. In the United States, the Department of Defense gives assurance that the work of the chaplains is a noncombatant branch of the service.

It is the policy of the denomination to place no barrier in the way of Seventh-day Adventist ministers of maturity and high spiritual experience undertaking this line of work, should they feel
personally called to do so. Any who do choose such service, and who are in good standing, will continue to receive denominational credentials. Time spent in the armed forces will count toward their church service record as a protective measure should their military service be terminated before the chaplain qualifies for a government military retirement pension.

**L 78 Ministers From Other Denominations**

**L 78 05 Practical Experience**—When a minister from another denomination joins the Seventh-day Adventist Church and desires to become an Adventist minister, the minister, before becoming involved in a formal study program, shall be expected to give evidence of stability in the message and demonstrate aptitude as a candidate for the Adventist ministry. The local Ministerial Secretary is responsible for assisting and encouraging the individual in the process of integrating into the life of the Adventist Church.

Following baptism into the Seventh-day Adventist Church, upon the recommendation of the ministerial secretary, and with the approval of the local conference and the union, the minister may be assigned full-time work in a local church under the supervision of an experienced pastor. Remuneration is to begin when the previous income ends. This program is to continue for a minimum of six months after which the minister will be evaluated under the direction of the conference ministerial secretary. An additional period of up to six months may be granted if, after review by the local conference, it is deemed necessary. Great care should be given to the selection of the pastor under whose direction the minister will work so that the most comprehensive and compassionate attention will be provided during this difficult transition period.

**L 78 10 College/University Attendance**—If the minister does not have the background for admittance to the SDA Theological Seminary at Andrews University, but has met the conditions outlined in L30 05, the local and union conferences concerned
shall develop a plan by which the minister may be enabled to attend a denominational college/university for a minimum of two semesters or three quarters (one school year) so as to prepare himself for service in the Adventist ministry. Additional financial assistance beyond the one year of college/university shall be approved by the contributing organizations.

L 78 15 SDA Theological Seminary Attendance—If the minister has previous education sufficient to qualify him for admittance to the SDA Theological Seminary at Andrews University, and has met the conditions outlined in L 30 05, the local and union conferences concerned shall develop a plan by which the minister may be enabled to take four quarters of study at the Seminary. The study program shall be so structured as to give special emphasis to Adventist doctrinal belief and practical instruction in the elements of pastoral and evangelistic ministries. Any extension of time at the Seminary beyond four quarters shall be recommended by the sending local conference and approved by the contributing organizations.

L 78 18 NADEI Attendance—If the minister can best be prepared for ministry by attending the North American Division Evangelism Institute, and has met the conditions outlined in L 30 05 and L 30 15, the local and union conferences concerned shall develop a plan enabling the individual to attend the Institute for a period of up to nine months. The maximum allotted time of nine months would allow the individual to take all courses offered by the Institute. The director of NADEI shall, after the minister’s completion of the program, provide a written evaluation to the sponsoring conference. The sponsoring conference may choose to send the minister to NADEI prior to fulfilling the requirements of L 30 15.

L 78 20 Eligibility Determined by the North American Division Committee for Administration—The eligibility of ministers for financial support under this policy (L 30) shall be
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determined by NADCOA on the recommendation of the local and union conferences concerned.

**L 78 25 Financial Support**—Financial support shall be provided as follows:

1. During the initial six to twelve months:
   a. Salary at 87-94 percent of the remuneration factor, depending upon the individual’s academic background and years of experience, shall be shared as follows: North American Division 50 percent, union 25 percent, and local conference 25 percent.
   b. Authorized travel expense, scholarship grants for dependent children and health care assistance shall be the responsibility of the local conference.

2. During attendance at a denominational college/university:
   a. Salary at 87-94 percent of the remuneration factor, depending upon the individual’s academic background and years of experience, shall be shared as follows: North American Division 50 percent, union 25 percent, and local conference 25 percent.
   b. Authorized travel expense, basic materials, tuition assistance for dependent children, and health care assistance shall be the responsibility of the local conference. Tuition assistance may be given at the discretion of the local conference.

3. During attendance at the Seventh-day Adventist Theological Seminary at Andrews University:
   a. Salary at 87-94 percent of the remuneration factor, depending upon the individual’s academic background and years of experience, shall be shared as follows: North American Division 50 percent, union 25 percent, and local conference 25 percent.
   b. Tuition, matriculation, and library fees up to $100 per quarter for textbooks and syllabi, travel expense to the Seminary, tuition assistance for dependent children, and health care assistance shall be the responsibility of the local conference. At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.
4. During attendance at NADEI:
   a. Salary from 87-94 percent of the remuneration factor, depending upon the individual’s academic background and years of experience, shall be shared as follows: North American Division 50 percent, union 25 percent, and local conference 25 percent.
   b. Tuition, basic materials, and travel expense to NADEI, tuition assistance for dependent children, and health-care assistance shall be the responsibility of the local conference. At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.

L 78.30 Source of NAD Funds—The North American Division portion of the funds shall be taken from the North American Ministers From Other Denominations Fund and granted by action of NADCOM.

L 78.35 Application Procedure—The following is the procedure for the processing of applications for study under this policy:

1. Application for financial support as outlined in L 30 05, L 30 10 and L 30 15 shall be made on the appropriate form and submitted by the conference and union to NADCOM.

2. In considering the application, attention will be given to the minister’s educational and service records, and the likelihood of the individual’s being able to render acceptable service in the Adventist ministry. In case there is any question about the applicant’s ability to profit by the period of Seminary study, the North American Division Committee for Administration will consult with Andrews University.

3. When North American Division assistance is expected, the minister shall not proceed to the Seminary until the application has been approved by the North American Division Committee for Administration and the minister has been notified of acceptance by the university.
L 78 40 Conference Responsibility—Upon completion of Seminary training, the minister shall look to the conference that recommended him/her for guidance in his/her future work.

L 78 45 Denominational Credentials—Ministers of other denominations who accept the Seventh-day Adventist message and enter ministry in the Seventh-day Adventist Church may be issued ministerial licenses. A missionary license shall be issued to the minister during the period of study and orientation. Ordained ministers received from other denominations into denominational work shall be ordained to the ministry of the Seventh-day Adventist Church prior to issuing them ministerial credentials.

L 78 50 Emeritus Ministerial Credentials—After careful consideration by the union committee concerned, emeritus Ministerial Credentials may be granted to ordained ministers of other denominations residing in their territory who have become members of the Seventh-day Adventist Church and who have retired from active service and therefore do not come under the foregoing provisions. The issuing of such emeritus credentials does not carry with it any financial obligation. Such ministers shall exercise ministerial functions only in counsel with their local conference or other Seventh-day Adventist ministers in their community, as do other retired ministers holding similar papers.

Conference committees shall plan definitely to give certain of their ministers’ short leaves of absence to attend the Seminary.

Conferences and institutions should take a favorable attitude toward employees who desire to attend and who are able to meet their own expenses and who in the judgment of the committee or board would profit by such attendance, giving them leave of absence with the understanding that they will return to their duties when the designated schoolwork is completed.
M 05 Interdivision Service

The Gospel Commission requires us to proclaim the message in all the world. The very fundamentals of our faith call for the accomplishment of this work as quickly as possible. Church entities around the world need men and women who will dedicate their lives to whatever task is set before them by the leading of the Lord and the decisions of the Church. Employees who are willing to accept such special opportunities for service and self-sacrifice are needed for interdivision appointments. Interdivision employees are to unite their interests with those of the people they serve, seeking by love, devotion, and consecrated will to win them to Christ. Their chief objective must be the presentation of the gospel to all peoples in a way that will bring men and women to rejoice in the hope of a soon-coming Saviour.

One of the most important and far-reaching activities of the Church is the procedure of calling and appointing interdivision employees. This involves heavy financial outlay as well as profound changes in the lives and careers of its interdivision employees. Consequently, the utmost care is to be exercised in the application of all policies relating to employees called to interdivision service.
M 06 Interdivision Employee

An interdivision employee is one, who on the basis of a call processed by the General Conference, serves in an official assignment outside the country of birth or normal residency.

M 07 Interdivision Policies

The General Conference Executive Committee has appointed a General Conference Mission Board and has entrusted it with the responsibility for the policy framework pertaining to international service assignments funded by the General Conference. These policies are contained in the Interdivision Employee Handbook, which is available from General Conference International Personnel Resources and Services (IPRS).
INTERDIVISION VOLUNTEER SERVICE

R 05 Adventist Volunteer Service

R 05 01 Office of Volunteer Ministries—The Office of Volunteer Ministries’ plan for the Church in North America is designed to provide service opportunities for Seventh-day Adventists who want to share in the joy of taking the gospel to the world, matching their talents, gifts, resources and professional expertise with defined needs. It includes both intradivision and interdivision plans. The Division therefore holds in the same status all volunteers who serve as missionaries within North America as those who serve outside of North America.

R 10 Intradivision Adventist Volunteer Service

R 10 05 Intradivision Service—1. Unless otherwise superseded by section R 18 for Intradivision Volunteers, conferences and unions desiring to adopt a Volunteer Ministries plan for their territories may do so following the guidelines outlined in the Division Long-term Interdivision and Intradivision Office of Volunteer Ministries’ policy.

2. Service Within North America—When an Adventist church, college/university or academy proposes sending a volunteer or a group of volunteers to a mission service site within North America, it will do so according to a financial and insurance coverage plan mutually agreed upon by the sponsoring organization and the field benefiting by the service. The church, college/university, or academy will send to the Office of Volunteer Ministries,
confirmation of insurance coverage and the names of all volunteers approved for such service on the appropriate processing form.

**R 16 Interdivision Service From North America**

**R 16 05 Seventh-day Adventist Church Members**—Seventh-day Adventist Church members may offer their services in short-term missions lasting up to two months. Church members 18 years of age and older, may offer their services in mission assignments lasting two months to two years.

**R 16 10 Definition of a Regular Seventh-day Adventist Volunteer**—A regular Seventh-day Adventist volunteer is an individual who offers his/her time, talent, gifts, resources, and services to assist with the spreading of the gospel, without remuneration, but who may receive reimbursement for some expenses.

**R 16 15 Definition of a Supported Seventh-day Adventist Volunteer**—A supported Seventh-day Adventist volunteer is an individual who offers his/her services on a volunteer basis, but who has all expenses paid through a per diem allowance.

**R 16 20 Areas of Need**—Volunteers are needed to minister in many settings, including, but not limited to, the following areas of service: teaching, pastoral ministries, dormitory deans, lay evangelism, church planting, preaching, Bible studies, medical and dental care, building and construction, office assistants, etc. Retired Adventist denominational and nondenominational personnel are also needed for short-term programs or for temporary (relief) positions.

**R 16 25 Selection and Assignment Procedures**—1. **Selection**—Carefully selected volunteers may be offered the opportunity of serving in the Office of Volunteer Ministries plan.

2. **Periods of Service**—There are two categories of service recognized in the North American Division:

   a. Short-term mission service up to two months in length.
b. Long-term mission service from over two months to two years.

3. **Missionary Spirit of Service**—Organizations are discouraged from taking negative advantage of volunteers, encouraging them to serve for long periods of time as inexpensive labor rather than missionary volunteer support of local ministry objectives.

4. **Assessing Eligibility**—The essential factors considered in assessing the eligibility of an Adventist Volunteer shall include, but not be limited to the following:
   a. Volunteers who participate in short-term service up to two months shall demonstrate a willingness to perform Spiritual tasks, cooperate within group dynamics, provide financial support, and appropriate travel and accident insurance coverage. Short-term volunteers may be required to submit to a minimal screening process as per General Conference policy.
   b. Volunteers who participate in long-term service for over two months to two years shall verify membership in a Seventh-day Adventist church, references (including screening for unlawful conduct), educational qualifications, a health certificate, Accident and Sickness Protection for Volunteers insurance, satisfactory financial support, and compliance with immigration requirements.

5. **Applications**—All applications shall be sent through the regular channels to the Office of Volunteer Ministries. Student volunteers on campuses of North American Seventh-day Adventist colleges/universities shall apply through their campus ministries or student missions directors, while students on nondenominational campuses shall apply directly to the Office of Volunteer Ministries. All other applicants from the North American Division shall also apply directly to the Office of Volunteer Ministries.

6. **Service Credit**—Service credit will not be given to any volunteer, for short-term or long-term service.

7. **Salary and/or Allowances**—Volunteers shall not receive a salary but may receive a per diem to meet certain expenses incidental to the volunteer service, provided it does not contravene
the employment laws of the country, province or state where volunteer service is performed. Compliance with taxation laws is the responsibility of the requesting organization and the volunteer.

8. Marriage—Because marriage is a God-ordained institution and its sanctity must be guarded, volunteers and their spouses are expected to live together in the field of service. A married volunteer shall not be recruited to serve without his/her spouse for a period longer than three consecutive months. However, should the spouse join the volunteer prior to the end of the three-month term, the assignment may be extended if the spouse remains in the field for the extended period. If, on the other hand, the spouse of a volunteer leaves the field for a period longer than three consecutive months, the volunteer shall be required to terminate his/her service and return home.

R 17 Short-term Mission Trips

R 17 05 Procedures—1. Short-term trips include: mission trips, evangelistic efforts, construction projects and a host of other ministries by Adventist workers, laypersons and retirees from Adventist organizations originating in North America.

2. North American Division educational institutions are to conform to a more specific policy procedure for schools articulated in FEB 05 40 Out of Division Trips—Out of division trips that are sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat.

3. The Short-term Missions Form, produced by the Office of Volunteer Ministries must be used by every Adventist-owned organization that undertakes a short-term mission trip whether intradivision or interdivision. This form requires the following:

a. Confirmation of insurance coverage for all Church workers, laypersons, retirees, ASI personnel, and personnel of other lay organizations. This insurance must provide travel,
sickness and accident insurance coverage available through Adventist Risk Management, Incorporated or the equivalent coverage from another agency.

b. All denominational workers participating in a short-term trip must be listed on the Short-term Trips Form with their complete legal names, including the complete legal names of worker’s family members.

c. All laypersons participating in a short-term trip must be listed on the Short-Term Trips Form with their complete legal names.

d. Upon approval of Church workers and laypersons short-term travel, the Office of Volunteer Ministries will notify the General Conference Volunteer Center, who in turn will communicate with the receiving division regarding the NAD short-term group visit to their field.

**R 18 Long-term Interdivision and Intradivision Volunteer Service**

**R 18 05 Procedures**—Organizations sponsoring volunteers for interdivision and intradivision service for a duration of over two months to two years shall be guided by the following:

1. **Responsibility**—The Office of Volunteer Ministries, in consultation with the General Conference Adventist Volunteer Center and International Personnel Resources and Services (IPRS), shall give direction to the Division Volunteer Ministries program. The Office of Volunteer Ministries shall:
   a. Publish electronically all officially approved intradivision and interdivision volunteer requests on the of Volunteer Ministries website [http://HeSaidGo.net](http://HeSaidGo.net) which will link volunteers to the General Conference Adventist Volunteer Center call database.
   b. Assist local conferences and unions in their activities to promote, recruit, and process Office of Volunteer Ministries volunteers within their fields.
1) When an applicant has been approved, the local conference/union secretary/Volunteer Ministries director shall send a copy of the application form and references, in either hard copy or electronic form, to the Office of Volunteer Ministries. The Office of Volunteer Ministries will work through the General Conference Adventist Volunteer Center to notify the requesting division of the listing number assigned to the volunteer or, if required, shall contact the requesting division, sending copies of the application form and references to verify the assignment before notifying the North American Division of the assigned listed number.

2) Local Volunteer Ministries directors shall recommend volunteer requests and assignments to the North American Division Volunteer Appointees Committee for a vote to approve these at a later time. Requesting organizations shall be granted authority to send volunteer requests directly to the Office of Volunteer Ministries, provided that each level of the organization receives a copy by facsimile or e-mail. Assignments shall be cared for in a similar manner. All organizations, upon notification of the request or assignment, shall have up to five (5) business days to object. Otherwise the request or assignment proceeds without further deliberation.

3) The Office of Volunteer Ministries shall assist the volunteer in obtaining all travel documents and shall apply for the Accident and Sickness Protection for Volunteers insurance coverage through Adventist Risk Management, Incorporated. The North American Division will also have the option to advise volunteers as to where they can purchase airline tickets and may work with travel agencies to compare prices and travel routing.

c. Approve and produce a variety of forms, in both hard copy and electronic format, for all local fields as required, such as, but not limited to: Adventist Volunteer Service Health Certificate, Adventist Volunteer Service Request Form, Adventist Volunteer Service Reference Form, Adventist Volunteer Service Application
Form, Short-term Volunteers and Worker’s Service Request Forms.

2. *Church Membership*—Volunteers should have been members of the Seventh-day Adventist Church for no less than one year, and in regular standing. Exceptions for special circumstances must be approved in close consultation with the Office of Volunteer Ministries.

3. *Health Concerns*—Volunteers should be in good health and shall be required to undertake a medical examination by a qualified practitioner if the appointment is for two months or more.

4. *Request Approvals*—All requests for college and university volunteers for the ensuing year should be received five (5) months prior to departure. These requests shall be approved by the North American Division Volunteer Appointees Committee and shall be sent to the General Conference Adventist Volunteer Center. Other requests for volunteers, approved in a similar manner, may be submitted at any time. All such requests shall include the following:
   a. The level of education and job skills required of the applicant
   b. The time period the volunteer is required to serve
   c. The financial benefits offered, if any

5. For Global Mission projects, the Office of Volunteer Ministries, working through the General Conference Adventist Volunteer Center, the General Conference Global Mission office and the administration of a host division, shall select an unentered territory within that division and:
   a. Select the type of activity to be used to establish a church presence
   b. Promote the evangelism project
   c. Recruit and process an international volunteer team (the size to be determined by the project directors)
   d. Determine the length of service for the project (one year or longer)
e. Recruit and process a new team to complete the project as deemed necessary by the directors.

NOTE: The General Conference Global Mission office shall share in the funding of volunteer projects in harmony with the General Conference Global Mission Operating Committee’s funding criteria.

6. Volunteer Screening—All volunteers shall be screened by their local fields for their suitability for a particular assignment and for their commitment to the mission of the Church. Should the requesting or sending organization fail to follow normal screening procedures or choose to ignore the advice of the Office of Volunteer Ministries regarding volunteers, the Division is not responsible for resolving any difficulties that may arise during the period of service.

7. Discipline of Volunteers—In the event that volunteers need to be disciplined and sent home prior to completing their terms of service, it shall be the responsibility of the requesting organization to arrange for their return home, which may include the cost of airfares. The North American Division shall not be responsible for any return expenses.

8. Honoring Agreements—In cases where the volunteer assignment is expressed in contractual terms, the requesting and sending organizations are bound to honor such agreements.

9. Requesting Division Approval—The programs, activities and supervision of volunteers while in the field, shall be approved by the requesting division.

10. ADRA Projects—Volunteers who participate in Adventist Development and Relief Agency projects may do so under special arrangements. All names of individuals and/or groups who work through ADRA must be submitted to the Office of Volunteer Ministries to be recorded by the Division Volunteer Appointees Committee.

11. Missionary Orientation—Volunteers who do not receive missionary orientation on a Seventh-day Adventist college/university
campus shall be required to complete the *Passport to Mission* course offered in hard copy and online through Andrews University Institute of World Mission.

**R 18 10 Basis of Division Requests**—1. The division requesting the services of volunteers shall do so on the following basis:

a. Work assignments for volunteers shall be limited to long-term service or to temporary (relief) positions.

b. Volunteers who are serving currently and who wish to extend their term of service may be granted approval to do so after the Office of Volunteer Ministries and the sending field, have been notified by the requesting division or field.

c. The Office of Volunteer Ministries shall publicize the Volunteer Ministries plan and the list of service opportunities submitted by North American Division fields and other divisions.

**R 18 15 Financial Responsibility For North American Volunteers**—The host division that receives North American volunteers shall be financially responsible for the following:

1. The cost of airfares, if indicated

2. The cost of premiums for insurance which provides the following coverage (to be arranged through the NAD Office of Volunteer Ministries prior to departure):

   a. Accident and Sickness Protection for Volunteers insurance policy (limited accident and sickness coverage as outlined in policy brochure)

   b. Worker’s Compensation for Volunteers

   c. Personal Effects and Property Insurance

3. The receiving organization shall be financially responsible for:

   a. Insurance deductible under the Accident and Sickness Protection for Volunteers insurance policy.

   b. Assuring that insurance coverage is in place for all volunteers extending their service beyond the limit of initial coverage.
c. Ensuring that a minimum of 21 days coverage is provided to the volunteer for homebound travel.

d. Any claims incurred during this period, should it fail to ensure that coverage has been arranged.

In the event that a volunteer returns home earlier than expected, the division where the volunteer is serving shall be responsible for notifying Adventist Risk Management, Incorporated and the Office of Volunteer Ministries.

4. The liability of the denomination shall be limited to the cost of the insurance premiums and deductibles for the above coverage. Volunteers who are 21 years of age or older (parent or legal guardian if under 21) shall sign the Adventist Volunteer Service Release of Liability and Beneficiary Form absolving the denomination from any liability arising out of any loss, injury, illness, disability, damage, or death sustained while serving in the Volunteer Ministries program or resulting from service in the Volunteer Ministries program.

5. Additional medical coverage not included in paragraph 2 may be provided to the extent specifically provided for in the contract or Volunteer Service request listing.

6. Lodging provisions and a per diem allowance to cover food and local travel may be provided.

7. Travel and other financial arrangements shall be approved by the requesting division or North American Division field or the Office of Volunteer Ministries. The financial arrangements for supported volunteers shall normally be expressed in the form of a written agreement between the volunteer and the requesting organization and shall include a list of allowances provided.

R 18 20 Relationship to Other Organizations—The Office of Volunteer Ministries Plan includes all mission projects operated by denominationally owned entities. Projects owned and operated by other organizations shall not be included in the program.
R 18 25 College/University Volunteers—1. Each denominationally owned college/university shall direct the Volunteer Ministries program on campus.

2. The school shall provide instruction, general orientation and materials for their volunteers.

3. In processing groups for short-term mission trips, colleges and universities are to conform to the more specific short-term missions policy procedure for Adventist schools articulated in FEB 05 40 Out of Division Trips—Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations.

4. The Volunteer Ministries screening committee on each college/university shall be composed of both faculty and students and shall be responsible for approving the candidates’ fitness for service. The college/university campus ministries director, student missions director or a designee, shall serve as the chairperson of the screening committee and shall be a liaison officer between the college/university and the Office of Volunteer Ministries director in processing the volunteers for interdivision service.

NOTE: Volunteers who apply from public colleges/universities, or who are no longer students, shall be screened by the Office of Volunteer Ministries where applicable, or by the pastor/elder of the church where they are members or are in regular attendance. They shall be required to complete the Passport to Mission course in either hard copy or electronic format through Andrews University.

5. Volunteers may be sent by each college/university student missions office on the following basis:

a. The college/university, through its related student missions office, shall be responsible for:

   1) Satisfactory financial arrangements for round-trip transportation, with the students providing as much as possible through personal financing and the balance provided from a campus Volunteer Ministries funding plan, unless provided for by the requesting organization. Arrangements for ticketing shall be
made through the travel office connections of the Office of Volunteer Ministries unless otherwise authorized.

2. The cost of passports, visas, inoculations, and health certificates.

b. The requesting organization shall be financially responsible for the cost of insurance premiums (to be confirmed by the Office of Volunteer Ministries prior to departure).

6. The raising of funds for the Volunteer Ministries program in each college/university shall be in harmony with the policies of the local conference and union in which territory the college/university is located.

**R 18 30 Service by Secondary/Academy Students (13 to 18 years of age)**—1. When short-term volunteer mission projects are requested for secondary/academy students, these shall be operated as group undertakings and supervised by adults personally acquainted with the youth.

2. All plans for such programs must be approved by the local conference in which the secondary school/academy is located and in which the mission project is located.

3. In processing groups for out-of-division trips, academies are to conform to the more specific short-term missions policy procedure for Adventist schools articulated in FEB 05 40 Out of Division Trips—Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations.

**R 18 35 Responsibility of Volunteers**—1. Generally volunteers provide their own round-trip transportation.

2. Volunteers who are liable for national military service shall be responsible for securing deferment or clearance from the appropriate government office before leaving the home country.

3. Volunteers shall make appropriate arrangements to care for deferred educational indebtedness while absent from their home countries.

**R 18 40 Release of Liability Form**—All volunteers shall be required to sign the appropriate Release of Liability and related
beneficiary form as approved by the General Conference Office of General Counsel.

R 41 *HisHands Initiative*

**R 41 05 Purpose of HisHands**—1. The *HisHands* initiative challenges every Seventh-day Adventist church and institution to accept the responsibility of sponsoring a person annually to serve as a *HisHands* missionary volunteer¹, either in its home division or in some other part of the world, while at the same time opening its doors to receive a *HisHands* missionary volunteer to serve in its community.

2. An interest in mission in the Seventh-day Adventist Church could be radically revived if every local church becomes involved in *HisHands*. At the same time it could provide an opportunity for missionary volunteers to serve in countries where currently there are very few volunteers because of lack of finance.

**R 41 10 Definition of a HisHands Missionary Volunteer**—A *HisHands* missionary volunteer is a baptized Seventh-day Adventist, at least eighteen years of age, who is willing to devote his/her gifts on a full-time basis, to serve in some form of specialized witness to spread the gospel, without remuneration, but who may receive reimbursement for some expenses.

**R 41 15 HisHands Philosophy**—1. Matthew 28:18-20 (NIV), contains the great commission, “Then Jesus came to them and said, ‘All authority in heaven and earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.’”

¹The term “missionary volunteer” has historical roots with the Youth Department. But in *HisHands*, “missionary volunteer” is used in a revised manner with broader meaning. The word “missionary” gives more precise definition to volunteer ministries in North America.
2. This passage tells us seven things about the sending of volunteers: Jesus sends us through the medium of His Church; We are sent through His authority and command; Jesus sends all disciples; Jesus sends us to all nations (peoples/ethnic groups); Jesus asks us to go, make disciples, baptize and teach them to obey His commands. Jesus then promises to be with us always until the very end of the age. This therefore is a way of life and not merely a temporary assignment.

3. Leadership responsibility for *His Hands* rests with the local church or organization. As pastors, church boards and congregations catch a vision for mission service, a plan can be developed whereby a church member will be sponsored by that church to serve for one year as a missionary volunteer.

4. Reflex Influence—History has shown that where churches select and sponsor their own missionaries, funds are generated that are usually more than adequate to meet their total financial commitments. Faithfulness in overseas mission service tends to increase local mission success and the experience profoundly changes the lives of all involved. Ellen G White refers to this principle as the “reflex influence.” She says, “The home missionary work will be farther advanced in every way when a more liberal, self-denying, self-sacrificing spirit is manifested for the prosperity of foreign missions; for the prosperity of the home work depends largely, under God, upon the reflex influence of the evangelical work done in countries afar off. It is in working actively to supply the necessities of the cause of God that we bring our souls in touch with the Source of all power.”—6T 27

This “reflex influence” is felt not only by the church, which engages in this work, but also by the missionaries who agree to serve. Their lives are changed forever. And these missionaries must be given the opportunity to tell their stories. “Those who take up their appointed work will not only be a blessing to others, but they will themselves be blessed. The consciousness of duty well done will have a reflex influence upon their own souls. The
despondent will forget their despondency, the weak will become strong, the ignorant intelligent, and all will find an unfailing helper in Him who has called them.”—MH 148

5. Jesus, as our example in all things, was the greatest volunteer. Jesus demonstrated that mission commitment involves giving our entire life for the cause of the salvation of souls. “Christ volunteered to come to this earth and stand at the head of fallen human beings, who were heirs of guilt, under sentence of eternal death. We must have perished had He not borne our guilt and the wrath of God.”—12MR 61

“Christ had not been forced to take this step. He had contemplated this struggle. To His disciples He had said, ‘I have a baptism to be baptized with; and how am I straitened till it be accomplished!’ ‘Now is your hour, and the power of darkness.’ He had volunteered to lay down His life to save the world” (ST December 9, 1897).—5BC 1104

R 41 20 The Concept—1. The Office of Volunteer Ministries, in close cooperation with the General Conference Adventist Volunteer Center, is moving beyond the borders of what is known as traditional evangelism, to be creative, and to involve as many church members as possible in outreach. HisHands provides an opportunity for the whole Church to be involved in some way in evangelism, with far-reaching results. HisHands holds the potential of impacting the culture of our churches and of dramatically increasing the mission workforce of the Church.

2. HisHands provides opportunities for missionary volunteers to be sent to places all over the world, particularly to those countries where local church administrations cannot afford to pay for insurance costs, as in the current Adventist Volunteer Service plan through the Office of Volunteer Ministries.

R 41 25 An Overview of HisHands—1. HisHands challenges every local church to sponsor and send a minimum of one church member each year to serve as an interdivision or intradivision missionary volunteer.
2. An integral part of HisHands includes the possibility that churches sponsor missionary volunteers to work within their own hometown, conference, union or division. The advantages of such an arrangement include:
   a. Costs will tend to be lower
   b. Cultural adaptation may be more manageable
   c. Language may not be as great a concern
   d. Methods of evangelism will tend to be more accessible for the missionary

3. Another essential value of HisHands is the role of the local church in the selection of the mission project and the location where it will send its HisHands missionary. However, the selection will be made from previously approved projects advertised on HeSaidGo.net or other official call locations, unless the volunteer is assigned to serve his/her home church.

4. Also envisioned is that each local church becomes a receiving organization, providing an opportunity every year for a HisHands missionary volunteer to serve on a full-time basis, sponsored by the sending church, organization, individual or family. These positions will also be advertised on HeSaidGo.net or General Conference websites or call books. In this way, while it might be argued that additional funds are leaving the sending church, there is a balancing factor that offers the sending organization the opportunity to receive as much as it gives.

5. Special consideration to the unique needs and secular realities of North American society positions the division HisHands initiative for focused ministry. With its emphasis on spiritual development, HisHands offers opportunities for a wide breadth of outreach approaches ranging from traditional to innovative discipleship evangelism methods.

R 4130 Collaboration Between Congregations—A church may elect to collaborate with another church or group of churches for the purpose of raising adequate funds and the selection of a HisHands missionary volunteer. These same churches might bene-
fit by receiving a missionary for common objectives in ministry. In either case, it will be necessary for them to appoint a coordinator or regional pastor who will foster this work on behalf of all churches and who will direct the work of the missionary volunteer.

**R 41 35 Sponsorship of Missionaries**—1. Sponsorship of a HisHands missionary volunteer includes financial, spiritual, and physical support. The sending church will take on the responsibility of assisting the missionary volunteer with fares, accommodation expenses, monthly per diem, insurance costs, visa and medical examination fees, etc.

2. Church members, or a group appointed by the church board, will be responsible for providing spiritual nurture, prayer support, and regular communication with the missionary, while at the same time offering to send discipleship evangelism or other tools which might be helpful to perform his/her duties.

3. It is permissible for a sponsoring church to negotiate the sharing of financial responsibilities with the receiving organization. And if the receiving organization is unable to participate financially, it may be able to offer assistance in the form of services such as accommodation, food, etc.

4. The missionary commits to keeping the sponsoring organization appraised of ministry happening in the location where he/she is serving. This is not intended so much as an administrative requirement but rather as an opportunity to share the testimony of what God is doing through the missionary volunteer. While there will inevitably be some challenges, for the most part, the missionary will bring excitement into his/her home church as he/she reports God’s blessing upon his/her efforts.

**R 41 40 Sponsorship by Institutions and Individuals**—1. In addition to churches, HisHands provides for institutions to be sponsors, such as conferences, unions, publishing houses, colleges, universities, academies, etc. Institutions may choose to select and support more than one HisHands missionary volunteer on an annual basis. These same institutions will be encouraged to be
recipient organizations as well and provide opportunities for service for numerous missionaries.

2. *HisHands* allows for special sponsorship, whether as an individual, a family or some other entity. Every effort must be made to assure that whoever is the sponsor, be able to sustain the sponsorship for the entire life of the project or for a contractually agreed period of time. This must be achieved by ensuring that the total amount funding needed is actually in hand before the volunteer takes up his/her missionary volunteer assignment.

**R 41.45 Project Possibilities**—1 Typical projects for *HisHands* missionary volunteers to consider include: academy deans, teachers, church planting in cities and towns where there are no Seventh-day Adventists; local church mission pastors, door-to-door visitation; public evangelism; Bible studies; medical and dental care support; building construction; office work; etc.

2. Opportunities to serve in 10/40 Window countries are included as possibilities for service. *HisHands* volunteers may be assigned to assist and support regular full-time missionaries (interdivision employees) in their roles.

3. Experienced and professional missionaries (retired pastors, educators, etc.) can serve as mentors at intradivision and interdivision mission sites, to train and mentor *HisHands* missionary volunteers.

**R 41.50 Working in Pairs**—Where possible *HisHands* missionary volunteers are encouraged to work in pairs, and in some locations participate as part of a larger group. Every effort must be made to match missionaries with each other according to their compatibility as well as gender, if single. Missionary volunteers of opposite genders are not to work alone together at a mission location.

**R 41.55 Selection and Assignment Procedures**—Carefully selected missionary volunteers may be offered the opportunity of serving through the *HisHands* initiative. Selection and assignment
of missionaries will be guided by policy as per R 16 25 Selection and Assignment Procedures.

R 41 60 HisHands Service Procedures—Organizations sponsoring missionary volunteers for interdivision and intradivision service will be guided by policy as per R 18 Long-term Interdivision and Intradivision Volunteer Service.

R 41 65 Basis of HisHands Requests—1. The field requesting the services of missionary volunteers shall do so on the following basis:

a. Work assignments for volunteers shall be limited to long-term service or to temporary (relief) positions.

b. Missionary volunteers who are serving currently and who wish to extend their term of service may be granted approval to do so after the Office of Volunteer Ministries and the sending field has been notified by the requesting division or field.

c. The Office of Volunteer Ministries shall publicize the HisHands initiative and the list of service opportunities submitted by NAD fields and other divisions.

R 41 70 Financial Responsibility for HisHands Missionary Volunteers—1. Every request for a HisHands missionary volunteer, listed on the website or in the call book, will identify the essential expenses for each project location. The sponsoring organization that sends a HisHands missionary volunteer shall be financially responsible for the costs involved, unless a mutual agreement has been reached with the calling organization. Financial responsibility will be guided by policy as per R 18 15 Financial Responsibility for North American Volunteers.

2. It is essential that funds be transferred expeditiously from the sponsoring church to the recipient organization to ensure the timely disbursement of funds as soon as the missionary volunteer arrives on location. Funds raised by churches should not be pooled for the support of all volunteers, but rather the total amount received for a specific mission project should be restricted for that project. However, it is conceivable that a small levy can be placed
on all funds to provide a pool of money so that missionaries from areas with lower economies might serve in areas with higher economies.

**R 41 75 Training**—1. Every *HisHands* volunteer assigned to work as a missionary will be required to undertake appropriate training either on a Seventh-day Adventist college/university campus such as the Center for Discipleship Evangelism at Atlantic Union College, or through the *Passport to Mission* correspondence course offered by Andrews University Institute of World Mission, or through a seminar conducted by an official church organization.

2. Missionary volunteers with specialized ministry assignments may also be required to participate in focused training programs offered by church department directors. Special curriculums exist to ensure that this training equips the missionary volunteer to carry out his/her specific duties.

3. Re-entry programs may be held for returning missionary volunteers on a regional basis. The Church’s departmental directors, together with the Institute of World Mission, will be responsible for developing and implementing the training component.

4. Seventh-day Adventist colleges and universities shall be encouraged to include a mission emphasis component in course offerings providing special training in cultural relevance and contextualized ministry.
S

GENERAL FINANCIAL POLICIES*

S 04 Financial Operations and Environment

S 04 05 Role of Leadership in Financial Matters—It is the responsibility of organizational leadership to manage financial matters with integrity. Every leader must model behavior that is guided by a commitment to ethics, transparency, and accountability. This behavior is critical for building confidence in the overall Church organization. To sustain this confidence, open communication must take place among the employees of the organization, between management and the controlling board or executive committee, between the organization and its constituents and other stakeholders, and between the organization and higher organizations. Beyond modeling behavior, it is imperative for leaders to promote and design the most appropriate systems that will safeguard the resources which are used to support the mission of the Church.

S 04 10 Officers to Set Example—All officers of General Conference, division, union, local conference/mission/field entities, and institutions/agencies/services shall set an example in economy by minimizing expenses without compromising the mission of the organization. This example will inspire confidence in the integrity of the organization.1

S 04 15 Employ Church Members—In the employment of persons in every capacity, whether in the office or otherwise, great diligence shall be used to employ only persons who are members of the Church, in regular standing, and who exert a positive influence along spiritual lines for the upbuilding of the work.

1 *It should be noted in this chapter that other terminology is used in some geographical areas for organizational units such as fields, sections, regions, or delegations.
S 04 20 Responsibility—The chief responsibility for the day
to day operation of an organization rests with the officers of the
organization. However, the board or controlling board or executive
committee represents the constituency concerned and is also
responsible for the financial viability of the organization.

S 04 25 Responsibility for Internal Controls—The
controlling board or executive committee is responsible for
ensuring internal controls which are adequate to the size and
complexity of the organization. Those internal controls are to be
designed, documented, implemented, communicated, and
monitored. The effectiveness of internal controls will be
determined to a large degree by the tone set by those entrusted with
leadership and governance of the organization.

S 04 30 Objectives and Design of Internal Controls—The
objectives of internal controls in an organization are to provide
reasonable assurance regarding the reliability of financial
reporting, the effectiveness and efficiency of operations, the
compliance with laws and regulations including denominational
policies, the assurance that resources are used in accordance with
approved purposes, and the protection of organizational assets
from misuse.

1. In designing internal controls, the organization’s
controlling board or executive committee shall analyze and
identify risks that could result in financial statements that do not
reflect the actual position of the organization.

2. The controlling board or executive committee shall
establish policies and procedures to address adequate segregation
of duties, proper authorization of transactions and activities,
adequate documents and records, physical control over assets and
records, and independent checks on performance.

3. The controlling board or executive committee shall
oversee management’s documentation and communication of
internal controls for the organization.
S 04 35 Monitoring Internal Controls—Internal controls must be monitored to determine their continued effectiveness. The controlling board or executive committee shall have an ongoing process to assess the effectiveness of internal controls and correct deficiencies.

S 04 47 Fidelity Bond—It is recommended that denominational organizations protect church assets by utilizing a commercial blanket fidelity bond of adequate limits. Employees or volunteers who have committed prior acts of theft or dishonesty are not covered under fidelity bonds. Where fidelity bonds are not available, provision shall be made to allocate funds to cover possible fidelity losses.

S 04 48 Dealing With Offenders—When a volunteer or an employee of a Seventh-day Adventist organization performs an act in violation of the laws of the country and of the financial trust or responsibility reposed in him/her, discipline shall be administered and the organization will report all violation(s) to appropriate law enforcement officials.

S 04 49 Safety-Deposit Boxes—When safety-deposit boxes are maintained for the safekeeping of documents and other valuables, two authorized persons shall be present to gain admittance to the safety-deposit boxes and their contents.

S 04 51 Allocated Funds and Trust Funds—The investment of allocated funds, trust funds, and irrevocable trustee funds that are held by conferences/missions, institutions, and other organizations and are not required for current expenditure shall be made only under the direction of controlling committees or boards, and these investments shall be disposed of by similar authorizations. A careful and complete record shall be kept of the purchase and sale of all investments.

S 04 52 Auditing of Financial Records—In order to afford additional security for denominational funds and to provide protection for those responsible for these funds, denominational
organizations at all levels shall be audited annually as provided for in Section SA 05 of the North American Division Working Policy.

S 04 53 Depositing Funds—Denominational funds shall be deposited only in banks and savings institutions approved by controlling boards and committees.

S 09 Financial Planning and Budgeting Process

S 09 05 Mission Driven Resource Allocation—Each organization shall have a mission driven, broadly-based consultative financial planning and budgeting process with a committee structure that can give detailed review to the ongoing financial planning and budgeting for the organization. In some cases, this may take the form of a finance committee. In other cases, the organization may be small enough that the process is handled directly by the governing body involved. If the organization’s controlling board or executive committee establishes a separate committee for this purpose, the responsibilities should include reviewing budget requests and the review of the annual operating budget as well as a review of the organization’s financial position as reflected in the financial statements. The approval of the budget and the review of the organization’s financial statements would then be recommended to the controlling board or executive committee for action. In order to build a strong constituency, all conference/missions/fields are encouraged to prioritize mission in the budgeting process.

S 09 10 Budgets—All denominational organizations shall use an annual budget which is approved by the controlling board or executive committee. It shall be the responsibility of the officers of each level of organization to require organizations located within their territory to use a budget. Guidelines for preparing budgets are included in the Seventh-day Adventist Accounting Manual.

S 09 15 Funding of Activities—All activities of a recurring nature for which denominational financial support is involved shall
be funded without incurring debt. All funds necessary for such operations shall be in hand or provision shall be made before commencement of activities.

**S 09 20 Operating Deficits**—When an organization’s monthly or yearly financial statements indicate operating deficits, the controlling board or executive committee shall take immediate steps to address the situation. An organization closing a financial year with an operating deficit, shall make provision for recovering the deficits when preparing budgets for the ensuing years, if the available working capital is less than 100 percent of the amount recommended by policy and liquid assets are inadequate to cover current liabilities and allocated funds. When such conditions exist, the higher organizations shall give counsel in resolving the difficulty.

**S 09 25 Financial Obligations**—The General Conference or any of the individual divisions composing it shall not be held financially responsible for any obligations it has not assumed by vote of its controlling boards or executive committees. This is also the general policy for unions, local conferences/missions/fields, and other organizations and institutions of the denomination.

**S 09 30 Inter-Organizational Accounts**—Organizations are expected to reconcile and settle their inter-organizational accounts on a monthly basis.

**S 09 35 Authorization for Appropriations**—In the use of General Conference, division, union, and local conference/mission/field funds, appropriations to subsidiary organizations shall be made only by specific action of the controlling board or executive committee.

**S 14 Financial Borrowing**

**S 14 05 Borrowing Guidelines**—As far as is possible, financial activities should be conducted without the use of borrowing. The preferred method for operating and/or financing
capital projects is cash with a less preferred method being the use of funds from current revenue. The controlling board or executive committee of each General Conference institution and world division shall develop a policy, in consultation with the General Conference Treasury, outlining the approval process for using borrowing as an option for conducting financial activities. The policy must be developed and implemented within the following guidelines and limitations:

1. The General Conference or any of the individual divisions composing it shall not be held financially responsible for any obligation it has not assumed by vote of its controlling board or executive committee. This is also the general policy for unions, local conferences/missions/fields, and other organizations and institutions of the denomination (see S 09 25).

2. No organization shall borrow for the purpose of reinvesting.

3. No organization shall borrow for the purpose of relending, except through a denominational revolving fund or similar method as approved by the division executive committee.

4. No organization shall borrow for the purpose of financing current operations, except in extremely unusual circumstances and in consultation with the next higher organization. Such borrowing shall not extend beyond one financial year. In cases where an organization seeks to obtain a line of credit to address seasonal operational cash flow issues, the line of credit, when permitted, must be approved by the controlling board or executive committee of the organization in consultation with the next higher organization. An annual report regarding the use of such loans or lines of credit must be made to the controlling board or executive committee and to the next higher organization.

5. Divisions and General Conference institutions, in their policy and borrowing, may allow for capital projects to be considered. The policy must include borrowing guidelines that clearly define the maximum percentage of borrowing on any
project and cash requirements before commencement of the project. The policy may set a single maximum percentage of borrowing for all capital projects or may outline different maximums for different categories of capital projects (i.e. conference offices, employee housing, primary schools, secondary schools, universities, dormitories, hospitals, churches, etc.). The maximum percentage of borrowing, if permitted, should take into consideration the difference between revenue-generating projects, projects that will be funded from ongoing operations, and projects that must be funded from donations or contributions. North American Division policies regarding borrowing limits are outlined in S 14 10/15/20.

6. Under normal circumstances, no organization shall pledge as collateral or encumber the assets owned or used by another organization for any loan. In those unusual circumstances where it is to the advantage of the organization to pledge as collateral or encumber the assets of another organization, the controlling board or executive committee of the organization whose assets will be pledged or encumbered must vote to authorize such pledges and encumbrances.

7. At the time new borrowing is proposed, full disclosure of current and outstanding loans must be presented to the controlling board or executive committee as part of the proposal. This full disclosure of all outstanding loans must include loans that the organization is proposing to borrow, has guaranteed, or cosigned. Further, the full disclosure shall indicate how the proposed loan when combined with any outstanding, guaranteed, or cosigned loans relates to any borrowing limits established by the respective General Conference institution or world division.

8. On an annual basis, the treasurer/chief financial officer of each organization shall present a report to the controlling board or executive committee with a copy to the next higher organization that enumerates all outstanding, guaranteed, or cosigned loans with
a related list identifying all assets pledged as collateral or encumbered.

**S 14 10 Debt Control—Introduction**—The following policy will apply to debt control in organizations and institutions of the NAD.

1. **Enlargement of Facilities**—When the controlling committee or board of an organization desires to enlarge or improve its facilities for carrying on its work, this shall be done without incurring indebtedness except as provided by policy and when properly authorized.

2. **Existing Indebtedness**—Any plans for institutional expansion shall also include provision for the payment of any existing indebtedness within the period of time over which the building or expansion program is financed and shall become a part of that plan.

3. **Building Plans**—When building plans involve the borrowing of funds a request shall be submitted for approval to the appropriate organization according to the provisions of paragraph 6-a through 6-e below.

4. **Terms of Borrowing**—Churches, conferences, and institutions may borrow for a period of up to twenty years. Under certain conditions they may borrow for a longer period if approved by local and union executive committees or the Revolving Fund in unions where the Revolving Fund holds the authority to act on this matter, and NADCOA.

5. **Borrowing Limits**—Where organizations cannot finance major capital projects from existing funds, borrowing may be authorized up to the following limits:
   a. Local Church—Up to the equivalent of four hundred percent (400%) of its average annual tithe for the past three years. Thirty-five percent (35%) of the project cost will be on hand at the start of the project. Exceptions to the foregoing percentages will be by action of the union executive committee by recommendation of the local conference.
b. College/University—The ratio of unrestricted and temporarily restricted net assets to outstanding debt must be greater than 2:1.

c. Local Conference—Up to one hundred percent (100%) of the average annual gross tithe income for the past three years. This includes borrowing in the name of the association. Co-signing notes for local churches and contingent liabilities is considered the same as borrowing. Parsonages are considered rental property and are excluded from the limits specified above. Exceptions to the foregoing percentage up to one hundred and fifty percent (150%) will be by action of the union executive committee.

d. Union Conference—Up to thirty percent (30%) of its average annual tithe receipts for the past three years. This is based on all loans for which either the union conference or the association is responsible including both direct obligations and contingent liabilities (owned and not owned) according to the latest audited statements. The union conference shall not co-sign for health institutions in its territory. Parsonages are considered rental property and are excluded from the limits specified above.

e. Division—Up to twenty-five percent (25%) of its average annual tithe receipts for the past three years. This is based on all loans for which either the Division or the association is responsible including both direct obligations and contingent liabilities (owned and not owned) according to the latest audited statements. The Division shall not co-sign for healthcare institutions in the territory. Parsonages are considered rental property and are excluded from the limits specified above.

6. Emergency Loans—When under unforeseen emergency conditions it seems imperative that some funds be borrowed in order to preserve or protect existing properties and interests, such loans shall be secured only after approval by responsible committees and boards.
7. Loans to Individuals—Conferences, institutions, corporations, or associations may make loans as follows:
   a. Loans to physicians and dentists for setting up in practice or meeting educational indebtedness in harmony with NADCOM policy.
   b. Loans to employees as are specifically provided for by Y 21.
8. Borrowing for Relending—Conference organizations shall not borrow money to re-lend to churches, except as provided under the approved union conference Revolving Fund Policy. In like manner, churches shall not borrow funds for church building purposes or church expense except as provided in these regulations.
9. Borrowing for Reinvestment—No denominational organization or institution shall borrow money for reinvestment or to lend to individuals except as protection for organizations that are approved to have a bond issue or for student loans which must be approved by the committee of the next higher organization.

S 14 15 Building Projects—1. Authorizations—Building and financial plans for church and institutional projects shall be submitted for approval according to the following plan (amount exclusive of land):
   a. All new construction or purchase projects shall be approved by the conference executive committee or institutional board.
   b. Projects exceeding $3,000,000 shall be approved by the union executive committee or the board of union institutions.
2. Counsel From Higher Organizations—Churches contemplating either the purchase or the erection of a church building shall be cautioned against undertaking financial obligations which would embarrass the membership. When a congregation decides to buy or build a new church home, its building should not be sold or vacated until provision is made to house the congregation. In all building projects, local and union
committees shall give careful counsel, taking into consideration the size of the congregation, its financial strength, and the location of the building.

3. Cash Requirements—In the purchase or building of church properties, commitments shall not be made or building operations commenced until thirty-five percent (35%) of the entire cost of the building, including initial furnishings, is available in cash or in readily convertible assets, and provision satisfactory to the authorizing committees for securing the remaining sixty-five percent (65%) is made. In the case of purchase, construction, or remodeling, the work shall proceed and obligations shall be incurred only as funds are available and the finance plan has been approved by the corresponding body. Land that has been paid for may be considered at cost as part of the required thirty-five percent (35%) of the total project.

4. Construction in Stages—In cases in which it is practicable to occupy church buildings before the contemplated project is entirely completed, authorization may be given for construction to be undertaken in stages, provided the project has been approved by the authorizing committees with the provision that construction will not proceed except as funds are available.

5. Borrowed Funds—In cases where it is deemed advisable, a church may be authorized to borrow up to sixty-five percent (65%) of the cost of completing the current stage of its building project, provided a definite program for the liquidation of the loan has been approved and underwritten by the local and union conferences concerned within the time period specified by this policy. Issuance of bonds (exempt or non-exempt) for the financing of building projects by denominational organizations after December 31, 1999 is not authorized, except by action of the North American Division Committee (NADCOM).

S 14 20 Institutional Building and Improvement Projects—1. Definition—For institutional and conference building projects, improvements and equipment, 50 percent (50%) of the
funds needed for the project shall be available in cash or readily convertible assets and satisfactory provision made for securing the remaining 50 percent (50%) before authorization is granted by the responsible committee or board and commitments are made. In the case of construction, the work shall proceed and obligations shall be incurred only as funds are available. When college/university dormitories and health care institutions are considered, NADCOA may make an exception to the policy requiring 50 percent (50%) of cost to be in hand. A higher percent of borrowing may be permitted to these types of projects where earned income will fund the repayment of loans on a self-liquidating basis. NADCOA will consider each case on its own merits. In cases of housing for employees where earned income will fund the repayment of loans, the union may give final approval for construction and borrowing. In all cases where the full amount of the funds needed for a project is not available, the amount borrowed shall be underwritten by the local and union conferences concerned and the plan of finance approved by the next larger organization, with the exception of health care institutions.

2. Multiple Units—In the case of a building or expansion program involving one or more units in one of the larger institutions, the plan for the building program for each unit with the financial plan shall be submitted to the controlling committees for approval before commitments are made. A master building plan for the institution should be developed and submitted for approval. Such financial plan shall provide for the full amount of funds required to complete the project by cash or by yearly budgetary appropriations underwritten by the local and union conferences concerned. Construction shall proceed and obligations shall be incurred only as funds are available.

3. Cost Estimates—Cost estimates from the project’s architect concerning contemplated building and improvement projects shall be submitted by organizations for approval by the
appropriate committees. The estimated operating expenses of the new facility shall also be submitted.

**S 19 Financial Reports**

**S 19 05 Distribution**—In order that controlling boards, executive committees, and responsible officers may be kept fully informed concerning the operations under their control, monthly financial statements should be furnished to the members of the responsible boards and committees and to the officers of the next higher organization. Financial statements of institutions shall be furnished also to the officers of the higher organizations concerned. Monthly statements of the division shall be sent to the General Conference Treasury. To achieve this objective:

1. At least nine of the twelve monthly financial reports must be provided to the organization’s administrative officers.
2. At least four of the twelve monthly financial reports, reasonably spaced throughout the year, must be provided to the controlling board, executive committee, and officers of the next higher organization.
3. In the case of relatively inactive organizations, quarterly financial reports are required (instead of monthly).

**S 19 10 Analysis**—Monthly financial reports showing the actual operating expenses and budgetary provision to date shall be prepared and studied by the organization’s administrative officers. Controlling boards and executive committees should compare these statements with the approved budget and be prepared to act with the officers in increasing income and/or decreasing expenditures as may be necessary.

**S 19 15 Presentation to Committees**—When presenting financial reports in the accounting format generally accepted by the church, the treasurer/chief financial officer should use appropriate visual aids and explain all technical terms used to make sure the report is understandable to members with limited
accounting background. Financial reports are to be comparative and include the following:

1. Statement of Financial Position
2. Statement of Financial Activities
4. Footnote disclosures which are an integral part of the report
5. Other supplemental information, such as schedules showing further details of assets, liabilities, income, expenditures, and certain percentages or ratios.
6. If the financial report has been audited, the auditor’s opinion should accompany the report.

S 19 20 Presentation to Constituency Sessions—Reports to the constituency sessions of organizations shall include audited comparative financial statements, as enumerated in S 19 15, showing each of the years in the reporting period. If it is not possible to have audited comparative financial statements prepared for the session’s reporting period, each year’s financial statement, with the accompanying auditor’s report, shall be presented separately. Any financial reports presented at constituency sessions that are not accompanied by an opinion from the auditor should clearly indicate that it is non-audited information. The auditor shall be invited to attend the constituency session at which the audit report is to be presented personally by the auditor (C 35 20). However, under circumstances where legal requirements permit and conference facilities are deemed satisfactory to the client and the auditor, the auditor may choose to attend the constituency meeting via teleconference or videoconference.

S 19 25 Statistical Reports and Financial Statements—The annual statistical report of all divisions, including the work of all conferences/missions/fields, and institutions in their territory, as well as a report of languages in which denominational activities are conducted, should reach the General Conference Office of Archives, Statistics, and Research not later than February 28 for
North American Division statistical reports and March 31 for reports from the other divisions.

One copy of the audited financial statement of each denominational organization shall be sent by General Conference Auditing Service (or the chief operating officer, in cases of organizations audited by other than the General Conference Auditing Service) to the General Conference Office of Archives, Statistics, and Research as outlined below. This statement shall include all supporting schedules and signed auditor’s opinions and shall be accompanied by a summary on Form F-49 no later than one month after the audit report has been released.

S 19 30 Accounting Manuals Authority—Financial reports shall be prepared in accordance with applicable denominational accounting manuals prepared by the General Conference Treasury. All organizations shall adhere to the appropriate current denominational accounting manual as follows:

1. When country-specific accounting standards require a financial reporting framework that differs from the denomination’s accounting manual, those country-specific standards take precedence and organizations are not required to maintain multiple sets of accounting records to accommodate both country-specific standards and the accounting manual.

2. Entities are expected to comply with all relevant laws and regulations that require reporting of financial information to government agencies, which may be required to be in formats other than that used for general-use financial reporting. It is understood that such government-mandated reporting is in addition to the required general-use financial reporting to the organization’s controlling board or executive committee.

3. Any other exceptions to application of the accounting manual shall be approved by General Conference Treasury.
S 24 Financial Ratios

**S 24 05 Use of Ratios**—Financial ratios are useful indicators of an organization’s performance and financial situation. In order to have a basic measure of financial health, the Church has placed emphasis on comparing the actual working capital of an organization and amount of liquid assets on hand to a predetermined recommendation for various types of organizations. There are several other types of ratios that could prove useful for organizations in their process of performing financial statement analysis. Organizations are encouraged to determine and apply any relevant ratio that would be beneficial to that process. Financial ratios can be grouped into at least four categories:

1. **Liquidity Ratios**—Provides information about an organization’s ability to meet its short-term financial obligation.
2. **Asset Turnover Ratios**—Provides information on how efficiently an organization uses its assets.
3. **Financial Leverage Ratios**—Provides information about the long-term solvency of the organization.
4. **Profitability Ratios**—Provides information regarding the success of the organization at generating operating gains.

**S 24 10 Working Capital**—In order that adequate financial resources will be available for the sound and effective operation of all organizations, the following provisions are based on what has been considered historically adequate for denominational entities and are outlined below:

1. **Working Capital Definition**—Working capital shall be defined as the amount of current assets in excess of current liabilities. A working capital and liquidity statement shall be included in the notes to the financial statement in each organization.
2. **Formulas**—The recommended working capital of organizations shall be as follows: (See *Seventh-day Adventist Accounting Manual* for detailed illustrations)
a. General Conference—Forty percent (40%) of the latest fiscal year’s unrestricted income or for interim statements, the latest 12-month actual unrestricted income, adding one percent (1%) per year, commencing in 2009, until a maximum of 50 percent (50%) is reached, plus 100 percent (100%) of long-term payables, gross allocated funds, and Capital Additions Functions Balances.

b. North American Division—Thirty percent (30%) of the latest fiscal year’s total operating expense or for interim statements, the latest 12-month actual operating expense plus 15 percent (15%) of operating appropriations to subsidiary organizations for the latest complete fiscal year, plus allocated funds.*

c. Union Conferences/Missions—Fifty percent (50%) of the latest fiscal year’s total Unrestricted Income,** or for interim statements, the latest 12 month actual operating expense, plus total long-term payables, Capital Additions Fund Balances, and Temporarily Restricted Net Assets.*

d. Local Conferences/Missions—Twenty Five percent (25%) of the latest fiscal year’s Unrestricted Income,** or for interim statements, the latest 12 month actual operating expense, plus total Long-Term Payables, Capital Additions Fund Balances and Temporarily Restricted Net Assets.*

e. Local and Union Conference/Missions Associations/Corporations—Twenty percent (20%) of the latest annual Unrestricted Income of the Current Funds,** plus total long-term liabilities of the Current Fund, and Temporarily Restricted Net Assets.**

f. Home Health Education Service—Equivalent of net accounts receivable, merchandise inventories, and allocated net

*Excludes matured wills and trusts.

**Excludes temporarily restricted net assets that are associated with readily identifiable long-term assets.
worth (reserves), and Temporarily Restricted Net Assets* based on the balance sheet for the latest complete fiscal year.

g. Adventist Book Centers—Equivalent of net accounts receivable, inventories, and allocated net worth (reserves), and Temporarily Restricted Net Assets.* When an Adventist Book Center does not meet the provisions of the above standard for working capital, and when it is possible for the conference to do so, it may appropriate the essential funds.

h. Adventist Community Services (North American Division only)—Twenty-five percent (25%) of the previous year’s total operating expenses.

i. Universities, Colleges, and Junior Colleges—Twenty percent (20%) of the operating expense, or for interim statements, the latest 12-month actual operating expense, of the latest complete fiscal year.

j. Academies—Fifteen percent (15%) of the operating expense of the latest complete fiscal year, or for interim statements, the latest 12-month actual operating expense, plus long-term payables and Temporarily Restricted Net Assets.

k. Health Care Institutions—Twenty percent (20%) of the operating expense of current operating fund of the latest complete fiscal year, or for interim statements, the latest 12-month actual operating expense.

l. Publishing Houses—Equivalent of net accounts receivable, inventories and allocated net worth (reserves) based on the balance sheet for the latest complete fiscal year.

m. Adventist Media Centers—Twenty percent (20%) of annual operating expense based on the Income Statement for the latest complete fiscal year, or for interim statements, the latest 12-month actual operating expense.

S 24 15 Liquidity—In order that adequate cash and cash equivalents will be available for meeting short-term financial obligations, the following provisions are based on what has been
considered historically adequate for denominational entities and are outlined below:

1. Liquid Assets—Liquid assets equivalent to the current liabilities and certain allocated funds identified in the specific accounting manuals shall be maintained in the following:
   a. Cash
   b. $85 35, $85 40 items
   c. General Conference or other authorized unitized investment funds
   d. Investments in Union Revolving Loan Fund
   e. Accounts receivable from higher organizations and for conferences, accrued church remittances to the extent cash was received within the month following the close of the fiscal year. These liquid funds shall not be used for regular or special appropriations except in times of special financial crisis but shall be held as working capital with which to carry on the business of the organization.

2. Allocations—Excess working capital at the end of the year may be transferred to allocated funds for specific purposes by action of the controlling board or executive committee, taking into consideration its source, whether tithe or non-tithe.

S 26 Union Revolving Loan Fund

1. Regulations—The following regulations shall govern the establishment and control of a revolving loan fund in those unions in which the plan is accepted by the union executive committee. This fund shall be used to assist in the financing of approved capital improvement projects, including major church improvements in conferences, churches, and institutions, and lines of credit in conferences and institutions. The purchase of school buses may also be financed from the fund. Where federal or state laws govern, the fund plan shall be submitted to the appropriate authorizing
agencies for approval prior to the acceptance of funds and issuance of notes.

2. Principal Amounts—The principal amount of the revolving fund in a union shall be established by considering the tithe income in the union territory and the overall financial condition of the union and its local conferences. The initial principal amount of the fund, as well as succeeding issues, shall be specifically authorized by the union executive committee.

3. Notes—The principal obligation of the fund shall be evidenced by demand or term notes or accounts bearing interest at a rate not to exceed the maximum to be set by the union executive committee. Separate rates shall be set for the United States and Canada. Term notes shall not exceed 20 years from date of issue, providing it is allowable by state and local laws and regulations. All notes and accounts are payable at any time by action of the union committee. At the option of the union, when term notes are issued, a penalty provision covering early withdrawals may be inserted in the plan. The notes and accounts are available exclusively to members of the Seventh-day Adventist Church and to denominational entities, and the plan will be promoted by unions only within their own territory.

4. Loans—Loans from the fund shall be made by the union to churches, conferences, and institutions under the union’s jurisdiction where borrowing has been authorized, including denominationally owned housing. Loans may also be made to denominational institutions (including health care institutions) within the union’s territory but not under its jurisdiction provided approval is obtained from the next higher organization of the borrowing entity. These loans shall be evidenced by promissory notes bearing interest at a rate of not less than one half of one percent more than the maximum interest currently being paid on Union Revolving Loan Fund deposits. In the case of churches and local conference institutions, such notes shall be guaranteed in writing by the local conference (not association/corporation) concerned,
and shall be recorded by said local conference as contingent liabilities. Applications for loans shall be approved by the local conference committee for churches and local conference institutions, and by the union committee for union conference institutions. All loans shall be on a scheduled repayment basis over a period not to exceed the maximum time provided by policy. If the union requires repayment earlier than the repayment schedule, the loan shall become due and payable within 90 days through the securing of a loan from another source, if necessary.

5. **Excess Capital**—In the event excess capital is available in the funds, such may be invested in all items in S 85 40, General Conference Unitized Funds, and/or in the Union Revolving Loan Fund of any other union under terms mutually agreeable.

6. **Authorizations**—Loans shall be made only where borrowing has been properly authorized and in amounts within the limits of the policies governing borrowing of funds. In the financing of parsonages, loans may be made on an amortization basis of up to thirty years.

7. **Building Plans**—Building plans and plans for financing shall continue to be handled under the policies governing such. This policy relating to union revolving loan funds covers only the source of funds for building projects.

8. **Sinking Fund**—A sinking fund, supported by all local conferences in a union territory, for the purpose of providing additional security for the Union Revolving Loan Fund, shall be provided until the sinking fund, reaches a minimum of 25 percent of the Union Revolving Loan Fund wherever a fund is in operation under one of the following plans:

   a. All local conferences shall remit monthly to the union an amount equivalent to but not less than one fourth of one percent of the tithe income for the month. This will be funded from non-tithe sources.

   b. Borrowing entities may be charged interest at a rate of up to four percent more than the interest currently being paid on
Union Revolving Loan Fund notes or accounts. Fifty percent (50%) of the interest spread shall be put in the sinking fund with credit to the conference in which the borrowing entity is located.

c. Accurate records of individual conference contributions to the fund, or higher interest as specified above, shall be maintained so that earned interest on the sinking fund may be properly handled or distributed as determined by the union executive committee.

d. Investment of the principal of the sinking fund shall be in accordance with S 85 50-3-g.

9. **Short-term Investments**—To provide liquidity, a minimum of 10 percent of the combined assets of the Union Revolving Loan Fund and sinking fund shall be invested in short-term investments listed in S 85 40.

10. **Allocation of Funds**—Unions may loan funds to churches and institutions in proportion to the total deposits in the Union Revolving Loan Fund from church members, conferences, and institutions, with excess funds being made available to other qualifying entities within the union if not needed for projects within the conference territory itself. Union committees will determine the procedures to be followed for loaning any such excess funds.

11. **Legal requirements**—All funds must conform to all applicable legal requirements, including registration if necessary.

**S 29 Financial Audits**

**S 29 05 Annual Audits**—Each organization shall prepare its financial statements to be audited annually or receive some other level of service as approved by the General Conference Executive Committee.

**S 29 10 Preparation for Annual Audit**—The audit process is more efficient when an organization prepares well in advance. In preparing for an audit, the organization shall do the following:
1. Complete the recording of financial transactions and prepare the corresponding statements of financial position, financial activities, cash flows, and relevant footnote disclosures no later than 90 days after the end of the organization’s financial year. The financial statements are to be prepared based on the Seventh-day Adventist Accounting Manual.

2. The principal officers of the organization shall sign an engagement letter with the auditor which enumerates the mutual expectations and responsibilities, the scope and timing of the work to be performed, and the associated fees.

3. The organization should provide the supporting material requested by the auditor in electronic form, wherever possible.

4. The principal officers, as required by S 90, shall furnish in writing to the auditor a set of assertions regarding the organization’s compliance with denominational core policies.

**S 29 15 Participation on the Annual Audit**—The audit process is a collaborative effort on the part of the auditor and management of the organization. Management shall make the appropriate arrangements to be available during the course of the engagement and be responsive to requests made by the auditor. If at the close of scheduled audit procedures, management has not provided all the information requested by the auditor, the auditor shall inform management of the audit status and request a written engagement extension letter. At the close of the engagement, an exit interview will be conducted. The auditor shall supply a draft of the audit report for management to review before it is finalized. Since the financial statements are the responsibility of the organization, it is important for them to be reviewed and understood.

**S 29 20 Presentation of Audit Reports**—Within 60 days of the close of the audit engagement, when all outstanding issues have been resolved, the auditor will provide to management of the organization and the chair of the Audit Committee the audit report which includes an opinion on the financial statements, a report on
compliance with the core policies of the denomination, and an audit communication letter which includes any significant deficiencies identified in internal controls. Upon receipt of this report, the management of an organization shall do the following:

1. Provide to the Audit Committee a copy of the audit report along with their response to any findings within 60 days of receiving the report from the auditor.

2. Provide to the auditor a copy of their response to any findings they have shared with the Audit Committee.

S 34 Financial Oversight Committees

S 34 05 Audit Committee (formerly referred to as Financial Audit Review Committee)—The controlling board or executive committee of each organization shall establish a subcommittee known as the Audit Committee to meet at least annually and discharge the functions as outlined in the charter (terms of reference) provided to promote transparency and full disclosure on audit matters. These meetings may be held in person or via conference call where such facilities are available and if considered appropriate.

1. Composition—The Audit Committee shall consist of at least three members who are typically members of the controlling board or executive committee, and are known to possess the following characteristics:
   a. Independent—Not employed by the organization being audited or reviewed and, if possible, not denominationally employed. The member should not have any existing financial, family, or personal ties to the management of the organization.
   b. Competent—Has proven knowledge in financial matters, including the ability to read and understand financial statements. At a minimum, one of the members should be considered a financial expert who understands the financial
reporting framework in their country, is able to apply that framework to accounting matters, has experience in preparing and analyzing financial statements, understands internal controls, and understands the function of the Audit Committee.

c. Confident—Not afraid to ask relevant and probing questions.

2. Charter (Terms of Reference)—The following represents the expected responsibilities of the Audit Committee to be fulfilled each year. This charter should represent a working document that guides in managing the agenda of the committee.

a. Recommend to the controlling board or executive committee the selection of the auditor in those approved special circumstances when General Conference Auditing Service is not involved.

b. Agree upon the fees and scope of the audit engagement.

c. Maintain a direct and open line of communication with the auditor.

d. Receive and discuss with the auditor the audited financial statement, audit communication letter, and response from management.

e. Develop and review with management adequate internal controls.

f. Develop and review procedures for the receipt and resolution of confidential complaints regarding any unethical business practice.

g. Discuss with management their assertions made regarding compliance with core denominational working policies related to financial matters.

h. Identify, evaluate, and respond to any potential business and fraud risks.

i. Understand emerging trends in accounting standards and their impact on financial reporting for the organization.
j. Review any serious difficulties encountered during the course of the audit.

k. Provide oversight for the conflict of interest policy and address risks associated with any conflicts identified.

l. Present a report to the controlling board or executive committee at its next scheduled meeting regarding the results of the audit engagement, operational effectiveness of internal control, compliance with core policies, and potential business risks. This report should be accompanied by recommendations for the controlling board or executive committee to consider.

m. Hold an executive session where members of the management team, who may be attending as invitees, have been excused.

3. **Invitation to Auditor**—The auditor shall be invited to attend the Audit Committee meeting at which the audit reports and audit communication letter are studied, and the controlling board or executive committee meeting at which the Audit Committee makes its recommendations, if any. Under circumstances where legal requirements permit and conferencing facilities are deemed satisfactory to the client and the auditor, the auditor may choose to attend, via teleconference or videoconference, the meetings mentioned above. Although it would be normal and expected for the auditor to attend the Audit Committee in person or via other conference facilities, attendance by the auditor at such meetings is not mandatory.

4. **Representatives from Higher Organizations**—If there are official representatives from the higher organizations present when the Audit Committee is being convened, they would be considered invitees with voice but no vote.

5. **Copy of Recommendations**—A copy of the recommendations of the Audit Committee, as approved by the controlling board or executive committee, shall be sent to the auditor and to appropriate officers of higher organizations.
S 34 10 Compensation Review Committee (formerly referred to as Salary Audit Committee)—The controlling board or executive committee of each organization shall establish a subcommittee known as a compensation review committee so it can be fully informed about compensation practices within the organization and ensure compliance with policies. This committee shall meet at least annually to discharge the functions as outlined in the charter provided to promote transparency and full disclosure on compensation matters. These meetings may be held in person or via conference call where such facilities are available and if considered appropriate.

1. Composition—The compensation review committee should be comprised as follows:
   a. Each member should typically be a member of the controlling board or executive committee.
   b. A majority should also be of persons not employed by the organization, should include laypersons, and should include any official representatives present from higher organizations.
   c. The chairperson shall be a representative from the higher organization or a member of the controlling board or executive committee who is not an employee of the organization.

2. Charter (Terms of Reference)—The following represents the expected responsibilities of a compensation review committee to be fulfilled each year. This charter should represent a working document that guides in managing the agenda of the committee.
   a. Review at a minimum the compensation and allowances/benefits paid to all employees during the previous year and determine its reasonableness and compliance with compensation policies of the denomination. This policy excludes student employees at educational institutions.
   b. Ask for and receive clarification on unusual items of compensation or allowance/benefits paid during the previous year.
   c. Review and report on the personal accounts/notes receivable balances that exceed one month of salary.
d. Review and report on travel advances that are outstanding for more than three months for each traveling staff.

e. Review and report on the travel expenses as compared to the approved budget for each traveling staff.

f. Review and report on the compensation, personal accounts, and travel advances for officers of subsidiary mission organizations.

g. To facilitate a meaningful review, the committee shall receive information in a spreadsheet format with separate columns for base salary, bonuses or contracted compensation, and for each allowance/benefit identifiable by individual (other presentation formats which provide similar details are acceptable). All compensation or allowance/benefits are to be included. However, no information shall be included which details any health care assistance by employee name.

h. If the controlling board or executive committee so delegates, set the individual salary percentages/rates for the next financial year.

i. Provide a statement to the controlling board or executive committee that indicates the compensation review committee has fulfilled the expectations of its charter along with any recommendations relating to compensation matters which need to be addressed.

j. For organizations that follow the provisions of Y 05 05, paragraph 10, “Variations for Commercial Business Organizations,” provide a complete report to the controlling board or executive committee of the actual salary and allowances/benefits (detailed separately including retirement contributions identifiable on an individual basis, value of insurance policies, etc.) paid to officers of the organization.

S 34 15 Financial Statement Review Committee—The General Conference, divisions, and unions shall each establish a subcommittee known as a financial statement review committee in order to be fully informed about the financial health of their
respective subsidiary and affiliated organizations. This committee shall meet at least annually and discharge the functions as outlined in the charter provided to promote proactive responses to adverse financial trends. These meetings may be held in person or via conference call where such facilities are available and if considered appropriate.

1. Composition—The financial statement review committee should be comprised as follows:
   a. Members of the respective General Conference, division, or union treasury teams.
   b. The committee shall be chaired by the Treasurer/Chief Financial Officer or designee.

2. Charter (Terms of Reference)—The following represents the expected responsibilities of a financial statement review committee to be fulfilled each year. This charter should represent a working document that guides in managing the agenda of the committee.
   a. Review audited or unaudited financial statements from subsidiary and affiliated organizations.
   b. Identify adverse financial trends and discuss with the management team of that organization.
   c. Evaluate the working capital and liquidity status of each organization and discuss with the management team plans to achieve and maintain recommended levels when deficiencies are noted.
   d. Submit minutes of meeting to the treasurer/chief financial officer of the next higher organization to provide awareness of significant issues. In the case of the General Conference, those minutes should be provided to the General Conference officers.

S 34 20 Financial Survey Commissions—The General Conference, divisions, and unions are advised to appoint financial survey commissions to make a periodic on-site review of subsidiary and affiliated organizations, especially those that are
experiencing serious financial difficulties. The commission, depending on the type of organization being reviewed, should consist of enough members to perform the survey and who can provide helpful expertise. The commission shall make a careful study of the financial position of the organizations under review, study the relationship between office administrative expenditures and field/program expenditures in conferences/missions/fields, review the effectiveness of employees, and make recommendations to the controlling boards or executive committees.

S 37 General Conference Funds

S 37 05 Sources of Funds—1. The sources and plan of disbursement and handling of General Conference funds are defined in Articles XVII, XIX, and XX of the Bylaws.
2. The funds the General Conference receives are the following:
   a. Ten percent of the tithe receipts of the union conferences/missions and of the local conferences/missions not included in union conferences/missions.
   b. Regular mission offerings.
   c. Special donations.
   d. Such percentage of the regular tithe of local conferences/missions as provided for by policy.

S 37 10 Remittances to General Conference—Tithe and mission offerings are reported to the General Conference treasury each month by each division treasurer/chief financial officer. The reports and remittances from the North American Division shall reach the treasurer/chief financial officer’s office not later than the twenty-fifth of the succeeding month, and those from other divisions by the twentieth of the second succeeding month.
The reports and remittances in the North American Division shall reach the treasurer’s/chief financial officer’s office according to the following schedule:

- Church to Local Conference: Due monthly by 10th
- Local Conference to Union: Due monthly by 15th
- Union to Division: Due monthly by 20th

S 37 15 Funds May Be Held by General Conference—Special appropriations to divisions may be held in trust by the General Conference until the funds are needed for the project concerned.

S 38 General Conference Budget Preparation and Implementation

S 38 05 Treasury—It is a function of Treasury to receive all budget requests, including those for appropriations. Treasury is also responsible in cooperation with the other branches of administration, to prepare specific budget proposals.

S 38 10 Budget Preparation—1. Budget Process—The budget process which begins in Treasury must be reviewed and adjusted as necessary by the administration, as well as other appropriate committees.

2. Calculation of Cap—Treasury shall calculate the cap under which the General Conference shall operate, using as the basis of calculation the figures of the last complete fiscal year.

S 38 15 Approval—The budget is approved by the General Conference Executive Committee at the time of its principal annual meeting.

S 38 20 Implementation—The budget is to serve as the primary instrument of financial authorization and control for every organization. The treasurer/chief financial officer is to provide timely financial information to his/her fellow officers and to the General Conference Executive Committee, comparing actual
operating results with budgeted projections. The administration is accountable to the constituency for budget implementation, taking appropriate actions to best ensure the financial stability of the organization, using the budget as a guide.

**S 39 General Conference Appropriations**

**S 39 05 Appropriations**—1. Each division and General Conference institution that receives appropriations from the General Conference shall submit a list of requests for appropriations to the General Conference Treasury by August 1 each year. Requests are to be accompanied by such supporting reports and documentation as called for by the General Conference.

2. Appropriations shall be made at Annual Councils, when all needs and interests can be represented and compared, and an equitable distribution of funds can be made. The General Conference Executive Committee is not able, therefore, to give consideration to requests for additional appropriations between sessions of the Annual Council. Emergencies should be met, as far as possible, by the union and/or division, or the institution. However, in cases of special emergency the General Conference or other organizations concerned have the discretion of drawing upon their annual emergency fund.

**S 40 Planned Giving and Trust Services**

**S 40 05 Deferred Gifts**—1. *Spirit of Prophecy Counsel*—“How much owest thou unto my Lord! Luke 16:5…. All that we have is from God. He lays His hand upon our possessions, saying, ‘I am the rightful owner of the whole universe; these are My goods.’…. God is testing every soul that claims to believe in Him…. The Lord has given men His goods upon which to trade.
He has made them His stewards, and has placed in their possession money, houses, and lands.”—Testimonies, Vol.9, p.245.

2. **Present Gifts**—Changing financial and economic conditions throughout the world are causing church members great concern as to their property and investments. Considering the shortness of time and the counsel of the Spirit of Prophecy, church leaders should encourage members to make liberal gifts of their means for immediate use in the work.

3. **Deferred Gifts**—In addition to making large immediate contributions of their means while living, our people should favorably consider deferred gifts (including charitable gift annuity agreements and trust agreements, as well as legally drawn wills) in the disposition of their property as they endeavor to secure it to the cause of God.

4. **Legal Counsel**—The preparation and execution process for trust agreements and other estate planning documents shall be under the control of local legal counsel to ensure that all documents are in harmony with the statutes of the jurisdiction in which executed.

**S 40 10 Gift Annuity Agreements**

1. **Approved Organizations**—General Conference, union and local conference associations or corporations, and legally organized institutions may enter into gift annuity agreements.

2. **Rate Schedules**—Gift annuity agreement rate schedules are provided by the General Conference Corporation, to officers of union and local conferences and institutions, and shall be strictly adhered to by all issuing organizations.

3. **Accounting**—Gift annuity agreements shall be accounted for by Generally Accepted Accounting Principles (GAAP) for such agreements as set forth in accepted fund accounting manuals. The organization shall establish a fund balance account for each annuity which shall initially be equal to the difference between the original annuity amount and any applicable liabilities for each annuity (e.g. net present value of future annuity payments, any...
liabilities to other denominational organizations, and deferred income). The organization shall not decrease this fund balance below the original amount except to make the annuity payments required by the annuity agreement. Where the issuing organization is the intended donee, when annuity earnings exceed the required annual payments, and when the annuity fund balance of each annuity exceeds the above required amount, these excess earnings may be used by the issuing organization. In all cases fund balances shall not be less than required by applicable law. Where an organization (managing organization) manages/administers an annuity for the benefit of some other intended donee(s) [benefiting organizations(s)], excess earnings, which represent amounts held by the managing organization, in excess of the original amount of the annuity may be transferred to any benefiting organization(s) on a pro-rata basis. The provisions in this paragraph for the use of excess earnings from gift annuities do not apply to deferred payment gift annuities.

4. Signatures—The gift annuity agreements are made valid upon the signature of the duly elected officers of the organizations writing the agreements.

5. Applicable Laws—Before denominational organizations enter into Gift Annuity agreements funded with cash or publicly traded securities in excess of $500,000 or other non-cash assets, the denominational organization personnel shall obtain counsel from the Union or Division Planned Giving and Trust Services Director or officers. Denominational organizations shall comply with applicable state/provincial registration, reporting, investment and administration requirements for all charitable gift annuities.

S 40 15 Trust Agreements—In addition to outright gifts and the provisions made for gift annuity agreements, General Conference, union and local conference associations or corporations, and legally organized institutions, are authorized to accept funds or property in trust, subject to the following conditions:
1. **Approval of Agreements**—All agreements shall be specifically authorized by the board of trustees concerned; however, this does not preclude a board of trustees from designating one of its subcommittees to handle this on a continuing basis.

2. **Investments in Trusts**—Organizations and institutions acting as trustee shall not invest in any property accepted in trust, give any guarantee based on the security of the trust, or loan any funds to a trustor. While it is not recommended as a routine procedure, under extenuating circumstances the organization or institution may, from its own funds, make loans or advances of nominal amounts, fully secured by trust assets, which may be necessary to establish the trust or cover an emergency situation involving the trust assets. The organization or institution as trustee of an irrevocable trust may, however, secure a loan from a third-party lender for purposes of the trust based upon the security thereof.

3. **Denominational Benefit**—Organizations shall only write trust agreements when the denomination will substantially benefit at maturity from such agreements, with the nature of the assets, size of the estate, cost of servicing the trust, and the other factors being considered in determining the feasibility of entering into such agreements.

4. **Revocable Trusts**—
   a. **Specifically Invested**—All church organizations acting as trustee of revocable trusts written after December 31, 1979, shall serve as such only in those cases where trust funds will be specifically invested in the manner directed by the trustor or as provided in the trust instrument, with all income accruing to the benefit of the trustor and with the trustor assuming the benefits and risks of principal variations.

   b. If any revocable trusts written prior to January 1, 1980, are specifically invested in any manner other than as loans to the corporation in its individual corporate capacity (i.e. Pooled Investment/Loan Fund), such investment shall be based on specific written direction from the trustor or as provided in the trust instrument.
document, with all income accruing to the benefit of the trustor and with the trustor assuming the benefit and risks of principal variations.

2. Union Revolving Fund—Any cash transferred to or held in such trusts shall not be loaned to any church organizations, except to a Union Revolving Fund.

3. Exceptions—While paragraphs 1. and 2. above were effective for all revocable trusts written after December 31, 1979, previously existing trust instruments shall be amended, if necessary and practicable, to conform with this policy and to existing state law.

a. Paragraphs 1. and 2. shall also be effective for all revocable trusts written prior to January 1, 1980. However, in those jurisdictions where it is appropriate and in conformity with existing state/provincial law, the following exceptions shall apply.

1) This policy shall not require the repayment to the corporation as trustee of funds borrowed by the corporation in its individual corporate capacity prior to December 31, 1979, unless such payment is required by the trustor or unless such payment is required to terminate the trust.

2) All additions after January 1, 1984, to pre-January 1, 1980, trusts, (except income earned by the trust and return of principal) shall be specifically invested. Prior to January 1, 2000, exceptions may be made respecting these additions to individual trusts, when allowable, by existing state/provincial law and upon approval of the appropriate association/corporation, or institution committee or governing board. After December 31, 1999, and before January 1, 2003, there shall be no further additions of income earned, return of principal, or new principal additions to individual trusts.

b. After December 31, 2002, paragraphs 1. and 2. above shall be effective for all revocable trusts.

S 40 20 Wills—While the writing of gift annuity agreements and trust agreements is encouraged, the use of legally drawn wills should also be considered when making gifts to denominational
organizations. As a general rule, such wills should be drafted by the donor’s attorney.

S 40.25 Recording Maturity of Deferred Giving Instruments—A record should be made in the legal corporation minutes of the maturity of all deferred giving instruments and the distribution made to beneficiaries.

S 40.30 Administrator, Trustee, and Executor, or Other Fiduciary—Fees—A denominational employee who serves as administrator, trustee, executor, or other fiduciary, as a result of his/her denominational employment in any capacity, shall not retain for personal benefit fees received for this type of service. Upon completion of term of office or denominational employment, the responsibility as administrator, trustee, executor, or other fiduciary shall pass to the successor to the extent allowable by law. Written notice shall be given to the affected individuals with whom the former employee was known to have an established fiduciary or other business relationship as a result of the denominational employment.

S 40.31 Power of Attorney/Fiduciary—Safeguards—Where there is a need for a church employee as a part of his/her work to serve as a Power of Attorney, the Power of Attorney shall be approved by the governing board or appropriate committee and all assets under the active control of the Power of Attorney shall be accounted for in a regular trust accounting system. Significant acts (such as the disposition of major assets) shall be approved by the governing board or appropriate committee.

S 40.32 Executor Fee Charged to Beneficiary Organizations—When a Seventh-day Adventist entity or employee serves as an executor or personal representative of an estate, and chooses not to charge an executor’s fee in the probate proceedings, and there are other Seventh-day Adventist entities who benefit from the estate, the servicing entity shall not request reimbursement from any receiving entity for an amount equivalent to the proportionate
share of the fee without a prior written agreement between the entities giving approval to such a procedure.

**S 40 33 Personal Representative, Conservator—Safeguards—**

When Church Employees Serve—All church employees who are to serve as conservator or personal representative as part of their work shall do so with the approval of the governing board or appropriate committee. Significant actions taken (such as the disposition of major assets) shall be approved by the governing board or appropriate committee.

**S 40 35 Interorganizational Planned Giving and Trust Services Guidelines**—The following interorganizational Planned Giving and Trust Services Guidelines shall govern all organizations and institutions rendering trust services.

1. **Definition of Planned Giving and Trust Services**—The definition of Planned Giving and Trust Services shall include wills, trust agreements, charitable gift annuities, unitrusts, annuity trusts, life income agreements, and life-care agreements.

2. **Local Conference**—It is recognized that local conferences have the right to contact all persons in their fields.

3. **Referrals**—All referrals will be followed up in the regular contact procedures.

4. **Alumni**—Local conferences and institutions shall unite in contacting alumni of educational institutions, except where the person involved does not wish this to be done or when there is a working arrangement between the conference and the institution; however, all graduates of colleges and universities may be contacted directly by the college or university personnel.

5. **Institutions**—Educational and other institutions may operate Planned Giving and Trust Services programs under specific written agreements with union conferences under whatever terms are approved by the controlling committees and boards.

6. **Promotional Materials**—Organizations and institutions have the privilege of sending promotional materials to the field they serve.
7. Non-Seventh-day Adventists—No restrictions are to be placed on contacting non-Seventh-day Adventists; however, discretion should be used to avoid duplication of appeal by more than one denominational organization.

8. Clarification of Membership Status—Where it is not known if the persons are Seventh-day Adventists, the local conferences concerned are to be contacted to ascertain this; if the person is found to be a church member, contact is to be made in association with the local conference representative provided this is acceptable to the person involved.

9. Approaches to Higher Organizations—If a church member contacts the General Conference or a union conference, the organization will call the attention of the person to the possibility of his local conference handling the matter; however, if the person still desires that the General Conference or union conference serve as trustee, this will be respected.

10. Church Members—Other Conferences—Should a church member residing and holding membership in one local conference desire to enter into an agreement with another conference, the same provisions will apply as in the preceding paragraph.

11. Cooperation—Conferences and institutions shall cooperate in a spirit of good will and understanding.

12. Alumni of Educational Institutions—Educational institutions have the right to approach all of their alumni directly relative to current giving and deferred giving.

S 45 Borrowing of Funds
From Church Members

S 45 05 Borrowing of Funds from Church Members—1.
Approach Methods—Denominational organizations shall not solicit loans from church members except through Union Revolving Funds.
2. Interest Rate—In unusual circumstances when unsolicited funds are offered to an organization by a church member as a loan for a specific project, the interest rate shall not exceed the rate paid on revolving fund notes in the respective union territory unless approval is granted by the respective union committee. Proper budgetary provisions shall be made for their repayment.

3. Unsolicited funds may be accepted only if in compliance with state regulatory codes.

S 50 Solicitation of Funds

S 50 05 Denominational Funding—1. Mission of the Church—The Seventh-day Adventist Church has accepted the commission to “go into all the world and preach the gospel.” This has resulted in the development of a network of schools, hospitals, churches, clinics, mission stations, publishing houses, and other institutions, and the involvement of thousands of workers. In developing and maintaining this worldwide outreach, a philosophy of Church funding has been adopted that not only provides for local needs, but also encourages support by strong churches and conferences for development in weaker areas.

2. Systematic Giving—Stability for the Work is assured by coordinating church giving into a regular offering pattern which guarantees continuing income to the various church operations around the world. The Personal Giving Plan provides for contributions to support the local church, the conference, the union, the world church, and special projects. The regular Sabbath School mission offering provides funds for the operation of missions around the world; while the local Sabbath School expense offering is kept in the local church to provide for Sabbath School supplies. The Church administration endeavors to provide balanced support for all the approved operations of the Church.

3. Direct Solicitation—Direct or indirect private solicitation of funds by workers serving outside their home divisions is con-
sidered to be in violation of denominational policy and not in the best interests of the long term support and development of the Church.

S 50 10 Solicitation by Organizations—No conference, church, institution, or self-supporting enterprise is to solicit funds from outside its own territory without written authorization from its conference officers and of the conference administration of the area in which the solicitation is to take place.

S 50 15 Solicitation by Individuals—No individual representing special interests in one part of the field is to solicit help for that work in any other part of the field or in any other conference, without the written authorization from the conference officers of his own territory and of the area in which the solicitation is to take place.

S 50 20 Contributed Funds—All funds contributed by our members for any cause, in response to appeals by the local church, including authorized special projects, shall be passed through the regular denominational channels. Donor-designated funds shall be used in accordance with the wishes of the donor and not diverted to other causes. All funds contributed to the local church, including those to be passed through for designated special projects, shall be limited to donations to or for organizations of the Seventh-day Adventist Church as listed in the Yearbook, or their affiliates. This provision does not prohibit local churches from using donated funds for local church-sponsored mission projects which may use other organizations to fulfill the projects with the local church.

S 50 25 Unauthorized Presentations and Solicitations—1. Use of Pulpit—Ministers and church officers should not grant the privilege of the pulpit to persons who have no written recommendation from the conference.

2. Literature—Literature for solicitation purposes shall be provided only to responsible persons.
3. *Unauthorized Solicitation*—Conference and church officers shall take such steps as may be necessary to prevent unauthorized or illegal public solicitation.

4. *Regular Channels*—All funds contributed by individuals in response to appeals for any cause, including authorized special projects, shall be passed through the regular channels of the Church.

5. *Appropriation Adjustment*—The General Conference and/or divisions reserve the right to make adjustments in the appropriations of organizations that, without proper authorization, solicit funds in other territories.

**S 50 30 Ingathering Methods**—No campaign other than Ingathering shall be conducted for the solicitation of money by Ingathering methods, using Ingathering literature and other Ingathering materials, for either home or foreign missions, and local conferences shall take such steps as may be necessary to prevent violations of this regulation.

**S 55 Holding Properties**

**S 55 05 Property Ownership**—Church properties and other assets shall be held in the name of an appropriate denominational corporate entity, not by individuals, trustees or local congregations. Where this is not legally possible, such as on United States Reservations and Canadian Reserves, alternate ownership arrangements should be made in consultation with the union, the Division, and the General Conference Office of General Counsel.

**S 55 10 Valuation**—All church properties and other properties owned by conference/mission associations that are not used for association operating purposes shall be listed in the association books of account at their cost. Land improvements and buildings shall be depreciated over the useful lives of the assets.

The *Seventh-day Adventist Accounting Manual* offers two (2) options for reporting these properties. This policy is not intended to require either option. None of these properties shall be
pledged or encumbered in any way without written approval from the board of the organization using the property.

S 55 20 Hazardous Waste Assessment—A hazardous waste assessment and review shall be made regarding all church properties and other real estate to be held in the name of a denominational entity prior to acquisition of the asset, whether by gift, purchase, or otherwise. The assessment and review shall be made using an appropriate form approved by the organization’s legal counsel.

S 60 Risk Management Policies

S 60 05 Protection of Denominational Assets—Operating Policies—In order to maximize protection for all church operations against risk of accidents, property and liability losses, and medical claims, the following operating policies shall be followed:

1. The officers and managers of denominational organizations shall initiate measures to prevent losses and/or minimize the loss after an occurrence. The treasurer or manager shall be responsible for maintaining adequate insurance coverage or self-insurance funds. Losses and accidents, including work-related injuries and illnesses, shall be reported on a timely basis in harmony with state/provincial statutes and the term and conditions of the insurance contracts and denominational operating policies. Minimum limits of liability insurance shall be defined by the NAD Risk Management Committee and approved at the North American Division Committee Year-end Meeting.

2. Denominational assets and liability exposures should be insured with companies with a minimum of “A-” grade rating in Best’s Key Rating Guide or with the church-owned insurance company. Reciprocal companies and assessable companies are not recommended. Funded self-insurance programs to cover expected losses at a seventy-five percent (75%) confidence level or higher are acceptable risk financing techniques. However, the expected
loss projections should be based on an actuary study and should have excess insurance covering the catastrophic exposure.

3. Treasurers and managers of denominational organizations shall be responsible for holding and maintaining a complete record of the insurance policies covering the buildings and other assets. The original copy of all liability insurance policies shall be retained as a permanent record.
   a. This record shall include the name and description of the property and schedule of liability exposures, the amount of insurance carried, the name of the company with which it is insured, policy numbers, the expiration date of the insurance policy, etc.
   b. Negotiations for the renewal of insurance policies shall begin at least 120 days before the expiration date, to avoid unintentional lapse of coverage.
   c. All affiliated and subsidiary organizations and institutions of the Seventh-day Adventist Church shall name the parent organization(s), up to and including the General Conference Corporation of Seventh-day Adventists, the General Conference of Seventh-day Adventists, the North American Division of the General Conference and the North American Division Corporation of Seventh-day Adventists, as an additional named insured on all liability insurance policies.

4. It shall be the duty of the auditor to check and report to the governing board or committee as to whether the provisions of insurance coverages are in harmony with the NAD Working Policy.

5. Adventist Risk Management, Inc. shall serve as consultant to the North American Division, union, conference, and institutional risk management or insurance committees, including the risk management committee and trust boards for the Adventist Health Systems or Services, and shall assist in the establishment of specifications for programs which may be available from the insurance and risk management industry.
6. If insurance premium contributions from denominational entities which participate in NAD Master insurance programs become delinquent more than 90 days, the North American Division Treasurer/Chief Financial Officer, after counsel with, and authorization from the union treasurer/chief financial officer, shall deduct such delinquent amounts from annual North American Division appropriations to unions.

**S 60 10 Minimum Limits of Liability Insurance**—Minimum limits shall be defined:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>US$ 3,000,000</td>
<td>per occurrence with a reasonable annual aggregate limit no less than $10,000,000</td>
</tr>
<tr>
<td>Commercial Auto Liability</td>
<td>3,000,000</td>
<td>per occurrence</td>
</tr>
<tr>
<td>Garage Liability</td>
<td>3,000,000</td>
<td>per occurrence</td>
</tr>
<tr>
<td>Excess Liability</td>
<td>97,000,000</td>
<td>per occurrence</td>
</tr>
<tr>
<td>Executive Risk: Directors and Officers Liability</td>
<td>25,000,000</td>
<td>per loss and annual aggregate with $50,000 deductible</td>
</tr>
<tr>
<td>Fiduciary Liability</td>
<td>10,000,000</td>
<td>per loss and annual aggregate with $25,000 deductible</td>
</tr>
</tbody>
</table>

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2 Lower limits of Excess Liability of not less than $9,000,000 per occurrence may be obtained over the following primary policies: general, commercial auto, garage and employers liability if minimum limits are not available from financially sound insurance companies or is not affordable as may be determined by the North American Division Risk Management Committee.
<table>
<thead>
<tr>
<th>Description</th>
<th>Limit</th>
<th>Description</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Dishonesty</td>
<td>3,000,000</td>
<td>per loss and annual aggregate with</td>
<td>$1,000 deductible</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc Professional Liability</td>
<td>1,000,000</td>
<td>per loss and annual aggregate with</td>
<td>$25,000 except</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notaries $10,000 deductible</td>
</tr>
<tr>
<td>Trustees Errors and Omissions</td>
<td>1,000,000</td>
<td>per loss and $4,000,000 annual aggregate</td>
<td>$50,000 deductible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with $500 deductible</td>
<td></td>
</tr>
<tr>
<td>Aircraft Liability</td>
<td>50,000,000</td>
<td>per occurrence with</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>no per passenger limit</td>
<td></td>
</tr>
<tr>
<td>Nonowned Aircraft Liability</td>
<td>50,000,000</td>
<td>per occurrence with</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>no per passenger limit</td>
<td></td>
</tr>
<tr>
<td>Publishers and Broadcasters Liability</td>
<td>3,000,000</td>
<td>per occurrence and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>annual aggregate</td>
<td></td>
</tr>
<tr>
<td>Employment Practices Liability</td>
<td>3,000,000</td>
<td>per occurrence</td>
<td></td>
</tr>
<tr>
<td>Outside Directorship Liability</td>
<td>10,000,000</td>
<td>per loss and annual aggregate with</td>
<td>$25,000 deductible</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3Including renter liability if applicable.
Workers’ Compensation   statutory limits

Employers’ Liability   3,000,000   per occurrence

Hospital Professional Liability  50,000,000   per occurrence
                                      100,000,000   annual aggregate

S 60 11 Contracted Services—All organizations and individuals contracted to perform ministry functions, i.e., youth outreach, youth ministries, or creation of substantial written or recorded publications are recommended to provide $3,000,000 limits of liability insurance but no less than $1,000,000 limits as indicated for minimum limits of liability insurance as denominational entities, in S 60 10. The conference or contracting church organization shall be named as an additional insured with respect to any liability that may arise from the authorized activity. Evidence of continuous coverage shall be kept on file in the office of the denominational entity contracting for the service.

S 60 15 Property Insurance—1. Replacement Values—Adequate insurance shall be carried on all denominational properties for fire and multi-peril coverage, where applicable, it being recommended that the coverage should be on the basis of replacement values, where eligible, for both buildings and contents. All buildings shall be covered from commencement of construction.

2. Survey of Buildings—The treasurers/chief financial officers of unions, local conferences, and institutions shall survey the

3 Lower limits of not less than $10,000,000 per occurrence may be obtained if minimum limits are not available from financially sound insurance companies or coverage is not affordable as may be determined by the NAD Risk Management Committee.
buildings in their respective territories, including the contents of such buildings, to determine the insurable value of all property.

**S 60 16 Earthquake and Flood Insurance**—Earthquake and Flood Insurance should be considered on all denominational property. Consideration of the costs, the risks associated with earthquakes and floods in their respective areas, and all other alternatives including closing the institution in the event of a major earthquake or flood, should be carefully evaluated.

**S 60 20 Crime Insurance**—1. It is recommended that all unions, local conferences, institutions, churches, and schools protect their properties and moneys from the perils of theft, burglary, and robbery by the purchase of Crime Insurance.

**S 60 21 Boiler and Machinery Insurance**—It is recommended that organizations include equipment breakdown insurance as part of their property insurance protection. This coverage provides sudden and accidental breakdown insurance for low or high pressure boilers, water heaters, central air conditioning, commercial freezers, refrigeration units, computers or other equipment owned by the insured.

**S 60 25 Cyber Liability Insurance**

All denominational organizations face many cyber related risk exposures which can impact computer systems, breach personal privacy information, cause data extortion and other forms of cyber related crime. It is recommended that all organizations conduct an assessment of their cyber-related risks and need for cyber liability insurance. Cyber liability insurance will help mitigate the financial consequences of a potential cyber related loss.

**S 60 30 Public Liability Insurance**—There is a definite trend in today’s litigious society for nonprofit religious organizations to be held legally liable for accidents and injuries of every description. Therefore, it is recommended:

1. **Denominational Properties and Operations**—Liability protection should be secured on all denominational properties and
operations, including new buildings under construction, products, etc., with sufficient limits to protect the assets of each respective organization. All locations should be scheduled on the same policy.

2. **Construction Contracts**—All construction contracts shall be carefully reviewed by the conference building committee for approval prior to the commencement of construction. Contract review should include careful consideration to the risks being assumed under the contract and the requirements for contractors and sub-contractors to provide adequate insurance protection.

3. **Independent Construction Contractors**—All independent construction contractors shall be required to maintain a minimum of $3,000,000 limits of liability for major construction projects and a minimum of $500,000 limits of liability for minor construction projects and shall provide evidence of coverage prior to commencement of construction on any denominational property. Wherever possible it is recommended to obtain higher limits of liability above the minimum limit as stated. Major construction projects would include, but not be limited to, building new structures or additions, structural changes or alterations to existing buildings, installation of heating and cooling equipment, electrical wiring, excavating, and demolition. Minor construction projects would include, but not be limited to, painting, roofing, plumbing, and floor covering. The General Conference of Seventh-day Adventists and affiliated organizations shall be named as additional insured under the contractor’s policy. Also all contracts shall contain a hold-harmless clause in favor of the General Conference of Seventh-day Adventists and affiliated organizations. (See S 60 45-4, Independent Construction Contractors.) It is recommended to have legal counsel assist in the review of all major construction contracts before they are executed.

4. **Medical Professional Liability Insurance**—All employed and/or contracted physicians shall obtain a professional liability insurance policy for at least $1,000,000 coverage for which they
will be reimbursed by the denominational entity by which they are employed. All volunteer physicians shall be required to maintain a professional liability insurance policy with minimum limits of $1,000,000. Evidence of coverage shall be provided to the organization to which they are donating services prior to commencement of service.

5. Contractual Liabilities—All contracts entered into by denominational organizations should be carefully reviewed before they are executed to avoid the unnecessary assumption of risks which may bring liability to the organization.

6. Proper Supervision—Adequate planning and supervision should be provided for all denominationally sponsored activities to prevent accidents. Signed permission forms should be obtained from parents or legal guardians before minor-aged children are allowed to participate in activities. Medical information and release forms should be maintained on all children for use in the event of accident or injury.

7. Broadcasters’ and Publishers’ Liability—All denominational organizations with broadcasting and/or publishing operations should have adequate coverage for their exposures included as part of their general liability insurance program.

S 60 31 (GC S 60 30-3) Vehicle Insurance—1. Commercial Auto—Liability protection should be secured on all owned, hired and nonowned vehicles used on behalf of the employing organization, with adequate limits of bodily injury and property-damage liability. All vehicles owned by each organization should be included in one policy, with an automatic fleet endorsement or equivalent attached. All vehicles should be registered in the legal corporate name of the governing denominational entity and included on the master policy. This includes academies and local entities. (See S 60 10 for minimum limits of liability.)

2. Maintenance—Each vehicle owned or operated by the denominational entity shall be inspected and shall adhere to a regular maintenance schedule. Before the vehicle is used it is the
driver’s responsibility to check the mechanical condition of the vehicle. If the vehicle is unsafe to operate, substitute transportation shall be arranged.

3. **Vehicle Use**—All vehicle usage should comply with all Federal, state and/or provincial laws. Vehicles owned or registered in the name of denominational entities shall not be lent, leased, or rented to nondenominational organizations nor leased or rented to individuals.

4. **Driver Record/Qualifications**—All drivers shall be properly licensed and comply with all Federal, state and/or provincial laws for the class of vehicle being operated. The recommended minimum age for drivers shall be twenty-one (21) years. A minimum allowable age of nineteen (19) years old may be granted with the approval of the conference officers. The driving record (Motor Vehicle Record) of each driver shall be obtained from state/provincial records and reviewed on a regular basis. Drivers shall have an acceptable driving record during the previous three years with not more than two traffic citations and no accidents that results in a conviction of a misdemeanor or criminal charge while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.

5. **Load capacity**—Vehicles should not be operated carrying more than the official rated load capacity. All vehicle occupants are required to wear seat belts and/or shoulder belts as required by law and OSHA (Occupational Safety and Health Act of 1970) standards/or the appropriate government agency.

6. **Bus Use**—Buses shall be used only for official activities of the Seventh-day Adventist Church and shall not be loaned, leased, or rented to individuals or nondenominational organizations.

   a. Pre-1977 buses shall not be purchased or otherwise obtained. It is recommended that currently owned pre-1977 buses should be removed from the fleet.
b. Each bus shall be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified mechanics. A copy of the maintenance schedule and all other written records of maintenance shall be kept current and available for review.

c. Before operating the bus, the driver shall determine that the bus is in safe mechanical condition, is equipped as required by law, and that all equipment is in good order. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.

7. Fifteen-Passenger Van Use—In the interest of safety, denominational organizations are advised against the purchase, lease, rental or use of fifteen-passenger vans for sponsored activities.

a. Currently owned fifteen-passenger vans shall be properly maintained and the driver is required to conduct a pre-trip inspection to determine if the vehicle is in safe operating condition.

b. Fifteen-passenger vans shall not be allowed to tow a trailer or use a roof mounted luggage/equipment rack.

c. It is recommended that all drivers who operate a fifteen-passenger van be licensed with a minimum of a Commercial Drivers License (CDL) or better in accordance with Federal, State or Provincial laws in the local jurisdiction.

S 60 32 Miscellaneous Professional Liability—1. Denominational organizations shall participate in the North American Division Master Policy for professional liability insurance on clergy, educators, notary publics, internal auditors, accountants, and attorneys who are employees of the denominational entity while acting within the scope of their assigned duties.

2. Trustees Errors and Omissions Insurance shall also be carried on all trust officers employed by the denominational entity as approved by the NAD Risk Management Committee.

3. All attorneys who are hired or retained by denominational entities shall be required to maintain errors and omissions liability insurance with minimum limits of $1,000,000. Evidence of
coverage should be provided to the organization prior to the commencement of their service.

**S 60 33 Executive Risk**—Denominational organizations in the North American Division shall participate in a worldwide master policy for the following executive risks:

1. **Directors and Officers Liability**—Coverage for wrongful acts of officers and board members in the performance of their authorized duties—including local church and school boards.

2. **Employee Dishonesty**—Coverage for dishonest acts by employees and volunteers, including local church and school treasurers/chief financial officers. Individuals who have committed prior dishonest acts are not covered under the provisions of this insurance policy.

3. **Fiduciary Liability**—Coverage for failure to act prudently as a fiduciary of pension and employee benefit program.

4. **Outside Directorship Liability**—Coverage for wrongful acts when asked to serve on a board at the request of the denominational entity.

5. **Premium Allocations**—The premium allocation shall be approved annually by the NAD Risk Management Committee and charged to each organization.

**S 60 34 Excess Liability**—Denominational organizations shall participate in the Excess Liability NAD Master Policy for catastrophic losses which exceed $1,000,000 limits of primary general liability, employment practices liability, employers liability, commercial auto and garage policies. The NAD Risk Management Committee shall be responsible for the establishment of adequate limits, approve requests for variances and determine the allocation of premiums to all entities on an annual basis.

**S 60 35 Aircraft Insurance**—Organizations authorizing or permitting the operation of an aircraft, whether denominationally owned or nonowned, shall be responsible for obtaining adequate insurance to cover potential legal liability, the aircraft, the pilot, and passengers. (See S 60 10 for minimum limits of aircraft
insurance for denominationally owned aircraft and C 75 25 for insurance requirements on all privately owned aircraft.)

S 60 40 Airport Insurance—Organizations owning, leasing or operating airports, helipads, or airstrips shall be responsible for obtaining adequate limits of insurance to cover the denomination’s potential legal liability.

S 60 41 Garage and Garage keepers’ Liability Insurance—All organizations which provide repair services on nonowned vehicles shall be responsible for obtaining adequate limits of insurance to cover the denomination’s potential legal liability.

S 60 42 Employment Practices Liability—All organizations should carefully evaluate the risks associated with sexual misconduct, sexual harassment, discrimination and wrongful termination, and the financial impact on the entity. It is recommended that adequate limits of employment practices liability insurance be obtained to cover the denomination’s potential legal liability.

S 60 45 Workers’ Compensation Insurance—1. Employees—Denominational organizations are encouraged to secure Workers’ Compensation and Employers’ Liability insurance or its equivalent on all employees. Where workers’ compensation insurance is not required by law, coverage may be purchased on a voluntary basis. In some jurisdictions, volunteer workers may be included as part of the workers’ compensation insurance policy.

2. Volunteers—Denominational organizations which utilize the service of volunteers should consider providing coverage for accidental injuries which may occur as the result of their volunteer service. Either workers’ compensation or a volunteer labor accidental medical insurance policy should be used for this purpose.

3. Catastrophic Risks—Since the cost of Workers’ Compensation Insurance is impacted by the insured’s accident and loss experience, management should avoid potential catastrophes which may arise from a concentration of large numbers of
employees while traveling in buses, trains, automobiles, and aircraft.

4. **Independent Construction Contractors**—All independent construction contractors shall be required to carry Workers’ Compensation Insurance. Also, all independent construction contractors shall be required to file proof of such coverage prior to commencement of the construction on any denominational property.

5. **Interdivision Employees**—The General Conference shall purchase workers’ compensation insurance that covers interdivision employees in the host/base division country for those employed by denominational organizations located outside of the North American Division territory. Any required local workers’ compensation insurance in the host country is the responsibility of the host employer/division.

6. Time off due to workers’ compensation injury or illness for employees may be coordinated with the leave provisions under the Family and Medical Leave of Absence policy E83.

**S 60 50 Fire Protection in Denominational Buildings**—Fire safety is dependent on a balanced combination of good building construction, proper attention against specific hazards, approved fire detection systems, adequate fire-extinguishing facilities, and a well-organized fire-prevention and evacuation procedure. Preventing loss of life or personal injury by fire is the first objective of all fire-protection programs. The following standards are among those which shall be applied:

1. **New Construction**—a. In the construction of new buildings, a definite effort shall be made to meet the requirements of fire-resistant construction. Special care for life safety should be given to buildings designed primarily for habitational use.

   b. All plans drawn for any denominational building shall be in accordance with the most recent edition of the National Fire Protection Association standards (NFPA standards apply to the United States only), uniform building codes, and other applicable
safety codes, as the minimum requirement. In the event of a conflict of codes, the more stringent one shall be applied.

2. Fire Prevention and Life Safety—All Buildings—a. Fire doors shall not be blocked, wedged, or fastened in the open position. Fire doors may be held only with an approved automatic self-closing device.

   b. Approved fire extinguishers of the proper type and quantity should be placed throughout the premises. All fire extinguishers, fire suppression and sprinkler systems should be inspected annually and tagged on a regular basis and recharged by a licensed technician.

   c. Electrical wiring shall be installed and maintained in accordance with the National Electrical Code.

   d. Installation of an approved fire detection system which signals an alarm to a central station should be considered. Such an installation greatly increases the fire protection of the building and may also reduce the fire insurance premium.

   e. An approved hood and vent system with an automatic fire-extinguishing system shall be provided for all commercial and institutional cooking equipment such as ranges, griddles, broilers, and deep fat fryers.

   f. Data processing back-up tapes and records shall be stored in a fire resistive location which is remote to the data processing center of the organization.

3. Dormitories and Other Habitational Areas—a. All dormitories shall have approved interior smoke detection and fire alarm systems with power backup in accordance with National Fire Protection Association standards. These systems shall be inspected on a regular basis and monitored by a central station where monitoring is available.

   b. Dormitories not of fire-resistive construction shall be completely equipped with an approved sprinkler system.

   c. All sleeping areas shall be free of dead-end corridors and, in addition, those not located on ground level shall have a
minimum of two well-separated exit stairs leading to the ground level. All outside fire escapes shall be of the stair-type only.

**S 60 51 Use of Denominational Buildings by Other Organizations**—If denominational facilities are leased, rented, or lent to nondenominational organizations, the user shall be required to provide a certificate evidencing general liability insurance with an additional insured endorsement naming the corporate entity holding the title to the facility as an additional named insured. $3,000,000 limits of general liability insurance is recommended with no less than $1,000,000 limits required. In addition the nondenominational organization shall sign an agreement holding the denominational owner harmless from any liability resulting from use of the facility. Insurance shall be from an insurer rated A Class or better from A M Best. Coverage shall remain in force for the duration of the usage.

**S 60 52 Property and Premises Security**—All denominational organizations should carefully plan for the security of their property and premises. Consideration should be given to the following areas:

1. **Security Lighting**—All property should be provided with adequate security lighting to provide proper illumination for public safety and to minimize the potential for vandalism and other forms of property damage.

2. **Locked Doors and Windows**—All doors and windows on denominational premises should be checked at the end of each usage to insure that the building has been properly locked and secured after each event. A system to check out keys to employees and authorized volunteers should be utilized. It is good practice to re-key all doors whenever a number of keys have been lost or if keys have been reported stolen in order to prevent a breach in the building's security.

3. **Security System**—If security systems are utilized, they should be installed by a licensed security system contractor. The system should be monitored by a central station in order to
minimize the reporting of false alarms to the local police agencies. Consideration should be given to a combined security and fire/smoke alarm system whenever possible.

4. Night Watch and Security Patrols—In high crime, urban areas and in high use facilities it is advisable to secure the services of a night watch or security patrol service to check facilities during the nighttime hours to assure that all buildings have been properly locked and secured.

5. Security Guards—If security guards are employed by denominational organizations, they should be properly trained in security techniques and practices. Security guards shall not carry firearms of any type. In the event that armed security guards are needed by a denominational entity, these services should be secured from a licensed security guard service which is bonded and insured. The security service shall provide evidence of professional liability and workers' compensation insurance to the denominational entity before the contract is executed.

S 65 Recording of Contingent Liabilities

S 65 05 Contingent Liabilities—1. Definition—Contingent liabilities are those which, although they do not represent an immediate specific claim against the assets of the organization, do represent a commitment to assume such a liability in the event of a future happening.

2. Recording—A total of all contingent liabilities shall be shown in an appropriate footnote on the balance sheet of the organization, and a supporting schedule shall be presented listing complete detail of all such contingent liabilities, showing maker, amount due, interest rate, and date due.

S 65 10 Errors and Omissions Liability—All attorneys who are engaged or retained by denominational entities located in North America shall be required to maintain errors and omissions...
liability insurance with minimum limits of US$3,000,000. Evidence of coverage should be provided to the organization prior to the commencement of their service. Divisions other than the North American Division are to determine insurance limits under the errors and omissions coverage that are appropriate for their territories.

S 70 Depreciation

S 70 05 Depreciation Expense—1. Financial Statements—All denominational organizations are to include depreciation expense on buildings and equipment in their annual financial statements.

2. Use of Depreciation Fund—Funded depreciation is to be used for the erection of new buildings and meeting replacement expenses, such as renewing of roofs, replastering, reflooring of rooms; and for meeting the expense of replacement of furniture and equipment.

3. Rates—The following are suggested rates for building depreciation:

<table>
<thead>
<tr>
<th>Type of Building</th>
<th>Life Span</th>
<th>Depreciation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well-constructed brick, stone, or reinforced cement buildings</td>
<td>75 yr. life</td>
<td>1 1/3% of cost</td>
</tr>
<tr>
<td>Brick-veneer or thin-wall cement buildings</td>
<td>50 yr. life</td>
<td>2% of cost</td>
</tr>
<tr>
<td>Frame stucco buildings on good foundations</td>
<td>40 yr. life</td>
<td>2 1/2% of cost</td>
</tr>
<tr>
<td>All other buildings</td>
<td>20 to 35 yr. life</td>
<td>3% to 5% of cost</td>
</tr>
</tbody>
</table>
S 74 Special Assistance Fund for Conferences

S 74 05 Source of Fund—Local conferences and missions contribute 1 percent on annual tithe receipts in excess of the minimum annual tithe as adjusted annually on the same basis using the latest figure set for the distribution of the fund. Union conferences contribute 1 percent on the amounts contributed by the local conferences and missions, and 1.01 percent on the amount of tithe contributed directly to union conferences. The North American Division contributes to the fund an amount up to the total received from the local and union conferences and missions.

S 74 10 Eligibility—There shall be two tests to determine eligibility for assistance:

1. Annual Tithe Receipts—Financial assistance from this fund shall be granted to any conference that received less than the minimum annual tithe for the preceding year. This amount shall be adjusted from time to time in harmony with changes in the remuneration factor.

2. Annual Per Capita—Financial assistance from this fund shall be granted to any conference that received less than the annual tithe per capita for North America based on figures for the preceding year, rounded off to the next highest dollar.

3. Annual Per Capita—Computation—In applying this policy the actual membership of a conference at the beginning of the year shall be used in computing the annual tithe per capita. This figure shall be adjusted if the losses (from apostasies and missing) are less than the North American average. Such adjustment is retroactive to the last ten years and shall be the difference between the division average percentage and the actual conference percentage in losses. The adjustment percentage shall be carried forward from year to year.

S 74 15 Amount of Assistance—There shall be two methods of calculating the amount of assistance to be granted, and the
assistance given shall be based on either one or the other or both methods:

1. **Assistance in Cases Where Annual Tithe Receipts are Below the Minimum**—Assistance shall be according to the following formula:

   Twenty percent of the difference between minimum tithe and actual tithe for the preceding year.

2. **Assistance in Cases Where Annual Per Capita is Below the Per Capita for North America**—Assistance shall be according to the following formula:

   Thirty-five percent of the difference between actual tithe and what it would have been if computed at the division annual per capita times the percentage by which the conference per capita falls below the division per capita.

3. **Limitations**—Limitations to this plan shall be as follows:
   a. Fields with membership less than 1,000 shall not receive total assistance more than equal to their total tithe for the previous year.
   b. A conference shall not be eligible for assistance under this policy when total tithe receipts exceed twice the minimum annual tithe as under S 74 10 above unless the annual per capita falls at least 10 percent below the North American annual per capita.

4. **Additional Assistance**—Additional amounts above those provided by the formulas may be granted to conferences in which there are special needs or conditions.

**S 74 20 Authorization for Assistance**—The amount of assistance from the Special Assistance Fund for Conferences shall be determined annually by NADCOM at the time of the North American Division Year-end Meeting.

**S 74 25 Remittance of Funds**—Contributions to the fund by the local conferences and missions and union conferences shall be remitted monthly to the North American treasurer/chief financial officer in the regular manner, and the North American Division
treasury shall remit the appropriations monthly to union conferences for qualifying conferences and missions.

S 74 30 Seventh-day Adventist Church in Canada (SDACC)—In order to comply with Canadian Institute of Chartered Accountant (CICA) and Revenue Canada interpretations for non-profit organizations, funds reverted to the SDACC or its subsidiary organizations and institutions, as of December 31, 1996 shall be considered unrestricted. The allocation of such funds shall be by action of the SDACC Board of Trustees.

S 82 Regional Scholarship and Capital Reversion Fund

S 82.05 Purpose—The Regional Scholarship and Capital Reversion Fund was established to provide financial assistance for scholarship and building projects in the regional conferences and the Office of Regional Affairs in the North Pacific and Pacific Unions.

1. Scholarship Fund—The primary area of financial assistance shall be to provide a scholarship fund to assist students in obtaining a graduate education, primarily in the medical, dental, and business professions, and also in other professions in which the Church has the greatest need for leadership, or through which students may become strong supportive laypersons.

2. Capital Fund—The second area of financial assistance is to provide capital to assist in major building projects.

3. Funding—
   a. The North American Division shall allocate an amount equivalent to 5 percent of the tithe retained by the North American Division from the regional conferences and the regional churches in the Pacific and North Pacific Unions.

   b. The unions shall allocate an amount equivalent to 10 percent of the union’s portion of the tithe that comes from the regional conferences and the regional churches in the Pacific and North Pacific Unions.
4. **Allocation**—The fund shall be divided as follows:
   - Scholarship Assistance 25%
   - Capital Projects 75%

**S 82 10 Regional Capital Reversion Fund**—1. **Capital Projects**—Priority shall be given to projects or programs that benefit the field at large. The fund is to be distributed on a rotating basis with a minimum of two or a maximum of four conferences benefiting each year.

2. **Eligible Projects**—
   a. Consolidated schools offering ten grades of education and having one hundred or more students.
   b. Boarding and day academies.
   c. Conference office buildings.
   d. Up to 50 percent of the cost of a specific campground project.
   e. Major church buildings.
   f. Adventist Book Centers.

**S 82 15 Regional Scholarship Fund**—1. **Scholarship Assistance Eligibility**—To be eligible the applicant must be:
   a. A church member in regular standing in a regional conference or a church member in the territory of the Office of Regional Affairs in the North Pacific Union or Pacific Union and show promise of being a future denominational employee or strong supportive layperson.
   b. Based in the North American Division and a citizen of a country in the North American Division territory. Students from other divisions who are in the United States for educational purposes are excluded.
   c. A full-time student in a graduate professional school in the approved areas of study remembering that preference will be given to requests for scholarship grants from students attending Seventh-day Adventist institutions; however, grants may be awarded to students attending other accredited schools offering studies in approved areas.
d. Able to submit verification of financial need based on information included in the application and evidence of satisfactory grades.

2. Exceptions—In cases where family income is comparable, priority in the allocation of the fund will be given to students whose parents are not denominationally employed.

3. Approved Courses of Study on the Graduate and Graduate Professional Level are:
   - Accounting
   - Archeology
   - Business Administration
   - Communication
   - Computer Science
   - Counseling
   - Dentistry
   - Dietetics and Food Administration
   - Economics
   - Elementary and Secondary Teaching
   - Engineering
   - Hospital Administration
   - Human Services and other related professional disciplines
   - Industrial Education
   - Law
   - Marketing
   - Medicine
   - Nursing
   - Public Health
   - Social Work
   - Speech Pathology and Audiology

4. Amount of Assistance—
   a. Medical and Dental Students—Up to $4,000 per year, not to exceed a total of $16,000.
   b. Professional Graduate Students—Up to $3,000 per year, not to exceed a total of $12,000.
Note: Item 4 a. is referring to students with Loma Linda doctoral degrees, and 4 b. is referring to all other students with doctoral degrees at schools other than Loma Linda.

5. Awarding of Scholarships—Scholarships shall be awarded by the North American Division Committee for Administration as recommended by the North American Division Regional Scholarship Committee, in counsel with the Regional Conference presidents, and the directors of the Office of Regional Affairs in the North Pacific and Pacific Unions.

6. Deadline—The deadline for applications to be in the North American Division Treasury Office is March 31 of each year.

**S 84 Hispanic Church Building and Scholarship Fund**

**S 84 05 Purpose**—The Hispanic Church Building and Scholarship Fund was established to provide financial assistance to Hispanic churches in obtaining church buildings and to Hispanic students in obtaining a graduate degree.

1. Funding—a. The North American Division shall allocate an amount equivalent to 5 percent of the tithe retained by the North American Division from Hispanic churches, excluding Hispanic churches in the regional conferences.

b. The union shall allocate an amount equivalent to 10 percent of the union portion of the tithe from Hispanic churches, excluding Hispanic churches in the regional conferences.

2. Allocation—The funds shall be allocated as follows:
   - Church building assistance 85%
   - Scholarship assistance 15%

3. Hispanic Church Building Fund—The Church Building Fund shall be administered according to the following guidelines:
   a. Requests for assistance shall be supported by recommendations from the respective local conference and union.
b. Allocations shall be recommended to the North American Division Committee for Administration (NADCOA) and shall be granted on the basis of need, taking into consideration the following factors:
   1) Location of the church. Priority shall be given to the inner city churches.
   2) Membership and tithe per capita of the church.

4. **Hispanic Scholarship Fund**—The Scholarship Fund shall be administered according to the following guidelines:
   a. Requests for assistance from graduate students shall be supported by recommendations from the respective local and union conferences.
   b. Allocations shall be recommended to the North American Division Committee for Administration (NADCOA) and shall be granted on the basis of need.

5. **Coordination with Union Plan**—The provision of this plan shall be deducted in unions where a similar plan is in operation.

**S 84 10 Seventh-day Adventist Church in Canada (SDACC)**—In order to comply with Canadian Institute of Chartered Accountants (CICA) and Revenue Canada interpretations for non-profit organizations, funds reverted to the SDACC or its subsidiary organizations and institutions shall be considered unrestricted. The allocation of such funds shall be by action of the SDACC Board of Trustees.

**S 85 Investment of Church Funds**

**S 85 05 Safeguarding Denominational Funds**—1. Introduction—The Seventh-day Adventist Church has adopted the following principles and policies to promote the prudent management of certain assets owned and designated for investment by entities listed in the Seventh-day Adventist Yearbook. The General Conference Corporation of Seventh-day Adventists (the “Corporation”) is the legal entity appointed by the Church to (a) hold or oversee assets designated for investment,
whether as trustee or otherwise, and (b) exercise or oversee legal and regulatory authority and compliance regarding such designated assets. The Corporation has authorized its Investment Management Committee (also referred to in these working policies as the “Investment Committee”) to hire, coordinate and provide global investment management expertise to maintain and promote these principles and policies with regard to such assets in service to the Church.

2. In order that assets for investment might be prudently managed the following principles and policies have been adopted for the North American Division:

   a. Unions may authorize their conferences, individually or as a group to apply the terms of this policy to conference member organizations such as churches and academies.

   b. The conference executive committee shall take action, after evaluating the nature of the available funds and the skill resources available, recommending to the Union that the member organization apply the provisions of this policy.

3. The Church also maintains a General Conference Investment Office which carries daily administrative and operational functions based upon these principles and policies as well as the actions and recommendations of the Investment Management Committee of the Corporation.

**S 85 10 Philosophy**—Committees and Individuals authorized to invest funds for the denomination must always be mindful of their stewardship responsibility. Under the guidance of the Holy Spirit they should strive with prudence and wisdom to reflect the Master both in style and substance. At the practical level, this means direct investments will not be made in certain industries, which are not in keeping with Seventh-day Adventist values. It also means that principles of integrity and fairness will govern all transactions with counter parties.

**S 85 15 Principles**—1.—Controlling committees, defined as any group with the authority to give direction and control execution of instructions, must act as prudent investors would be
expected to act, with discretion and intelligence, to seek reasonable income, preserve principal, and to avoid speculative investments. To the extent reasonably possible and efficient, the operational role should be separated from the oversight role for investment management.

2. All investments must be prudent and in harmony with the laws, rules, and regulations of the jurisdiction in which the organization is located.

3. A return correlates strongly with risk, but tolerance for risk varies greatly with the purpose of the funds for investment and the relevant circumstances of the organization. Levels of risk and return must be determined for all asset pools. Acceptable risk and return levels are guided by the purpose or objective of the funds. The management of the trade-off between risk and return is the committee’s central task.

4. Specific investments or techniques are not by themselves prudent or imprudent. The choices of techniques or investments to include in a portfolio are determined by the level of risk for a specific security and its anticipated effect on the portfolio.

5. Controlling committees shall diversify the portfolios of intermediate and long-term assets for investment. All intermediate-term (S 85 40) and long-term (S 85 45) portfolios shall be well diversified to avoid undue exposure to any single economic sector, industry group, or individual security. Pooled investment vehicles are the recommended method for facilitating diversification.

6. When pooled funds are offered, interest and values must be established in such a manner that all investors are treated fairly based on length of time investments were held.

7. Within the values of denomination, controlling committees shall invest and manage each pool of assets for investment solely in the interest of achieving the purposes for which each of the individual pools of assets were established.
8. In investing and managing assets, a controlling committee must limit costs to those that are appropriate and reasonable in relation to the size of the asset pools, the purpose of the asset pool, and the skill of the controlling committee.

**S 85 20 Policies**—1. Investments in any company should not exceed 2.5 percent of the outstanding ownership of the entity.

2. At no time shall a controlling committee allow more than five (5) percent of the assets under its management, based on market value, to be invested in the securities of any one issuer other than G-7 countries and their guaranteed agencies.

3. At no time shall a controlling committee allow more than fifteen (15) percent of the assets under management, based on market value, to be invested in any one industry. Industries are defined as sub-groupings within macro-economic sectors (e.g. Sector = Technology, Industry = Hardware).

4. Retention of external managers or the construction of portfolios through the purchase of individual securities or vehicles should only be considered when the assets for investment are large enough to allow for appropriate diversification and to justify the fees associated with management of the fund and custody of the securities. Normally asset pools of less than US$5,000,000 would not qualify. For asset pools greater than US$5,000,000, a committee must evaluate available options with a view to minimizing management costs in consultation with an investment management consultant as defined in S 85 20, paragraph 11., below.

5. **Use of Brokers**—a. Criteria for Selection—In placing portfolio transaction orders on behalf of the Fund, the manager (internal or external–anyone with authority to approve the purchase or sale of securities) shall obtain execution of orders through well capitalized, qualified broker-dealers. Managers may not trade with affiliated brokerages.

b. Costs—All transactions must be executed at the optimum commission rates and spreads, taking into consideration
the efficiency of execution of the transaction. All costs must be fully disclosed including direct commissions, reductions in yield, placement fees, management fees, administrative or any other benefits the brokers may receive as compensation. The committee should keep in mind that these types of costs are traditionally negotiated and the committee has the responsibility to negotiate the most favorable rates. Seeking prices from multiple vendors is strongly suggested.

c. Reporting—At least annually, the committee shall review a report detailing all commissions paid, including bid/ask spreads and new issue allocations by the Fund. Additionally, the report shall detail the benefits, if any, received in exchange for the commission dollars generated at each broker-dealer.

6. Controlling committees shall complete an asset allocation study in consultation with non-conflicted, qualified Investment Management Consultant for asset pools for investment prior to investing any assets.

7. Common and convertible preferred stocks should be of good quality and listed on a major exchange or traded in the over-the-counter market with the requirement that such stocks have adequate market liquidity relative to the size of the asset pool.

8. For each asset pool, an Investment Policy Statement in a format understood by the money management industry and consistent with this North American Division Working Policy shall be approved by each controlling committee whether employing external managers or managing funds internally.

9. All members of controlling committees must have a current, signed conflict of interest statement on file.

10. Custody and Valuation of Securities: Self custody of securities is not allowed.

   a. For accounts managed on a separate account basis, controlling committees must select a recognized custodian (or through agreement with a sub-custodian) who:
1) Maintains possession of securities owned by the controlling committee;
2) Settles brokerage transactions, and provides monthly detail of such transactions;
   3) Collects dividend and interest payments;
   4) Redeems maturing securities;
   5) Effects delivery following purchases and sales;
   6) Provides timely exception reporting;
   7) Handles corporate actions;
   8) Provides performance measurement and risk assessment;
   9) Provides transaction cost management;
10) Performs regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of controlling committee accounts;
11) Independently prices all marketable securities on a daily basis;
12) On a monthly basis produces an audited statement detailing all positions held as well as all transactions that occurred during the month;
13) Independently marks to market all securities and pooled funds on at least a monthly basis;
14) Performs monthly valuations on a trade date, fully accrued basis;
15) Provides a report on controls in accordance with International Standards on Assurance Engagements 3402 (or in the United States, Statement on Standards for Attestation Engagements No. 16) on an annual basis;
16) Does not comingle the controlling committee assets with any other assets;
17) Is separately organized and regulated from all broker-dealers;
18) Is financially sound;
19) Is registered with the proper regulatory authorities and in good standing.

b. Controlling committees may not select a custodian (or through agreement with a sub-custodian) that:

1) Is principally engaged in securities trading or commercial banking other than what is incidental to its custody services or other asset management services;

2) Is any broker-dealer with whom securities and transactions are made—must be an independent custodian;

3) Allows securities to be held by any brokerage house or financial institution through which securities are purchased or sold.

c. Banks or broker-dealers which are engaged in the sale of securities to the controlling committee may not act as a custodian except in the sole case of local banks which are handling the controlling committee’s deposit accounts. Purchase by the controlling committee of its depository banks’ interest bearing short-term securities, that qualify under § 85 35, is permitted. Custodianship of that bank’s certificates of deposit are excluded from the recognized custody restriction, although it is preferable when cost effective, to have all securities held by the recognized custodian.

11. Investment Management Consultancy: All controlling committees that delegate investment management authority of intermediate or long-term portfolios of marketable or non-marketable securities to internal management or outside investment advisors, through either a separate account or a pooled fund, through delegation to an investment manager or the purchase of a pooled investment vehicle (General Conference Unitized Funds are exempt), shall engage the services of an independent investment consultant. Investment Management Consultants must:

a. Be professionally certified with academic or professional credentials and certifications or proven experience.
b. Be active in advising institutions on fund asset management, custody, performance measurement, asset allocation, Investment Policy Statement development (IPS—instructions to managers) and administrative tasks.

c. Assist the controlling committee in defining programmatic objectives and financial goals.

d. Objectively analyze portfolio structure and recommend asset allocation.

e. Advise on the suitability of asset selection and strategy used by investment managers to fulfill the objectives of the investment pool.

f. Assist in determining if the controlling committee and the investment manager meet the provisions of § 8515.

g. Demonstrate a substantive financially stable organization that effectively performs due diligence and research on a large universe of asset managers and assists in the asset managers’ engagement and discharge.

h. Perform compliance review and actively participate in the performance monitoring.

i. Be involved in portfolio rebalancing.

j. Review potential conflicts of interest.

k. Assist in the selection of an external manager.

l. Not be empowered to contract directly with any third party.

m. Not be affiliated with any bank, brokerage, or financial institution which transacts in securities, whether for its own account or as a third-party agent but is prohibited from utilizing a broker-dealer who is an affiliate of the investment management consultant.

n. Not be commissioned based but must be fee or asset based and may not receive any incentive fee, brokerage commission, or sales load.

o. Acknowledge any conflict of interest in writing and this must be approved by the controlling committee.
p. Investment management consultants may only recommend highly qualified, professional asset managers, see S 85 20, paragraph 11., below.

q. Be registered with the SEC or its foreign equivalent.
r. Have had no violations in the previous 36 months for which it has paid fines imposed by regulatory authorities.
s. No less than annually, the investment management consultant must:

1) Document and certify in writing that it has performed a review of all asset managers’ required regulatory filings and compliance records;
2) Review the history of assets under management;
3) Review historical personnel turnover;
4) Review contracted for investment management strategy compared with actual portfolio performance;
5) Adherence to policy and suitability of holdings;
6) A written review must also include sections detailing actions taken as a result of the decisions made in paragraph 11. a. to 11. s., above. When appropriate this may be in the form of minutes reflecting actions by an investment committee;

12. Investment managers—Investment managers selected to manage a portfolio for a controlling committee must:

a. Be compensated on a salary, fee, or asset basis not a commission basis.
b. Represent and warrant that they are currently and will continue to act in a fiduciary capacity.
c. Have combined assets under management of at least US$250 million with no less than US$100 million in each of the specific asset classes for which they are being retained.
d. Have a satisfactory track record of at least three years.
e. Be managed by no less than three full-time professionals with academic or professional credentials and certifications or proven experience.
f. Be registered with the SEC or its foreign equivalent.
g. Have had no violations in the previous 36 months for which it has paid fines imposed by regulatory authorities.
h. Not use a broker-dealer who is an affiliate of the Manager.
i. Not allow any broker-dealer to act as a custodian.
j. Ensure that all broker-dealers are properly registered and in good standing with all regulatory entities.
k. Not participate as a voting member of the controlling committee whether they are an external or internal manager.
l. If retained as an internal manager be reviewed with the same diligence and objectivity as that of an external manager.
m. Exceptions to this policy may be made only with approval of the next higher organization.

13. Controlling committees shall require qualified legal review of account opening documents, management contracts, and powers of attorney.

14. Controlling committees are required to retain all records pertaining to transfers of assets, account documents, contracts, and statements.

15. When restricted or illiquid securities or real estate, acquired through donation or the maturity of a trust, are held until a prudent investor would liquidate such securities, they shall not constitute a violation of S 85. Reasonable effort will be made to dispose of said assets in a timely manner.

16. Divisions to Establish Investment Policy—

a. Rationale—Wide variations in national markets, laws, regulations, securities, and levels of investment expertise make it impractical to establish a single detailed set of investment policies beyond a set of general principles and policies.

b. Divisions—Each division is encouraged, subject to General Conference Administrative Committee approval, to develop an investment policy in harmony with and no less restrictive than the provisions of this policy which contains
principles, guidelines, and processes appropriate to its territory to
govern the investment practices of its organizations and
institutions.

17. Investments listed in S 85 35 thru S 85 50 must at time of
purchase meet all qualifying criteria. Should such investments
subsequently fail to meet qualifying purchase criteria they may be
held until a prudent investor would liquidate such investments and
shall not constitute a violation of this policy.

S 85 25 General Conference Unitized Funds—1. The
General Conference Investment Office serves the world field
through a family of General Conference Unitized Funds. The
Funds are held and maintained by the General Conference
Corporation as trustee and their investments are generally managed
by external registered investment advisors selected and monitored
by the Investment Management Committee of the Corporation.
The Unitized Funds are designed to pool Church funds for
investment such that maximum economies of scale are achieved
for the Church and its mission. This family of General Conference
Unitized Funds makes possible complex asset allocations and
sophisticated portfolio construction with high levels of risk
management through diversification of managers, management
style and investment instruments that have been screened for the
values of the Church. As a part of the management service of the
Investment Office, accounting, custody, performance appraisal,
and auditing costs are included.

2. New funds may be created from time to time by the
Investment Management Committee and approved by the General
Conference Corporation. The following General Conference
Unitized Funds are available:

a. General Conference Money Fund
b. General Conference Capital Preservation Fund
c. General Conference OLDI Fund
d. General Conference Bond Fund
e. General Conference Income Fund
f. General Conference U.S. Large Capitalization Equity Fund

g. General Conference U.S. Small Capitalization Equity Fund

h. General Conference International Equity Fund

i. General Conference Emerging Markets Equity Fund

j. General Conference Global Opportunities Fund

k. General Conference Micro Capitalization/Private Equity Fund (closed to new investors)

Each General Conference Unitized Fund, except the General Conference Money Fund and Capital Preservation Fund, offers monthly liquidity to all participants. The Micro Capitalization is closed to new investors.

3. The portfolios of the General Conference Unitized Funds are composed of domestic and international equity, fixed income, and cash equivalent securities. Within this framework, the investment objectives of each General Conference Unitized Fund are as follows:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Primary Objective</th>
<th>Secondary Objective</th>
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<tbody>
<tr>
<td>General Conference Money Fund</td>
<td>Current Income</td>
<td>Stable Daily NAV</td>
</tr>
<tr>
<td>Capital Preservation Fund</td>
<td>Preservation of Capital</td>
<td>Current Income</td>
</tr>
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<td>OLDI Bond Fund</td>
<td>Income</td>
<td>Preservation of Capital</td>
</tr>
<tr>
<td>Income Fund</td>
<td>Income</td>
<td>Preservation of Purchasing Power</td>
</tr>
<tr>
<td>U.S. Large Cap Equity Fund</td>
<td>Growth of Capital</td>
<td>Preservation of Purchasing Power</td>
</tr>
<tr>
<td>U.S. Small Cap Equity Fund</td>
<td>Aggressive Growth</td>
<td>Growth of Capital</td>
</tr>
<tr>
<td>International Equity Fund</td>
<td>Growth of Capital</td>
<td>Preservation of Purchasing Power</td>
</tr>
<tr>
<td>Emerging Markets</td>
<td>Aggressive Growth</td>
<td>Growth of Capital</td>
</tr>
</tbody>
</table>
S 85 30 Classes of Funds  Assets for investment at all organizational levels must be divided into three classes:

1. Short-Term Funds—Those funds not needed to cover immediate expenses but that may be needed during the next twelve months to support operating activities or projects that are anticipated to commence during that period. Short-term funds are to be invested to maximize current income with an emphasis on security of principal and liquidity.

2. Intermediate-Term Funds—Those funds that support operating activities and projects that are not anticipated to commence within the next twelve months. They typically would include excess operating capital, funds held for building and other projects not expected to be needed during the next twelve months. Intermediate-term funds are to be invested with the goal of obtaining a positive annual return but even more importantly, over the investment time horizon of forty-eight months, to protect against loss of principal. In order to accomplish this, there is a willingness to sacrifice some positive returns to protect principal. It is the objective that asset growth should exceed the rate of inflation over the investment time horizon in order to preserve purchasing power of the invested assets.

3. Long-Term Funds—Those assets that are committed for retirement benefits, endowment, quasi endowments, or other long-term needs where fluctuations in market value are acceptable to achieve greater anticipated long-term returns. It is recognized that in some years, fluctuations in market values may result in negative rates of return. Long-term funds are invested with the objective that the market value of the investments should grow in the long run and earn rates of return in line with the appropriate benchmarks.
S 85 35 Investment of Short-Term Funds—1. All short-term securities purchased must have adequate market liquidity and should not represent a significant exposure relative to the size of the controlling committee’s short-term portfolio and assets must be rated A-1, P-1 or equivalent except those issued by a sovereign government, or an agency thereof guaranteed by that government.

2. All denominational organizations, institutions, and services are authorized to invest short-term funds (current account items such as working capital and trust funds) in the following investment categories, maturing within twelve months:
   a. Banker’s acceptances created in international trade.
   b. Commercial paper.
   c. Certificates of deposit of insured institutions, up to insured limit.
   d. Securities issued by one of the G-7 national governments, their agencies and local government bodies, or government obligations denominated in the local currency of the investing organization with approval by the division concerned
   e. Corporate securities, which satisfy all of the limitations stated above, with less than one year to maturity and ratings equivalent to A-1 or P-1.
   f. Capital Preservation or General Conference Unitized Money Fund or other money market funds with assets in excess US$250,000,000.
   g. Union revolving funds and union deposit funds.
   h. In order to implement certain strategies and/or asset allocation decisions in a timely and cost effective manner, the Fund may invest in pooled vehicles (e.g. mutual funds, bank comingled funds, limited partnerships, closed-end funds, Exchange Traded Funds (ETFs), etc.). Although these guidelines are written primarily for investment managers of separate accounts, all investment managers will only invest in pooled vehicles that have policies that are consistent with the spirit and intent of this document. In addition the following provisions apply:
1) Registered, open-end (mutual) funds must not have 12b-1 fees or their equivalent and must comply with all provisions of S 85 15. The fund will generally hold securities that mature in 12 or less months.

2) Closed-end funds may not use strategies or purchase securities that are prohibited for direct investment and must comply with all provisions of S 85 35, paragraph 1., and/or S 85 35, paragraph 2. e. Any Fund using any strategy or pool of securities falling under S 85 50 must have proper approval prior to purchase for a portfolio. The Fund will generally hold securities that mature in 12 or less months and must comply with all provisions of S 85 10 and S 85 15.

3) Exchange Traded Funds (ETFs) that generally hold securities that mature in 12 or less months which generally meet the above rating criteria.
   i. Convertible bonds, convertible into common stock, Real Estate Investment Trust (REITs), and preferred stock, are considered equity securities and thus are prohibited from being purchased as fixed-income securities.

S 85 40 Investment of Intermediate-Term Funds—1. All provisions as provided in S 85 35.
   2. Marketable bonds must be rated “investment grade” or better by Standard and Poor’s (BBB- or higher) and Moody’s (Baa3 or higher) or one of their subsidiaries. If Moody’s or S&P or their subsidiaries do not rate a security, then the Fitch (BBB- or higher) or one of its subsidiaries rating will be used. For split rated securities, the lowest rating will apply.
   3. Intermediate-term issues that are permitted include only those with up to four years average life unless matched for specific liability dates.
   4. Intermediate-Term investments include:
      a. Securities that have an average life of less than forty-eight months.
b. General Conference Unitized Bond and Income Funds.

c. Special temporary employee loans. (These interest-bearing loans are given under special conditions such as in connection with a move. The controlling committee, board, or properly appointed subcommittee must give approval for each loan with the details on file with the minutes.)

d. Division/Union deposit funds.

e. Registered, fixed income (mutual) funds which do not have 12b-1 fees or their equivalent and Exchange Traded Funds (ETFs) which comply with all provisions of § 85 15 with an average life of less than 48 months and which generally meet the rating criteria in § 85 40, paragraph 15, on at least 95 percent of assets.

§ 85 45 Investment of Long-Term Funds—1. All provisions in § 85 35 and § 85 40.

2. Long-Term investments include:
   a. Equity Investments:
      1) Common stocks, American Depository Receipts (ADRs) of foreign companies, and ordinary shares of non-U.S. securities or warrants thereon, listed on recognized exchanges
      2) Preferred stocks rated investment grade
      3) Convertible securities including debentures rated investment grade
   4) Sales and repurchase of covered calls listed on a recognized exchange
   5) Registered, (mutual) funds which do not have 12b-1 fees or their equivalent and Exchange Traded Funds (ETFs) which comply with all provisions of § 85 15 and which generally meet the rating criteria of § 85 40, paragraph 2., on at least 95 percent of assets
   6) Well capitalized, non-speculative Real Estate Investment Trusts (REITs) listed on a recognized exchange
7) Intra-denominational loans adequately secured by recorded mortgage, deeds of trust, chattel mortgages on equipment, or guaranteed by the next higher organization, and interest-bearing with a repayment schedule.
   
a) In addition to the terms of 8 below for organizations within the loaning entity’s territory but not under its jurisdiction, either a guarantee or a “no objection” must be obtained from the controlling committee or the borrower’s higher organization.

b) In addition to the terms of 8 below for organizations outside the loaning entity’s territory either a guarantee or a “no objection” must be obtained from the borrowing division or controlling organization in whose territory the borrowing organization is located.

8) All equity focused General Conference Unitized Funds.

b. Fixed Income—Unless otherwise stated must be rated investment grade:
   1) G-7 Government, their agencies, and taxable Municipal Securities.
   2) Corporate notes and bonds maturing within thirty years.
   3) Mortgage and other asset-backed securities maturing within thirty years with the following exceptions:
      a) Subordinated debt is prohibited.
      b) All collateralized obligations must be rated AA or better.
      c) Interest Only (IOs), Principal Only (POs), Inverse floaters and all other leveraged tranches are prohibited.

   4) Syndicated real estate mortgages limited to 70 percent of the fair market value of the collateral.
5) Private debt placements secured by an irrevocable letter of credit issued by institutions rated A-1 or P-1 or its equivalent

6) First mortgages on an employee primary residence with up to 90 percent loan to value and repayment through a payroll deduction.

7) General Conference Bond and Income Unitized Funds or an income fund with a thirty-six month average life. Trusts (REIT’s) listed on a recognized exchange.

**S 85 50 Special Consideration Securities**—1. With General Conference Executive Committee approval, or as otherwise provided in S 85 20, paragraph 16. d., or as provided in the following sentence, the investments listed below in paragraphs a. through f. may be permissible for organizations administering large investment pools (normally not less than US$10,000,000), no individual investment to exceed 2.5 percent of assets in pool and with professional management staff.

The Investment Management Committee of the General Conference Corporation holds standing authority to review and approve investments and guidelines for managers that use such investments listed below:

a. Real Estate—Syndicated with institutional investors and as a class not to exceed five percent of all assets in the controlling committee pool invested in the syndicated property(ies) or if a single property principally owned, investment shall require professional consultation and management advice and prior approval by the controlling committees at all levels below the General Conference Executive Committee.

b. High-yield bonds as a class not to exceed five percent of all assets in the pool of the controlling committee.

c. Partnerships investing in equity securities which are managed defensively such as hedged equity, as a class not to exceed 7.5 percent of all assets in the controlling committee pool.
d. Trust deeds and/or private mortgages are as a class not to exceed five percent of controlling committee pool.

e. Derivative contracts may be used to reduce or manage the risk exposure of a portfolio when used in combination with the other portfolio holdings and within the context of the manager’s overall strategy.

1) Contracts can be used in lieu of cash market transactions only when fully documented and when their valuation, execution and/or cost provide relative advantages.

2) Adequate liquidity for contract margin requirements must always be coordinated within the overall manager’s strategy.

3) Asset sales for cash must be accomplished in an orderly way.

4) The manager may utilize derivatives contracts to replicate the risk/return profile of an asset or combination of assets provided that the guidelines allow such exposures with the underlying assets themselves. Derivatives may not be used to produce exposure to an asset, asset class, index, interest rates, or other financial variable that would not otherwise be allowed in the portfolio guidelines were derivatives contracts not allowed.

5) At no time shall the portfolio, in aggregate, be more than 100 percent invested.

f. Private equity

S 85 55 Exceptions—1. Exceptions for securities and investments not covered in this S 85 policy may be requested in writing through the North American Division (NAD) treasurer/chief financial officer who will then communicate with the Secretary of the General Conference Corporation Investment Management Committee for interpretation by that Committee of the applicability of the specific investment vehicle within the framework of this policy.

2. It is recognized that where the Church operates a Trust Services function, national, state or provincial trust legislation
contains regulations that supersede the provisions of the S 85 policy.

**S 86 Educational Financial Policy, K-12**

**S 86 05 K-12 Reversion**—North American Division participation in the financing of the operating expenses of education K-12, known as “K-12 Reversion,” will be based on the equivalent of 2.5 percent of the gross tithe for the North American Division and shall be distributed as follows:
- 2.35%—to the unions for K-12 Fund
- .15%—to the North American Division K-12 Fund

**S 86 10 K-12**—Union conference participation in the financing of education K-12 will be based on the equivalent of at least .25 percent of the gross tithe for the union territory.

**S 86 15 Curriculum and Textbook Expense**—The 15 percent equivalent that is retained by the North American Division shall be used to cover the costs of the Curriculum Workshops and Textbook Steering Committees. These expenses shall include the following: per diem, lodging, transportation, substitute teachers’ salary during school year where expended, and stipend for teachers during the summer. The following categories of employees who serve on these and other education committees will be reimbursed by their employing organizations: union conference directors and associate directors of education. The remainder of this fund shall be credited toward production costs.

**S 86 20 Basis of Assistance to Conferences**—In order to be eligible for the maximum assistance from the union a conference shall be required to provide a subsidy in harmony with an established plan of financing that adequately provides for K-12 education within the conference. Reversion amounts are to be determined by the union conference.
S 86 25 Equalization Fund—The establishment of an equalization fund on the union or conference level shall be encouraged as deemed necessary in each field.

S 86 30 Seventh-day Adventist Church in Canada (SDACC)— In order to comply with Canadian Institute of Chartered Accountants (CICA) and Revenue Canada interpretations for non-profit organizations, funds reverted to the SDACC or its subsidiary organizations and institutions as of December 31, 1996, shall be considered unrestricted. The allocation of such funds shall be by action of the SDACC Board of Trustees.

S 90 North American Division Core Policies for Policy Compliance Testing

The General Conference Executive Committee has identified core policies to be tested during the financial audit or review engagement for each denominational organization. In identifying these core policies, a materiality threshold was defined for each core policy, which determines the level of reporting for any noted noncompliance; and a related assertion statement was developed for each core policy, which together shall be signed and submitted by the principal officers of each denominational organization before the commencement of the audit engagement.

<table>
<thead>
<tr>
<th>Summary of Policy</th>
<th>Materiality (a)</th>
<th>Assertion (b)</th>
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<td>GENERAL</td>
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<tr>
<td>1. Policies on financial control:</td>
<td></td>
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</tr>
</tbody>
</table>
Summary of Policy | Materiality | Assertion
---|---|---
A. Financial reports provided on a regular basis: Administration minimum of nine (9) per year and Committee minimum of four (4) per year. (NADWP S 19 05) | Monthly 100% compliance. | Management has prepared and studied nine of the twelve monthly financial statements and provided at least four statements throughout the year to the organization’s governing body who compared them with the annual budget.
B. Budget plan approved by committee. (NADWP S 09 10) | Approved Yes/No | Management has prepared an annual budget which was approved by the controlling committee.
C. If, at the close of the financial year, the organization recorded an operating loss, recovery must be provided for in subsequent budgets, if working capital is less than 100% and if liquid assets are less than current liabilities and allocated funds. (NADWP S 09 20) | Provided Yes/No Working capital allowed to drop to 75% before reported in Policy Compliance Report. | When working capital was less than the recommended amount and liquid assets on hand were inadequate to cover current liabilities and allocated funds, management included a recovery plan when preparing the ensuing years’ budgets.
### Summary of Policy

| D. Local church, school and other local church organization financial records should be reviewed at least biennially. (NADWP SA 05 27) | At least 95% of the local organizations were reviewed during the past 2 years. | All local church, school and other local church organization financial records have been reviewed within the past 2 years by competent individuals employed by the conference. The employee who reviews these records has provided a written report to the conference committee regarding local church reviews including the date and place of each review. A copy of the report was filed with the Office of Adventist Risk Management. |

### Audit Committee appointed by controlling committee composed of a minimum of 3 members, typically from the controlling committee, who are not employees. (NADWP S 34 05) | Appropriate Composition Yes /No | The controlling committee has appointed a audit committee composed of 3 to 7 members typically from the controlling committee who are not employees of the organization being audited. |

### Funds borrowed from church members. (NADWP S 45 05) | Other than the Trust Services Program and Union Revolving Fund Plan, was borrowing from members more than 5% of liquid assets? | The organization has not solicited loans from any church members, except through denominationally recognized channels such as Trust Services and revolving funds. |
## Summary of Policy

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<td><strong>4.</strong></td>
<td>All board members and employees designated by policy should sign statements of acceptance of the Conflict of Interest Policy. (NADWP E 85 10 and 20)</td>
<td>All 90% of individuals (must include 100% of officers plus any others specially specified by organization’s board)</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Working capital should be at least the recommended amount. (NADWP S 24 10)</td>
<td>Working capital amount is recommendation only, therefore would never be in Policy Compliance Report.</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Contributions to denominational Retirement Plan(s) should comply with applicable Division policy. (NADWP Z 10 25, Y 46 05, and Y 46 19 and Adventist Retirement Plan legal plan document Article IV.)</td>
<td>Compliance 100% of required contributions in period when due.</td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>The provisions of insurance coverage should be in harmony with the NAD Working Policy (NADWP S 60 05 and 10)</td>
<td>All at least 95% of the properties covered, and at least the minimum levels of liability coverage.</td>
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<td>Summary of Policy</td>
<td>Materiality</td>
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<tr>
<td>8. Formation of new legal corporations must be approved by the respective Division or GC committee. (NADWP BA 25 10)</td>
<td>Approved Yes/No</td>
<td>The organization obtained approval from the respective higher organization to form a new legal corporation.</td>
</tr>
</tbody>
</table>

**SECURITIES & INVESTMENTS**

9. Investments (in all Funds, for the type of entity) should comply with policy.

<p>| A. Intermediate and long-term investments should not exceed 2.5% of the outstanding ownership of any entity which it is invested (NADWP S 85 20 1) | Less than 2.8% of the outstanding ownership of any one issuer. | The organization does not own more than 2.5% of the total equity of any other entity. |
| B. Controlling committee shall not allow more than 5% of the assets under its management, based on market value, to be invested in the securities of any one issuer, other than government debt. (NADWP S 85 20 2) | Less than 5.5% of the total assets under management. | Other than government debt, the organization has not invested more than 5% of its total assets in the securities of any one issuer. |
| C. Controlling committee shall not allow more than 15% of assets under management, based on market value, to be invested in any one industry. (NADWP S 85 20 3) | Less than 16.5% of assets under management invested in one industry. | The organization has not invested more than 15% of assets under management in any one industry. |</p>
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<tr>
<td>D. Asset pools must be large enough to justify management costs paid for the retention of external managers or the purchase of individual securities. (NADWP S 85 20 4)</td>
<td>Asset pools greater than US$5,000,000</td>
<td>The investment committee has evaluated available options with a view to minimizing management costs.</td>
</tr>
<tr>
<td>E. Controlling committee shall complete an asset allocation study, approve an investment policy statement, and based on these divide all assets for investment into three classes. (NADWP S 85 20 6, S 85 20 8, and S85 30)</td>
<td>Compliance</td>
<td>The controlling committee has completed an asset allocation study, approved an investment policy statement, and based on these divided all assets for investment into 3 classes.</td>
</tr>
<tr>
<td>F. All short-term securities purchased must have adequate market liquidity and must be rated A-1, P-1 or equivalent except those issued by a sovereign government. (NADWP S 85 35)</td>
<td>All 95% of all short-term securities.</td>
<td>The organization’s investments in short-term securities have adequate market liquidity and do not represent a significant exposure relative to the organization’s short-term portfolio and are rated A-1, P-1 or equivalent.</td>
</tr>
<tr>
<td>G. Investment of intermediate-term Funds must be rated “investment grade” or better by Standard and Poor’s (BBB- or higher) and Moody’s (Baa3 or higher). Securities have an average life of less than forty-eight months. (NADWP S 85 40)</td>
<td>All 95% of all intermediate-term securities including Special temporary employee loans.</td>
<td>The organization has invested in intermediate-term funds that are rated “investment grade” or better by Standard and Poor’s (BBB- or higher) or Moody’s (Baa3 or higher) or one of their subsidiaries. Securities have average life of less than forty-eight months.</td>
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<td>Summary of Policy</td>
<td>Materiality (c)</td>
<td>Assertion (d)</td>
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<tr>
<td>H. Investments in long-term funds include approved equity investments listed on recognized exchanges and also must meet all the provisions provided in S 85 35 and S 85 40. Intra-denominational loans must be adequately secured. (NADWP S 85 45)</td>
<td>All = 95% of total long-term funds.</td>
<td>The organization has invested in approved equities listed on recognized exchanges. For intra-denominational loans, the organization has obtained a “no objection” from the controlling committee of the parent organization. Mortgages are adequately secured and syndicated real estate mortgages have been limited to 80% of the fair market value of the collateral.</td>
</tr>
<tr>
<td>I. Investments in other vehicles (“special consideration securities”) requires appropriate approval. (NADWP S 85 50)</td>
<td>Approval Yes/No</td>
<td>The organization has obtained appropriate approval before investing in securities in the “special consideration” category.</td>
</tr>
</tbody>
</table>

NOTES RECEIVABLE

10. A. All new home / automobile loans to employees have been approved by the appropriate committee. (NADWP Y 21 10) | Approval Yes/No; Appropriate committee Real Estate: controlling committee Automobile: Sub-committee. | New loans issued to employees during the year of audit have been approved by the appropriate committee. |
### B. Home and automobile loans to employees have been secured as required by the Working Policy.  (NADWP Y 21 15)

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<tbody>
<tr>
<td>100% of officers; 95% of non-officers.</td>
<td>The organization has obtained security from employees for new home and automobile loans issued.</td>
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### C. Loans to employees are being repaid through payroll deductions within the timeframe established by the Working Policy.  (NADWP Y 21 20)

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<tbody>
<tr>
<td>100% of loans are being repaid through payroll deductions; 100% of loans from employees who have been terminated, transferred, retired, or vacated the property have been collected.</td>
<td>The Organization collects notes receivable from employees through payroll deductions. Loans from employees who have been terminated, transferred, retired, or vacated the property for which the loan was issued have been collected in full.</td>
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### D. Interest rates on loans receivable from employees are charged at the going rate, not to exceed 15%.  (NADWP Y 21 30)

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<tbody>
<tr>
<td>100% of officers and 95% non-officers have interest rates comparable to the going rate.</td>
<td>The organization charges interest on notes receivable from employees at the going rate, not to exceed 15%.</td>
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### SPLIT-INTEREST AGREEMENTS

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<tr>
<td>All 95% of the value of cash and non-cash gift annuities.</td>
<td>The organization counselled with the Union prior to accepting and administering gift annuities in excess of US$500,000 or non-cash annuities. All gift annuities have been accepted and administered in accordance with local laws.</td>
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<tr>
<td>12. Annuity rates should be in accordance with policy. (NADWP S 40 10, 1-5)</td>
<td>All 95% of annuities are in accordance with GC/Division provided rate schedules.</td>
<td>The organization has adhered to applicable GC/Division provided rate schedules for gift annuity agreements.</td>
</tr>
<tr>
<td>13. All trust agreements should be authorized by board or appropriate committee, written upon competent local legal counsel, and the denomination will benefit substantially from the trust agreements. (NADWP S 40 05 and 15)</td>
<td>All 95% of agreements and the related monetary amounts were authorized, written upon counsel, and benefited the denomination. YES/NO</td>
<td>Trust agreements were all authorized by the board or an appropriate subcommittee, were written upon competent local legal counsel, and substantially benefited denominational organizations.</td>
</tr>
<tr>
<td>14. Each organization should record in the legal corporation minutes the maturity of all deferred gift instruments and the distribution made to beneficiaries. (NADWP S 40 25)</td>
<td>All 95% of agreements and related monetary amounts. YES/NO</td>
<td>The organization has recorded the maturities of all deferred giving instruments and the distributions made to beneficiaries in the legal corporation’s minutes.</td>
</tr>
<tr>
<td>15. No denominational employee, serving as administrator, trustee or executor of wills should receive any fees for his/her personal benefit. (NADWP S 40 30)</td>
<td>Fees received for personal benefit? YES/NO</td>
<td>No denominational employee, acting as administrator, trustee or executor of wills has received any fees for his/her personal benefit for rendering this service.</td>
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DEBT, OTHER LIABILITIES & CONTINGENCIES
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<tr>
<td>16. Accounting for gift annuities should comply with policy and be in harmony with GAAP. (NADWP S 40 10)</td>
<td>All at least 95% of gift annuities and related monetary amounts are accounted for in accordance with GAAP.</td>
<td>The organization has accounted for all gift annuities in accordance with GAAP.</td>
</tr>
<tr>
<td>17. All denominational organizations shall conduct activities on available funds and no further debts shall be incurred except as provided for in policy:</td>
<td>Management approved the enlargement of facilities with funding provided out of organization’s own funds or with debt that is in accordance with policy and properly authorized.</td>
<td></td>
</tr>
<tr>
<td>A. Enlargement of facilities done without incurring indebtedness except as provided for by policy and when properly authorized. (NADWP S 05 41)</td>
<td>All At least 95% of costs for enlargement of facilities without debt, except as provided by policy and properly authorized.</td>
<td>The organization did not borrow any money for reinvestment or to lend to individuals.</td>
</tr>
<tr>
<td>B. Denominational organizations shall not borrow money for reinvestment or to lend to individuals. (NADWP S 05 41 10)</td>
<td>Borrowed money to reinvest? YES/NO</td>
<td>The organization did not borrow any money for reinvestment or to lend to individuals.</td>
</tr>
<tr>
<td>C. No organization shall borrow money to re-lend except through a denominational revolving fund. (NADWP S 05 41 9)</td>
<td>Borrowed money to re-lend? YES/NO</td>
<td>The organization did not borrow money to re-lend except through the denominational revolving fund.</td>
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## Summary of Policy

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<tr>
<td><strong>REVENUE</strong></td>
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<tr>
<td>18. A. Proper tithe percentages should be remitted by the divisions to the GC. (NADWP V 10 05 3)</td>
<td>All at least 100% of the division’s appropriate tithe percentages to the GC on behalf of the world field.</td>
<td>The division has remitted all required tithe percentages to the GC. (Note: this applies only to the audit of the North American Division.)</td>
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<tr>
<td>18. B. Proper tithe percentages should be remitted by the churches/conferences/unions. (NADWP V 10 05 2)</td>
<td>All at least 100% of the organization’s appropriate tithe percentages were passed on to the higher organization.</td>
<td>The organization has remitted all required tithe percentages to the next higher organization.</td>
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<tr>
<td>19. Tithe funds should be used only for their intended purposes. (NADWP V 15 15)</td>
<td>All 100% of all tithe funds used.</td>
<td>The organization used all tithe funds in accordance with policy.</td>
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<tr>
<td>20. Capital expenditures for land, buildings, and other facilities should not be funded out of tithe, except the purchases of evangelistic equipment and conference/mission office equipment. (NADWP V 15 25)</td>
<td>Yes / No</td>
<td>Except for the purchase of evangelistic and conference/mission office equipment, the organization did not use tithe funds to finance capital expenditure activities.</td>
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<tr>
<td>Summary of Policy</td>
<td>Materiality ( (c) )</td>
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<tr>
<td>21. Mission offerings should be passed on to the General Conference and should be distributed appropriately per policy. (NADWP T 05 20)</td>
<td>All 100% of GC-designated world mission funds.</td>
<td>All world mission funds recognized as General Conference funds have been received, recorded and appropriately distributed in accordance with policy.</td>
</tr>
<tr>
<td><strong>PAYROLL</strong></td>
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<td>22. For all employees:</td>
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<tr>
<td>A. Pay rate should be within applicable range in remuneration scale. (NADWP Y 05 and 08)</td>
<td>All 100% of all employees ( (e) ).</td>
<td>Employees have been remunerated in accordance with applicable ranges in remuneration scale.</td>
</tr>
<tr>
<td>B. Service record should be maintained, updated, and signed. (NADWP E 70 20)</td>
<td>All 90% of all employees.</td>
<td>The organization has maintained and updated service records in computerized format. A responsible official has signed the official copy of the computerized form.</td>
</tr>
<tr>
<td>23. Vacations, holidays, and sick-time practices should comply with policy. (NADWP E 75 and 82)</td>
<td>All 100% of officers, 90% of non-officer employees.</td>
<td>The organization has complied with the policies on vacation, holiday, and sick time for each employee.</td>
</tr>
<tr>
<td>24. Employee reimbursements for auto use, per diem, and other travel related expenses should comply with policy. (NADWP Y 29 and Appendix – Travel Expenses and Per Diem—Guidelines)</td>
<td>All 100% of officers, 90% of non-officer employees.</td>
<td>The organization paid auto allowance, per diem, and other travel related expenses in accordance with policy.</td>
</tr>
<tr>
<td>Summary of Policy</td>
<td>Materiality</td>
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<tr>
<td>25. Health care assistance should comply with policy. (NADWP Y 22)</td>
<td>All 100% of officers, 90% of non-officer employees.</td>
<td>The organization provided health care assistance to employees and their other eligible dependents in accordance with policy.</td>
</tr>
<tr>
<td>26. Scholarship grants to dependents of employees should comply with policy. (NADWP Y 24)</td>
<td>All 100% of officers, 90% of non-officer employees.</td>
<td>The organization provided tuition assistance to the dependents of eligible employees in accordance with policy.</td>
</tr>
<tr>
<td>27. All termination settlements paid to discontinued employees should be computed properly, recorded on their service record, and a signed release of liability should be obtained. (NADWP Y 36)</td>
<td>All 100% of sample tested, complied with policy.</td>
<td>For all termination settlements paid to discontinued employees the organization has calculated the proper amount, recorded the amount on the service record and obtained a signed release of liability.</td>
</tr>
<tr>
<td>28. Annual review of compensation, allowances, and benefits (NADWP S 34 10)</td>
<td>All 100% of employees, except for student employees at educational institutions.</td>
<td>Compensation Review Committee has reviewed the compensation, allowances, and benefits paid, and reported to the controlling board or executive committee.</td>
</tr>
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</table>

Notes:
(a) These policies relate to the North America Division Working Policy. This list of core policies is based on and includes the core policies of the General Conference found in the General Conference Working Policy S 90.
(b) Auditors are to test for compliance with these core policies on every engagement. If auditors become aware of non-compliance with other policies that appear to be significant or pervasive in their district or territory, they will report such non-compliance in general terms in communications with either the Division or the
General Conference, but not in communications with the audit client.
(c) Materiality is to be used by the auditor to determine how to communicate noted non-compliance. If the non-compliance exceeds the materiality, it will be noted in the Policy Compliance Report. If non-compliance is below the materiality, it will be noted in the Audit Communication Letter.
(d) The assertions should be provided by management to the auditor at the same time as the Audit Engagement Letter is submitted.
(e) Except transitional employees, if approved by administrative committee or Human Resources committee.
(f) Where an issue is being studied by General Conference Treasury which may result in a change to any of the core polices or the associated materiality thresholds for reporting, the General Conference Administrative Committee may grant a variance to the application of these policies not to exceed one year.
SA

AUDITORS AND AUDITING

SA 05 Auditors and Auditing

SA 05 05 General Conference Auditing Service—
1. Responsibility—The General Conference Auditing Service (GCAS) is charged with the responsibility for:
   a. Providing a worldwide auditing service for the Seventh-day Adventist Church;
   b. Monitoring the audit program for denominational organizations in its client base (see SA 05 25);
   c. Recommending to the General Conference Executive Committee or a division Executive Committee, standards and/or guidelines for the endorsement and selection of external auditors (see SA 05 30);
   d. Reporting annually to the General Conference Executive Committee, through the General Conference Auditing Service Board, on the overall audit program in the Church and trends/issues that appear in the global picture of financial and policy administration; and
   e. Reporting annually to the Executive Committee of the North American Division and unions on the overall audit program in their respective territories and the trends/issues that pertain to financial and policy administration.

2. Purpose—The purpose of the General Conference Auditing Service is to conduct structurally independent financial audits (or financial reviews where authorized), reviews of trust operations, and compliance (policy, contractual, and regulatory, as applicable) tests of the highest quality, in a cost-effective manner, for denominational organizations. The objective is to provide administrators and governing boards within the scope of the audit an assurance on financial and nonfinancial information and its
compliance with applicable professional standards, denominational policies and external regulations.

3. Mandate—a. The General Conference Auditing Service and external auditors engaged by a denominational entity shall comply with professional auditing standards in the audit of denominational organizations throughout the world.

b. The General Conference Auditing Service shall function with professional independence and comply with the highest professional and ethical standards. The General Conference Auditing Service does not offer its services to the general public as a firm in public practice. Not being in public practice should not be adjudged to be an impairment of independence in fact (recognizing that there may always be an inherent lack of “appearance” of independence). The professional relationship between the General Conference Auditing Service and denominational organizations shall be the same as if it were in public practice.

4. Enablement—a. To enable the General Conference Auditing Service to fulfill its responsibility, achieve its purpose, and comply with its mandate, all General Conference Auditing Service personnel shall be responsible to the director of the General Conference Auditing Service through the associate directors.

b. Auditors are authorized to conduct unannounced audits. The governing authority (constituency, board, executive committee) in the case of union or local conferences, and incorporated institutions may request or require unannounced audits. In the case of union missions, local missions, and their unincorporated missions, an unannounced audit may be authorized by the administration of the next higher organization.

SA 05 10 Generally Accepted Auditing Standards—1. 
International Standards—Statements on auditing standards published in various countries differ in form and content, and govern, to a greater or lesser degree, the practices followed in the auditing of financial information. To enhance the degree of uniformity of auditing practices throughout the world, the international
accounting fraternity has developed International Standards on Auditing. To achieve standardization of auditing procedures within the worldwide Seventh-day Adventist Church, the General Conference Auditing Service shall adopt an audit methodology, which shall, at a minimum, comply with International Standards on Auditing.

2. **Country-Specific Standards**—International Standards on Auditing shall not override the country-specific regulations governing the audits of denominational entities in a particular country. To the extent that International Standards on Auditing conform to local regulations, audits in those countries in accordance with local regulations, shall automatically comply with the International Standards on Auditing.

3. **Independence**—a. The General Conference Auditing Service shall maintain an impartial attitude and be, appear to be, and strive to be recognized to be free of any interest or bias which might be regarded as being incompatible with integrity and objectivity.

   b. General Conference Auditing Service personnel shall avoid potential and actual conflict of interest situations to ensure the impartiality necessary for the dependability of their findings.

   c. All audits and related professional services required by denominational organizations shall be performed by, or under the direction of, the General Conference Auditing Service and/or by an external auditor endorsed by the division executive committee.

   d. General Conference Auditing Service or external audit personnel shall not be members of any denominational administrative or governing committee and/or board, other than the director of the General Conference Auditing Service who shall be the secretary of the General Conference Auditing Service Board. It is recommended that General Conference Auditing Service personnel be invited to meet with the various officer groups and committees for counsel relative to their professional duties. However, in no
instance shall auditors have administrative authority to direct or compel administrative action of any nature.

e. Administrators of denominational entities shall not attempt to compromise the independence of General Conference Auditing Service personnel through either influence or pressure.

4. 

b. Administrators of denominational entities shall not attempt to compromise the independence of General Conference Auditing Service personnel through either influence or pressure.

4. Competence—

a. To ensure that audits of denominational organizations are performed by persons having adequate technical training and proficiency as auditors, the General Conference Auditing Service shall employ professionals who have, through formal education or experience, attained the highest professional status possible.

b. The General Conference Auditing Service shall establish guidelines and requirements for continuing professional education commensurate with the requirements of national professional accounting bodies. The objective is to ensure a continuing awareness of developments including relevant international and national pronouncements on accounting and auditing matters, and regulatory and statutory requirements.

5. Quality Control—

a. To comply with national professional standards and to maintain uniform auditing standards around the world, the General Conference Auditing Service shall establish quality control policies and procedures to provide it with reasonable assurance of conforming with generally accepted auditing standards in its engagements.

b. The director shall report to the General Conference Auditing Service Board regarding the results of quality control reviews.

SA 05 15 Definition of an Audit, Financial Review, and Compilation—As used in this section: 1. A financial audit is the examination by an auditor, in accordance with professional auditing standards, of the assertions of management as embodied in its financial statements, to enable the auditor either to express or to disclaim an opinion on the fairness with which the financial statements present the entity's financial position, results of
operations, and cash flows in accordance with the appropriate financial reporting framework in each country.

2. A financial review consists primarily of inquiries addressed to management and of analytical procedures applied to the financial data by the auditor to provide a reasonable basis for expressing limited assurance that there is no material modification needed for the financial statements to be in conformity with the appropriate financial reporting framework in each country. Financial reviews, where authorized (see SA 2005) shall be conducted in accordance with industry standards, for example, the “International Standards on Review Engagements,” and “International Standards on Related Services.” The auditor’s report in the case of a financial review is, at best, a statement of negative assurance.

3. A compilation is the presentation of financial information, as asserted by management, without any inquiry process to provide a level of assurance regarding the accuracy of information. Compilations are not acceptable substitutes for audits or financial reviews in denominational entities.

4. Special investigations are not considered to be financial audits. Requests for such services, if and when submitted to the director of the General Conference Auditing Service, shall be considered on a case by case basis, depending on the availability of personnel or other relevant factors. The costs involved in such investigations shall be borne by the organization requesting the service, unless otherwise approved by the organization funding the audit.

SA 05 16 Review of Trust Operations—A review of trust operations consists of an evaluation of an organization’s compliance with trust accreditation standards and other fiduciary practices for the administration of the assets for which the organization has responsibility as a trustee, personal representative, attorney-in-fact, or in some other fiduciary capacity. It is designed to make recommendations: (a) to safeguard against loss from
unauthorized use or disposition, (b) to ensure transactions are
executed in accordance with appropriate authorizations, in
conformity with the governing instruments, and (c) to ensure
transactions are recorded properly to enable preparation of required
financial, tax, and other reports.

SA 05 17 Compliance Testing—1. A compliance test is the
examination by an auditor of evidence to determine compliance
with North American Division Working Policy, and other
denominational policies, if any, applicable to the client. The North
American Division Executive Committee shall identify core
policies to be tested, establish guidelines for evaluating materiality
thresholds, define agreed-upon procedures, and recommend the
manner of reporting noncompliance with North American Division
policies. An entity’s governing committee or board may require
that other policies, in addition to the core policies, shall be
included in the compliance tests. Added costs associated with
testing of any policies, in addition to core policies, shall be the
responsibility of the entity that determined the additional policies
to be tested or by pre-arrangement with other entities that may be
involved in bearing such costs. Compliance testing of core policies
and other policies relating to a financial audit may be conducted by
either the General Conference Auditing Service or by an external
auditor. Compliance tests can be done in one of the following
ways:

a. By examining evidence for compliance with the core
policies encountered in the course of the financial audit. The
auditor will give negative assurance (no non-compliance with
policy came to the attention of the auditor), issue a qualified report,
or state that it is not possible to report, on the organization’s
compliance with policy. In addition, the principal officers shall be
required to submit an assertion of compliance with the core
policies. Such declaration shall be in the manner prescribed by the
North American Division Executive Committee or as enhanced by
additional clauses as determined by the organization’s governing authority; or

b. By performing agreed-upon procedures on all the core policies. An organization whose governing board/committee wishes to have agreed-upon procedures applied to only selected items on the list of core policies shall still be reviewed under the negative assurance provisions of paragraph a. above. The auditor will report on the findings from applying the prescribed procedures, and where applicable, report under paragraph a. above.

c. By performing an examination engagement in accordance with generally accepted attestation standards on, at a minimum, the core policies designated by the North American Division Executive Committee from time to time. Every governing committee/board may add to the core policies to meet its specific circumstances and situations. An organization whose governing board/committee wishes to have examination engagement procedures applied to only selected items on the list of core policies shall still be reviewed under the negative assurance provisions of paragraph a. above. The auditor will provide an opinion on the organization’s compliance with the policies under consideration and where applicable, a report under paragraph a. above.

d. By performing, as per prior arrangement with the governing committee/board, a combination of the three levels above.

2. The governing committee/board of every organization wishing to select options b., c., or d. above must do so prior to the commencement of the financial audit otherwise option a. will apply. The responsibility for additional costs relative to option b., c., or d., is to be determined at the time the option is selected.

3. In the case of contractual agreements and regulatory requirements, the examination for compliance should include review of specific agreements and/or requirements, to enable the
auditor to report on compliance with the prescribed requirements and standards.

**SA 05 20 Management’s Responsibility**—1. While the auditor is responsible for forming and expressing an opinion on the financial statements of an organization, the responsibility for the preparation of those financial statements is that of the organization's management. Management's responsibilities include the maintenance of adequate accounting records and internal controls, the selection and application of appropriate accounting policies, and the safeguarding of the assets of the entity. The audit of the financial statements does not relieve management of its responsibilities.

2. Management shall allow the auditor/auditing team personnel complete access to all employees, accounting and corporate records, agreements, contracts, minutes, service records, and other related documents, deemed necessary by the auditor for the performance of an audit, review of trust operations, or policy compliance test. Even though an external audit may have been completed, management shall also allow the General Conference Auditing Service similar access when the General Conference Auditing Service is responding to a request of the organization’s constituency or of the board/executive committee of the next higher organization.

**SA 05 25 Assignment**—1. *Client Base*—The General Conference Auditing Service shall be the Seventh-day Adventist Church’s preferred provider of auditing or financial review services. The client base within the North American Division includes all denominational organizations such as the division and its institutions, unions and their institutions, local conferences/missions and their institutions, educational institutions at the secondary level or higher, and Adventist Development and Relief Agency country offices and projects not audited by external auditors. The General Conference Auditing Service shall not be responsible for the audit or financial review of entities, regardless
of type, that are controlled/directed/managed by either a single local congregation or a number of local congregations except for secondary educational institutions. The client base and any exclusions are identified in consultation with the General Conference and division administrations and voted upon by the General Conference Executive Committee. Any type of organization not described above requires a specific voted action of the North American Division Executive Committee to be included in the client base. The financial arrangements related to providing services to the client base will be agreed upon between the General Conference and division administrations.

SA 05 27 Responsibility for Audits of Local Conference Institutions and Local Churches—Unless specifically included in the General Conference Auditing Service client base (see SA 05 25), financial audits or reviews of local conference institutions, local churches, dorcas federations, community service centers, and other enterprises operated by one or more churches, shall be conducted annually by competent individuals engaged by the local conference/mission. The report should be provided to the officers of the entity being audited/reviewed with copies to the officers of the local conference/mission. In situations where it is not feasible to perform these services on an annual basis, other arrangements may be put in place so that on a regular cycle as determined by the division, not to exceed a two-year period, an audit/financial review will be done. For the years that the conference/mission is not able to provide an audit/financial review, arrangements may be made for qualified individuals to provide an interim financial review.

1. **Annual Report**—The conference/mission employee who audits/reviews financial records of local conference institutions, local churches, and other enterprises operated by one or more churches shall report to the audit committee of the conference/mission indicating which organizations have been audited/reviewed during the year, or during the regularly scheduled period as determined by the division in harmony with this policy.
This report shall be in writing and shall include the date and place of each audit/financial review. A copy of the report shall be filed with the office of Adventist Risk Management, Inc.

2. Audit Frequency—Audits, or financial reviews when authorized in the case of specifically designated entities (see SA 20), shall normally be conducted annually. Even when audits, or financial reviews when authorized, are not performed annually, all years since the last audit or financial review shall be included in the next audit or financial review. The division executive committee may approve a longer interval between audits or financial reviews for some organizations or institutions within its territory or may delegate this authority to the next higher organization of the entity being audited or reviewed.

3. New Organizations—It shall be the responsibility of the authorizing higher organization to inform the General Conference Auditing Service through standard denominational channels whenever a new entity, which corresponds to the types of entities included in the client base, is organized or created. The Adventist Development and Relief Agency shall advise the General Conference Auditing Service as soon as a new country office is organized or created and when a proposal for a project has been approved by an aid organization that does not require the use of an external auditor.

4. Donor Records—in harmony with BA 70 and good business practices of storing duplicate copies of vital records at another site, in order to guard against loss by such disasters as fire, flood, or theft, each local church shall provide the local conference treasurer/chief financial officer with a copy of the monthly remittance worksheet. This will ensure the preservation of the records. The confidentiality of such records shall not be compromised.

SA 05 30 Use of Accountants in Public Practice—Although the General Conference Auditing Service is the denomination’s preferred provider of auditing or financial review services, there
may be occasions where due to circumstances or legal requirements, it is preferable to engage the services of an external auditor. The North American Division Executive Committee shall identify circumstances and outline a process under which an organization may choose an external auditor. In such situations an auditor shall be engaged for a specific period as authorized by the North American Division Executive Committee. Where an organization has the audit or financial review performed by an external auditor, the cost of these services shall be borne by the entity being audited unless other prior arrangements have been approved by the organization(s) sharing the cost.

**SA 05 35 Auditor's Reports**—1. *Types of Reports*—a. The auditor's written expression of an opinion on financial information may be unqualified, qualified, adverse, or a disclaimer of opinion, based on the conclusions drawn from the audit evidence obtained.

b. The auditor shall be required to report on the entity's compliance with

1) North American Division *Working Policy* and other applicable denominational working policies as they relate to financial matters and specific policies required to be tested in terms of these policies, and

2) Contractual agreements and regulatory requirements, when applicable, based on the audit of the financial statements. Instances of noncompliance with the North American Division *Working Policy*, other applicable denominational working policies, contractual agreements, and regulatory requirements shall be enumerated in the relevant report.

c. The auditor shall also communicate matters required by professional auditing standards in an audit communication letter.

d. When the condition of an organization's accounting records does not allow the performance of an audit in accordance with professional auditing standards, the auditor shall inform the organization's controlling board or executive committee and the
officers of higher organizations of this condition in writing and withdraw from the engagement.

e. At the conclusion of a review of trust operations, a report shall be prepared which shall provide findings related to compliance with trust accreditation standards and other fiduciary practices. It will provide related recommendations to safeguard assets against loss from unauthorized use or disposition. It will also provide recommendations to ensure that transactions are executed in accordance with appropriate authorizations, in conformity with the governing instruments, and are recorded properly to permit preparation of required financial, tax, and other reports.

2. Distribution of Reports—a. The auditor's opinion, reports on compliance, and the audited or reviewed annual financial statements shall be forwarded by the auditor, along with the audit communication letter, to the officers of the organization being served and the chair of its audit committee.

b. The North American Division shall determine the time periods, which shall not exceed the maximum periods stipulated below, within which the organizations in its territory shall respond to the auditor's audit communication letter. If such a determination is not made, the following shall apply:

1) Each organization shall have a maximum of 60 days from the date the audit communication letter is received by the officers of the entity, or have a maximum of 30 days after the next meeting of the controlling board or executive committee, whichever is earlier, to submit a response to the audit communication letter to the auditor. The treasurer/chief financial officer of the organization being audited or reviewed shall be responsible for the organization's response to the audit communication letter, and its recommendation. The reports and management’s response should be shared with the audit committee before its presentation to the controlling board or executive committee.
2) The auditor shall be invited to present the auditor’s opinion, the report on policy compliance, the audited/reviewed financial statement, and the audit communication letter to the audit committee of the entity concerned (see S 34 05).

3) At the close of the applicable time period, the auditor shall send sufficient copies of the auditor's opinion, the reports on compliance, the audited or reviewed financial statements, the audit communication letter, and management's response to the audit communication letter to the treasurer/chief financial officer for the members of the controlling board or Executive Committee of the governing committee and/or board being audited or reviewed. The treasurer/chief financial officer is responsible for distributing the reports received at the next scheduled meeting or by any other appropriate means of distribution. The treasurer/chief financial officer shall assist in the presentation of the audit committee’s report to the controlling board or executive committee (see S 34 05).

4) The auditor shall also distribute the same information:
   a) To the appropriate officers of the higher organizations,
   b) To the General Conference Auditing Service,
   c) The auditor’s opinion, reports on compliance, and the audited financial statements to the General Conference Office of Archives, Statistics, and Research.
   d) The auditor’s report resulting from a review of trust operations shall be distributed to the controlling board or executive committee, and to the officers and Planned Giving and Trust Services Director of the organization being evaluated. Copies shall also be provided to the officers and Planned Giving and Trust Services Director of the higher organizations and to the North American Division Trust Services Certification and Accreditation Committee.
**SA 05 36 Audit Committee**—1. *Function*—Each organization's governing committee and/or board shall appoint a Financial Audit Review Committee to study the auditor's reports and audit communication letter, and management's response to the auditor. The Financial Audit Review Committee shall submit recommendations based on its study to the governing committee and/or board.

2. *Composition*—The Financial Audit Review Committee shall consist of not less than three members, having appropriate financial expertise, typically from the membership of the governing committee who are not employees of the entity being audited or reviewed. If possible, a majority shall be persons not denominationally employed.

3. *Invitation to Auditor*—The auditor shall be invited to attend the Financial Audit Review Committee meeting at which the audit reports and audit communication letter are studied, and the governing committee and/or board meeting at which the Financial Audit Review Committee makes it recommendations, if any, to the committee. Under circumstances where legal requirements permit and conferencing facilities are deemed satisfactory to the client and the auditor, the auditor may choose to attend, via teleconference or videoconference, the meetings mentioned above. Attendance by the auditor at such meetings is not mandatory. If there are representatives from the higher organization present who are not members of the Financial Audit Review Committee, they would be considered invitees with voice but no vote.

4. *Copy of Recommendations*—A copy of the recommendations of the Financial Audit Review Committee, as approved by the governing committee and/or board shall be sent to the auditor and to appropriate officers of higher organizations.

**SA 05 40 General Conference Auditing Service Board**—1. *Function*—a. General—The General Conference Auditing Service functions independently in implementing the accounting principles and auditing standards of the accounting profession. The General
Conference Auditing Service Board provides administrative oversight for the General Conference Auditing Service and enhances its structural independence. At its regularly convened meetings, the General Conference Auditing Service Board receives reports regarding the status of audits of denominational organizations, addresses emerging issues from these reports, monitors the quality of audit services, reviews audit costs, determines the adequacy of audit staffing and prepares reports and recommendations for the General Conference Executive Committee. The General Conference is not involved with the General Conference Auditing Service in professional matters relating to the identification and implementation of the accounting principles and auditing standards of the accounting profession.

b. Personnel—1) The director and associate directors of the General Conference Auditing Service shall be elected by the General Conference in session. A recommendation for director and associate directors of the General Conference Auditing Service shall be made by the General Conference Auditing Service Board to each regular General Conference Session nominating committee after consultation with the administration of the respective divisions.

2) Assistant directors of the General Conference Auditing Service shall be appointed by the General Conference Auditing Service Board.

3) All other professional personnel necessary for the discharge of the responsibilities of the General Conference Auditing Service shall be employed by the Human Resources Office in each world division or relevant local organization upon authorization from a Human Resources Committee established by the General Conference Auditing Service Board.

4) The General Conference Auditing Service Board shall consider situations where remedial steps or removal for cause of elected/appointed auditing personnel may be deemed necessary, and shall take the action where appropriate or recommend such
action to the body responsible for the employment of the individual(s) concerned.

5) To implement section SA 05 50, paragraph 3, the director of the General Conference Auditing Service shall review staffing requirements in the different areas, in consultation with relevant organizations, and recommend adequate staffing levels to the appropriate committees.

2. **Composition**—The General Conference Auditing Service Board shall be elected at each regular General Conference Session. The Board shall be constituted as follows: General Conference president, a General Conference vice president as subsequently assigned by the president, General Conference secretary, General Conference treasurer/chief financial officer, director of the General Conference Auditing Service and one member from each division who is not employed denominationally, chosen from among qualified Seventh-day Adventist auditors and/or other knowledgeable professionals in related fields. The chair of the Board shall be a layperson selected by the Board from among its members. The vice-chair shall be a General Conference vice president, and the secretary shall be the director of the General Conference Auditing Service.

**SA 05 50 General Conference Auditing Service Organizational Structure**—1. **Personnel**—a. The General Conference Auditing Service personnel shall consist of a director, associate directors, assistant directors, regional managers, audit specialists, audit managers, audit seniors, audit staff, coordinators, and interns.

b. Official action concerning the employment and termination of General Conference Auditing Service personnel shall be taken by the General Conference Auditing Service Board for those elected and appointed; and authorized by its Human Resources Committee for all remaining personnel. The General Conference Human Resource Services shall exercise its authorized function in the employment, termination, and maintenance of documentation for employees who are remunerated directly by the headquarters.
office of the General Conference. The Human Resources Office in
each division will act upon the authorization of the General
Conference Auditing Service Human Resources Committee in
matters relating to General Conference Auditing Service personnel.

c. General Conference Auditing Service personnel shall be
remunerated in accordance with the policies applicable to the area
in which the auditor resides.

2. Offices—The headquarters office of the General Conference
Auditing Service shall be situated in Silver Spring, Maryland,
USA. In addition to the headquarters office, the General
Conference Auditing Services Board, upon recommendation of the
director of the General Conference Auditing Service, shall
establish such area and regional offices throughout the North
American Division as may be necessary to facilitate the work of
the General Conference Auditing Service. Area offices shall be
under the direction of associate directors and regional offices shall
be under the direction of regional managers.

3. Adequate Staff of Auditors—An adequate staff of auditors
shall be employed to assure annual audits of the entities forming
the client base, as well as such interim audits and other assistance
as circumstances may dictate. As part of the annual budgeting
process of the General Conference, the General Conference
Auditing Service director shall inform the General Conference
undertreasurer regarding budget requests from the General
Conference Auditing Service. The Strategic Planning and
Budgeting Committee, prior to recommending a budget, shall be
notified of any unfunded requests from the General Conference
Auditing Service. The General Conference Auditing Service
director shall inform the General Conference Auditing Service
Board regarding the adequacy of financial provisions and staffing
for the services required.

SA 05 55 General Conference Auditing Service Budget—The
budget of the General Conference Auditing Service shall be a part
of the General Conference budget. The General Conference, the
North American Division, and the union conferences, in consultation with General Conference Auditing Service, will allocate the charges to the entities for auditing services performed.

**SA 20 05 Authorization for Financial Reviews Under Exceptional Circumstances**—When, in the judgment of the division’s officers, exceptional circumstances indicate a need in specific locations for modification to the services normally provided by the General Conference Auditing Service, the officers may file a request with the General Conference president for other arrangements to be made. The General Conference officers (president, secretary, and treasurer/chief financial officer), after consultation with the chair of the General Conference Auditing Service Board, may recommend that the General Conference Administrative Committee authorize arrangements for financial reviews instead of the standard financial audits ordinarily performed by General Conference Auditing Service. The General Conference Administrative Committee may grant such authorization for up to two years at a time. In such situations, the procedures and extent of financial reviews shall be determined by the General Conference officers after consultation with the division officers and General Conference Auditing Service director. The General Conference Executive Committee and the General Conference Auditing Service Board shall be notified regarding the locations involved in any General Conference Administrative Committee-approved arrangements for financial reviews in the place of standard financial audits.
T

T 05 Financial Support

T 05 05 Unity—Division committees shall encourage the concept of the unity of the church whereby members in all parts of the world participate in the maintenance and extension of the world work.

T 05 10 Self Support—The goal of total financial self support shall be continually kept before all entities in all divisions, emphasizing the importance of steady growth and pointing out that they cannot expect to depend permanently on increasing appropriations from the division and the General Conference, but that the organizations should be able to release to the division in ever increasing amounts the funds they themselves needed in the earlier stages of their development. Each local/union mission which has not yet attained self support shall, in cooperation with its union/division committee, establish a plan and a specific date for achieving financial self support. An annual review shall be made by the division officers and a report submitted to the General Conference.

T 05 15 Determining Self Support—An organization is considered to be self-supporting when it has sufficient earned operating income (not including donations and appropriations) to cover its operating expenses (including the difference between the appropriations paid to lower organizations and the appropriations received from the higher organization if the amount paid to lower organizations is more than what is received from the higher organization). The formula for calculating the self-support percentage is:

Earned Operating Income (not including donations and appropriations) divided by Operating Expense (including operating appropriations paid in excess of appropriations received) multiplied by 100.

T-1
T 05 20 Tithes and Offerings—1. Tithe—Frequent appeals shall be made by division and union leaders, conference presidents, church pastors and elders, and others on whom responsibility is placed, that all believers be faithful in returning God’s tithe, which will provide sufficient tithe from the churches to cover the budget requirements of the various entities and to help in sustaining the church’s activities in all lands.

2. Offerings—In addition to the tithe, free will offerings are essential in order to provide equitable support for each organizational level of the church’s world work. Such offerings should be systematic in order to:
   a. Nurture the sense of responsibility each mature church member should feel for the church’s work as a whole.
   b. Permit the church member to receive the blessing regular and planned giving brings to the giver.
   c. Ensure a steady flow of funds for all aspects of a balanced program.

3. Giving Guide—For systematic giving a second 10 percent of income in addition to tithe is suggested as the goal for individual giving, in order to provide for local church needs, conference/mission/field needs, and the worldwide needs of the Church.

4. Areas of Need—The church does not tell members how much to give or how to divide their free will offerings among the various needs of the work. Under the guidance of the Holy Spirit it is the individual member’s duty to prayerfully and intelligently make this decision. In order that each member be made aware of the realities of financing the Lord’s cause, the following areas of need and giving are listed:
   Sabbath School Mission Offerings
   GC/Division/Union Offerings
   Local Conference/Mission Development Funds
   Local Church Funds
5. Mission Offerings—Sabbath School mission offerings include the regular weekly Sabbath School offering, Thirteenth Sabbath Offering and Birthday Thank Offering. Besides these regular and systematic offerings, investment is promoted to supply additional mission funds.

6. World Offerings—General Conference offerings include the regular worldwide offerings, such as Disaster and Famine Relief, World Mission, Annual Sacrifice, Adventist World Radio, and such other offerings as are emphasized worldwide by the General Conference.

7. Conference/Mission Development—Local conference/mission development funds are given and used for such needs as youth camps, secondary school expansion, camp meeting facilities and other local conference/mission endeavors which require additional funds of a nontithe nature.

8. Church Funds—Local church funds include offerings for church and Sabbath School expense, all other departmental expenses, church school subsidy, worthy student fund, gift witnessing literature, the building fund, local evangelistic outreach, and all other local church needs. The specific items included, the percent of income needed, and the allocation of funds are decided by appropriate local church committees, the church board, and finally, the church in a business meeting.

9. General Conference Funds—All Sabbath School and other world mission offerings belong to the General Conference for use in funding the worldwide mission program and should not be retained to cover local operating expenses.

T 25 Exchange Policy

T 25 05 Purpose—The Seventh-day Adventist denomination is a worldwide church that uses almost all the currencies of the world in its financial transactions. Because the General Conference headquarters is located in the United States, the U.S.
The dollar is used as a common denominator, and as the currency unit of the General Conference budget.

**T 25 10 Rate of Exchange**—Currency values for transactions between different currencies are determined by the rate of exchange that is used. For denominational transactions, the following shall apply:

1. **Fixed Rates**—A fixed rate of exchange is to be set that is close to the interbank, or the official rate of exchange.
2. **Rate-Setting Frequency**—The fixed rate of exchange is to be set as often as necessary to maintain the close relationship to the official rate of exchange. This is to be done at least once each month, normally on the first of the month.
3. **Division Rates**—The General Conference, in consultation with each division, is to set the fixed rate for the country in which the division headquarters is located. Divisions are to set fixed rates for all countries within their territory.
4. **Unusual Situations**—In countries where it becomes necessary to establish a fixed rate that varies considerably from an official governmental rate which does not realistically reflect the value of the currency, the fixed rate shall be used for all transactions.

**T 25 15 Exchange Rate Applications**—Exchange rate applications are to be as follows:

1. **Application**—The fixed rate of exchange is applied to interorganizational transactions such as appropriations, the remittance of trust funds, and to statistical information and balance sheets.
2. **Current Rates**—The current rate is the rate at which local currency can be purchased. Divisions may provide for a second rate of exchange, called a current rate. The current rate as set by the division would be applied to transactions such as purchases by individuals or organizations, and personal transfer of funds under M 45, Transfer of Personal Funds.
T 25 20 Currency Remittances—Treasurers/Chief financial officers at all levels of the organization shall work closely together in the matter of currency remittances.

T 25 25 Exchange Gains or Losses—Exchange gains or losses are incurred due to exchange rate variations. The following provisions shall apply:

1. Responsibility—Gains or losses due to exchange fluctuations are the responsibility of divisions.

2. Allocated Fund—Gains or losses are to be entered by divisions on a monthly basis to an allocated currency fluctuation fund.

3. Unions or Conferences/Missions—In unions or conferences/missions whose territory covers more than one country, and who therefore, operate in more than one currency, gains or losses on exchange are to be carried by the organization concerned.

4. Protection—Treasurers/Chief financial officers at all levels are to handle currency and exchange transactions in such a way as to protect the church from risk and loss.

5. Fund—Due to the potential for loss from fluctuations in exchange rates, divisions are encouraged to maintain an allocated currency fluctuation fund to be funded as follows:
   a. Exchange gains on appropriations and other transactions.
   b. Allocations through the annual budget with monthly credits posted to the fund.
   c. Special appropriations.
   d. Exchange losses are charged as expenses to the fund.

6. Special Appropriations—Divisions may use the currency fluctuation fund as a source of funding for special appropriations, but caution must be exercised to always maintain an adequate fund balance to meet potential losses due to fluctuating exchange rates.

7. Appropriation Adjustments—In cases where divisions incur substantial exchange losses on operating appropriations over
an extended period, the General Conference will endeavor to partially compensate by providing additional operating appropriations.
INSTITUTIONAL FINANCIAL POLICIES

U 05 School Grants and Finance

U 05 05 Operating Subsidies to Colleges/Universities—Annual operating grants shall be provided to junior and senior colleges and universities.

U 05 10 Operating Subsidies to Academies—Annual grants to academies are as follows:

1. Boarding Academy Subsidies—The regular church grants to the conference/mission boarding academy shall not be less than the equivalent of two employee budgets.

2. Day Academy Subsidies—The regular church grants to a conference/mission approved day academy shall not be less than the equivalent of one employee budget.

3. Budgets—Each school shall prepare operating and capital budgets for each school year and these budgets shall be reviewed and adopted at the annual board meeting. Each school shall follow a system of budget control based on regular monthly operating reports.

U 05 20 Students’ Accounts—Schools shall adhere to the following as regards students’ accounts:

1. Financial Plan—A definite financial plan arranged with the student before entering classes.

2. Regular Statements—Prompt and regular issuing of statements of students’ accounts.

3. Settlement of Accounts—Issuance of academic credits and diplomas is subject to settlement of accounts with the school. The acceptance of students into school is subject to assurance that accounts with a former school or other denominational organization have been cared for.
**U 05 25 College/University Board of Trustees Membership**—
The college/university board of trustees should include the
president of the union and presidents of local conferences in the
college/university territory and others who are especially
acquainted with school matters.

**U 05 30 Local Board**—In appointing a local board, the trustees
shall bear in mind the necessity of electing members conversant
with school problems. The functions of this local board shall be
clearly defined by the board of trustees, who shall be kept
informed regularly as to progress and conditions.

**U 10 Financial Policies**—

**Andrews University Students**

**U 10 05 Tuition Charges**—1. Tuition charges for students in
the Seminary and the School of Graduate Studies are the same.
2. Tuition charges to all students attending the University,
whether employees or nonemployees, are the same.

**U 10 10 Assistance for Currently Employed Ministers
Attending the SDA Theological Seminary**—1. **Salary**—The
local conference or institution sending the minister continues the
regular salary.

2. **School Expenses**—Unless other arrangements are made, the
sending organization shall reimburse the employee for regular
tuition charges, graduation fees, and grant assistance on the
expense of preparing a thesis project/dissertation as follows:
   a. Master’s Degree—Actual cost up to $400.
   b. Doctor of Ministry Degree—Actual cost up to $500.
   c. All other doctoral degrees—Actual cost up to $1,000.
   d. A textbook and syllabus allowance shall be granted at
      the rate of $100 per quarter.

3. **Housing**—When an employee attends the Seminary without
his/her family, making it necessary to pay for housing in two
places, the employing conference or institution shall pay the current rent charge for the employee’s single room.

4. **Special Living Allowance**—When the employee attending the Seminary is separated from his/her family, thus increasing the family board bill, a special living allowance of one half the daily travel allowance shall be granted by the sending organization.

5. **Graduate Study for Ministers**—Amortization and Reimbursement Schedule—A minister who is approved by his/her controlling committee for a leave of absence for advanced study under the above provisions shall be under obligation to serve the sending organization four months for each month of graduate study leave. Upon return to the field of service the controlling committee and the minister shall come to a written and itemized understanding regarding the total amount of the obligation, which shall include salary and need-related allowances and which shall be amortized by service on the schedule indicated above. In case a call is placed for the employee before the obligation is fully amortized, the unamortized amount shall be assumed by the calling organization. In case the call is to service outside the North American Division, this provision may be waived.

**U 10 15 Contract With the Employee**—1. **Educational Expenses**—All travel costs, allowances, expense reimbursements, and salary referred to in this policy shall be regarded as advances under a contract.

2. **Service Requirement**—The employee shall agree to serve at least four years for the first full year of study and two months for each additional one month of study leave. The total advance shall be amortized accordingly.

3. **Transfers**—In case an employee under such contract is called by another organization prior to the complete amortization of study expenses, any unamortized amount shall be assumed by the calling organization unless the previous employer agrees to waive this obligation.
U 15 Doctor of Ministry Program

U 15 05 Prerequisites—An employee sponsored by his employing organization to study for the Doctor of Ministry degree at Andrews University shall:

1. Be an ordained minister of the Seventh-day Adventist Church.
2. Have a Master of Divinity or Bachelor of Divinity degree or equivalent (as required by the Seminary).
3. Have made commendable progress in his past ministry and demonstrated capacity for filling unique pastoral assignments.
4. Have served as an employee of the sponsoring organization for a minimum of two years.
5. Have served a minimum of four years in the pastoral-evangelistic ministry.
6. Have no other doctoral degree and not be near completion of a doctoral degree in some other discipline.
THE TITHE

V 05 Principles and Procedure in Tithing

V 05 05 Sacred—The tithe is to be held sacred for the work of the ministry and Bible teaching, including conference administration. The tithe is not to be expended upon other lines of work such as church or institutional debt-paying or building operations.

V 05 10 Scriptural Obligation—While tithing is not held as a test of fellowship, it is recognized as a scriptural obligation which every believer owes to God, and as an essential in claiming by faith the fullness of blessing in Christian life and experience.

V 05 15 Leaders to Set Example—All denominationally employed Seventh-day Adventists who have been issued a credential/license, members of union and local conference committees and institutional boards, church elders and other church officers are to recognize it as a principle of leadership in God’s work that a good example be set in the matter of tithing. A person who does not live up to this standard disqualifies himself/herself from being continued as a church officer, denominational employee or committee member.

V 05 20 Paid to Local Church—It is recognized that the local conference level of denominational organization is the “storehouse” to which all tithe should be sent and from which the gospel ministry is supported. For the convenience of church members, the tithe is turned in to the local conference through the local church where membership is held.

V 05 21 Tithe Paid to Denominational Institutions—Tithe paid to denominational institutions shall be remitted by the institutions to the local conferences in whose territory they are located. The regular percentages according to policy shall be passed on by the local conferences to their higher organizations.
The remainder of the tithe retained by the local conferences may be used as the conference committees shall determine, within denominational guidelines concerning use of tithe and with due regard being given to the needs of the institutions from which the tithe was received.

**V 05 25 Student Tithe**—With the principle of tithing being recognized as an act of worshipping God, it is important that the youth in Seventh-day Adventist schools, many of whom will be the employees of the future, be taught to be conscientious in returning their tithe. Secondary schools and colleges/universities provide an excellent and effective medium for doing this both by precept and by practice. However, since the aggregate of student labor has greatly increased with the years, a considerable financial loss accrues to the institution which accepts the responsibility for providing cash to students with which to meet their tithe obligations. In view of these considerations:

1. **School Earnings**—All students shall be encouraged to return tithe on their earnings while in school.
2. **Conference Treasury**—Students shall return their tithe to the local conference through the church where the school is located, it being recommended that they transfer their membership to the school church during their attendance at that school.
3. **Conference Subsidy**—Where the operation of this plan imposes a financial hardship upon the school the conferences concerned shall arrange to subsidize the institution to such extent as may be deemed equitable to meet the exigencies of the situation.

**V 09 Sharing Financial Resources**

**V 09 05 Support of Worldwide Work**—1. Divine Plan—In His wisdom, God has involved human beings in the funding of His work around the world. Broad principles are laid out in the Bible and the writings of Ellen G White showing clearly God’s intention that all are to share together in this work.
Ellen G White wrote, “More and more we must come to realize that the means that come into the conference in the tithes and gifts of our people should be used for the support of the work not only in the American cities, but also in foreign fields. Let the means so zealously collected be unselfishly distributed.”—Ms 11, 1908.

Often it is the strong who help the weak. But the principles go far beyond that. In the story of the widow being blessed for giving her two mites (Luke 21:1-4) we see that all may be blessed when they have a part in the work—no matter how small their part may be.

Since its inception, the Seventh-day Adventist Church has based its policies on the divine plan that all areas and individuals should share in the work of the Church around the world. Carrying out the gospel commission requires a collaborative effort on the part of all believers.

Great blessings have come to the Church through the years as a result of sharing our resources, both human and financial, with the rest of our Church family around the world. The blessings can be seen not only in the programs and facilities that have been developed, not only in the systems of education and medical work that are being carried on, but also in the sense of unity in mission that continues to inspire us in our work for the Lord.

While the Bible and the writings of Ellen G White outline principles regarding the proper use and distribution of tithe, they do not generally give the specifics as to how that should be carried out. God has left those specifics up to His Church to decide, collectively and under the guidance of the Holy Spirit.

The General Conference Executive Committee, representing the global Church, establishes the framework of operating policies for the Church. This includes policies regarding the use and sharing of tithe funds. In some instances the General Conference Executive Committee gives divisions authority to establish specific
policies applicable to all organizations throughout their territories. Individual entities have not been given authority by the church to establish their own tithe use policies and distribution practices.

2. Regular Tithe Percentages—In the administration of conference organizations, the following schedule of regular tithe percentages is used:
   a. The conference receives from churches and individuals within its territory 100 percent of the tithe received.
   b. The union receives from the local conference nine percent of the tithe remitted by the churches or received from individuals.
   c. The North American Division receives from the union 10 percent of the total tithe received from the local conferences and one percent of any direct tithe to unions.
   d. The North American Division receives from the conferences, through the unions, 16 percent of their gross tithe to provide for the work of the church within the North American Division and for support of the General Conference and the world budget.
   e. Divisions are to forward to the General Conference treasury a percentage of the gross tithe from their territory. The North American Division is to forward amounts based on the schedule below. All other divisions are to forward 2 percent to the General Conference. These funds are to be used by the General Conference for operations of the General Conference office, appropriations to divisions and General Conference institutions, and the support of global programs adopted by the General Conference Executive Committee.

Phase in of the North American Division tithe percentage to the General Conference:
   2012 Current rate 8.00 percent
   2013 7.50 percent
   2014 7.00 percent
   2015 6.85 percent
2016 6.85 percent
2017 6.60 percent
2018 6.35 percent
2019 6.10 percent
2020 and onward 5.85 percent

3. Additional Tithe Percentages—In addition to the above percentages, division or union executive committees may establish additional percentages for retirement fund contributions, support of educational institutions, or other programs.

4. Promptness in Remittance—The tithe sharing process adopted by the Church requires treasurers at every level to pass on the appropriate tithe percentages promptly and carefully at regular intervals as expressed in division policies. Failure to do so erodes church members’ confidence in the system and slows the use of these funds for the spread of the gospel around the world.

5. Sources of Tithe Receipts at the General Conference—The General Conference receives tithe from the following sources:
   a. World divisions—Eight percent of the gross tithe in 2012 decreasing to six percent of the gross tithe received within the North American Division by 2020 and two percent of the gross tithe received within all other divisions (see V 09 05, paragraph 2.d., above).
   b. Tithe from the General Conference funded portion of the Interdivision Employees (IDEs) salaries.¹
   c. Members’ tithe for purposes of anonymity—Occasionally a member wishes to return their tithe in a way that is anonymous as it relates to the local church. In such cases they may send it to the conference/mission/field, union, division, or General

¹ This tithe is only on the portion of the IDE remuneration paid directly by the General Conference. The church has used this plan to avoid distorting the tithe received by the local conference/mission/field/union of churches during the time the IDE is serving in their territory. The entities could become dependent on that extra tithe and might have to lay off pastors and teachers when the IDE left or the budget was transferred elsewhere.
Conference. Since tithe is returned to the Lord, not given, it is inappropriate for that tithe to come with stipulations as to how and where it is to be used. After being receipted by the treasury where it was received, such tithe is to be returned anonymously to the local conference/mission/field/union of churches where the member holds membership.

V 10 Sharing the Tithe

V 10 05 Support of Worldwide Work—1. Divine Plan—In harmony with the divine principle set forth in the Bible and the Spirit of Prophecy that all should share in the responsibility of supporting the worldwide work, we recognize the justice of conferences sharing their tithe.

2. Regular Tithe Percentages—In the administration of conference organizations, the following schedule of regular tithe percentages is used:

a. The conference receives from churches and individuals within its territory 100 percent of the tithe received.

b. The union receives from the local conference 9 percent of the tithe remitted by the churches or received from individuals.

c. The North American Division receives from the union 10 percent of the total tithe received from the local conferences and one percent of any direct tithe to unions.

d. The North American Division receives from the conferences, through the unions, 16 percent of their gross tithe to provide for the work of the church within the North American Division and for support of the General Conference and the world budget.

3. The General Conference receives from the North American Division the equivalent of 8 percent of the gross tithe received by all conferences within the North American Division. The amount of the 8 percent in 2012 will begin to decrease to 6 percent by 2020 based on the schedule below.
Phase-in of the North American Division tithe percentage to the General Conference:

<table>
<thead>
<tr>
<th>Year</th>
<th>Tithe Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Current rate 8.00 %</td>
</tr>
<tr>
<td>2013</td>
<td>7.50 %</td>
</tr>
<tr>
<td>2014</td>
<td>7.00 %</td>
</tr>
<tr>
<td>2015</td>
<td>7.00 %</td>
</tr>
<tr>
<td>2016</td>
<td>7.00 %</td>
</tr>
<tr>
<td>2017</td>
<td>6.75 %</td>
</tr>
<tr>
<td>2018</td>
<td>6.50 %</td>
</tr>
<tr>
<td>2019</td>
<td>6.25 %</td>
</tr>
<tr>
<td>2020</td>
<td>6.00 %</td>
</tr>
<tr>
<td>2021 and onward</td>
<td>6.00 %</td>
</tr>
</tbody>
</table>

4. Additional Tithe to General Conference—As the work of the Church develops around the world, some conferences/missions with larger memberships and relatively more tithe funds have urgent needs which require nontithe funds, while at the same time situations exist in other areas where additional tithe funds can be used to meet appropriate needs. This is particularly true where needs arise which cannot properly be met from tithe funds, such as expanding church or school facilities, certain educational needs, or land, buildings, or equipment costs. Therefore, it is permissible for unions and local conferences to pass on such additional tithe to the General Conference, beyond the regular tithe percentages within certain limits, with the understanding that a special appropriation of an equal amount will be made to the requesting organization from nontithe funds.

V 11 Union Tithe Reversion for Evangelism

The North American Division reverts funds to the unions for evangelistic outreach. This fund is known as “Tithe Reversion for Evangelism” and the amount reverted is 1.5 percent of local conference tithe for the year previous to the year in which the
North American Division Year-end Meeting votes the appropriation.

V 11 05 Seventh-day Adventist Church in Canada (SDACC)—In order to comply with Canadian Institute of Chartered Accountants (CICA) and Revenue Canada interpretations for non-profit organizations, funds reverted to the SDACC or its subsidiary organizations and institutions shall be considered unrestricted. The allocation of such funds shall be by action of the SDACC Board of Trustees effective December 31, 1996.

V 15 Use of Tithe

V 15 05 Seventh-day Adventist Plan of Church Finance—1. Sources of Funding—God’s plan for the support of His work on this earth is through the tithe and freewill offerings of His people. The tithe is the main source of funding for the total proclamation of the gospel to all the world by the Seventh-day Adventist Church. This includes a balanced and comprehensive evangelistic outreach to the public and the spiritual nurturing of church members. Because the tithe is reserved for a special purpose, freewill offerings must provide the funding for many functions of the gospel work.

2. Tithing Plan—Through benevolence and liberality the Lord sought to teach His people that in everything He must be first. Building on this in his first letter to the church at Corinth, Paul gave the believers instruction regarding the general principles underlying the support of God’s work on earth (1 Cor 9:7-14; CS 65-79; AA 335-337). Ellen G White confirmed that the tithing plan is of divine origin, is for all time, and is anchored in the Biblical plan of tithes and offerings.

3. Financial Support—The world task entrusted to the Advent Movement calls for both sacrificial and systematic financial support. In recognition of this fact, the Church in its formative years was divinely led to adopt the Biblical plan of tithing as the
financial basis of its outreach “to every nation, kindred, tongue and people.”

4. Storehouse—Only conference organizations are authorized to make allocations from tithe funds. The tithe is the Lord’s and should be returned to the storehouse, the conference treasury. “Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith, saith the Lord of hosts, if I will not open you the windows of heaven, and pour you out a blessing, that there shall not be room enough to receive it” (Mal 3:10). “The tithe is sacred, reserved by God for Himself. It is to be brought into His treasury to be used to sustain the gospel laborers in their work” (GW 226).

V 15 10 Use of Tithe—1. Philosophy—Through the Bible and the ministry of Ellen G White, God gives inspired counsel and valuable guidance on many matters. This enables the Church to develop sound policies, the application of which will be in harmony with our understanding of God’s revealed will.

2. World Mission of the Church—It is essential that the leadership of the Church carefully study and apply the principles and concepts involved in the use of the tithe so that the Church can effectively meet the needs and challenges of carrying the gospel and in proclaiming the three angels’ messages to the whole world. In planning the use of these sacred funds, conferences must continue to regard the gospel outreach in soul-saving evangelism as a priority of the greatest importance. In pursuance of this ideal, this policy for the use of tithe has been adopted.

V 15 15 Purposes for Which Tithe May Be Used—1. Support of Pastors, Evangelists, Ministers—The tithe shall be utilized to support salaried personnel directly engaged in pastoral and evangelistic soul-winning endeavors. “The tithe is to be used for one purpose—to sustain the ministers whom the Lord has appointed to do His work. It is to be used to support those who speak the words of life to the people, and carry the burden of the flock of God (Ms 82, 1904).
2. *World Missions*—The Sharing the Tithe policy (V 10) shall be followed. This policy is the Church’s response to the Biblical principle of the strong helping the weak, and Ellen G White’s counsel on sharing tithe. “More and more we must come to realize that the means that come into the conference in the tithes and gifts of our people should be used for the support of the work not only in the American cities, but also in foreign fields. Let the means so zealously collected be unselfishly distributed. Those who realize the needs of mission fields will not be tempted to use the tithe for that which is not necessary” (Ms 11, 1908). The benefits to worldwide missions under this plan have been considerable. Because of the Church’s worldwide operations, determination of the percentages of tithe contributed as tithe of tithe and additional tithe percentages shall continue to be set by the General Conference/division committees. It is not the prerogative of churches/missions/conferences/unions to decide these percentages unilaterally.

3. *Soul-winning Support Personnel*—The tithe may be utilized to sustain other personnel who, in a supporting role, directly relate to the work of soul-winning agencies, whether directed by the General Conference, the division, the union, or the local conference/mission. Included with such personnel are departmental directors and their staffs which are engaged in evangelistic and nurturing ministries.

4. *Conference/Mission Operating Expense*—The tithe may be utilized for operating expenses of conferences/missions and the facilities used by the personnel outlined above (see paragraph 3).

5. *Literature Evangelist Benefit Fund*—The tithe is considered to be an appropriate source of subsidy for the conference portion of the Literature Evangelists Benefit Fund.

6. *Subsidies for Specified Activities*—The tithe may be utilized for conference/mission operating subsidies for such programs as youth camps and camp meetings, as part of the evangelistic thrust of the Church.
7. Evangelistic and Conference/Mission Office Equipment—Tithe funds may be used for the purchase of evangelistic equipment and conference/mission office equipment. All other equipment shall be purchased with nontithe funds.


9. Retired Employees—The tithe may be used for the retirement benefits of denominational employees (except those who are otherwise provided for, e.g. health care employees).

V 15 20 Use of Tithe for Education—1. General Principles—

a. In view of the Ellen G. White counsel restricting the use of tithe “for school purposes,” our system of education must be funded largely from other sources. Mrs. White does, however, make an exception in connection with Bible teaching in our schools. In the chapter entitled “School Management and Finance” in Testimonies for the Church, vol. 6, pp. 206-218, there is a section about the opening and operating of schools. It was written about the year 1899 and specifies certain individuals who could be paid from the tithe:

b. “Our conferences…should give the schools a most hearty and intelligent support. Light has been plainly given that those who minister in our schools, teaching the Word of God, explaining the Scriptures, educating the students in the things of God, should be supported by the tithe money. This instruction was given long ago, and more recently it has been repeated again and again” (6T 215).

c. Our total school system is religious in its motivation, but it is recognized that Bible teachers exercise a more specifically spiritual and ministerial role by instructing their students in the Word of God and by leading them to the Saviour. Such service is worthy of tithe support.

d. In her practical counsel for the administration of the Church, Ellen G. White often reveals deep concern lest a variety of ways be found to divert the tithe from the special purpose for
which it is designated, namely the support of the preaching, pastoral, evangelistic ministry, the priestly duties of the minister of the gospel, and the support of Bible teachers.

e. On the other hand, a careful consideration of the Scriptures and of the Ellen G White writings seems to indicate that as long as the sacred tithe which God has reserved for Himself is faithfully employed for the support of His work, such use is not contrary to the divine precepts of the Scriptures. It has also been concluded from the Ellen G White writings that she broadens the use of tithe to permit the support of certain aspects of the educational program.

f. By applying the lessons to be learned from the Bible and the statements of Ellen G White, we believe that under properly established guidelines which would safeguard the support of the work of the ministry, tithe funds could be used to support certain activities of selected individuals. These are individuals who serve in a clearly identifiable support role in educating in the things of God and who sustain a relationship to the work of the gospel minister.

2. Use of Tithe in Schools—The tithe may be used in support of the various levels of the Church’s schools, as follows:

a. Elementary Schools—Subsidies of up to 30 percent of the total salaries and allowances of principals and teachers may be granted by conferences from tithe funds. It is believed that this figure should be a maximum because it represents a reasonable basis on which to evaluate the time devoted by elementary teachers to Bible instruction and spiritual nurture. To increase this percentage would detract from the use of tithe for its primary purpose, the evangelistic ministry.

b. Secondary Schools—The equivalent cost of salaries/benefits for Bible departments, chaplains, guidance counselors, resident hall deans/staff, principals, vice principals, and business managers, plus twenty percent (20%) of instructional employees
(excluding contract employees) may be granted by conferences/missions/unions from tithe funds.

c. Colleges and Universities—An amount equal to the following costs may be granted by unions/divisions/the General Conference from tithe funds:

1) The departments of
   a) Bible
   b) Chaplain/Outreach Ministries
   c) Dean of Students
2) The President’s Office
3) The salaries/benefits of the
   a) Vice President for Academic Administration/Staff
   b) Vice President for Finance/Staff
   c) Residence Hall Deans/Staff
4) Twenty percent (20%) of instructional department employee’s salaries/benefits (excluding contract employees).

V 15 25 Purposes for Which Tithe Shall Not Be Used—1. Capital Expenditures for Buildings and Facilities—Capital expenditures for buildings and facilities shall be drawn from nontithe funds. This includes such items as conference/mission offices, camp meeting facilities, youth camps, elementary schools, academies, church buildings, welfare centers, and college and university facilities.

2. Equipment—All equipment except evangelistic and conference office equipment shall be purchased with nontithe funds.

3. Local Church Operating Expense—Maintenance and other operating expenses, including the locally funded church employees, such as secretaries, maintenance personnel, bus drivers, and others whose remuneration is being funded by the Church, are to be provided from church expense funds. “The tithe is not to be consumed in incidental expenses. That belongs to the work of the church members. They are to support their church by their gifts and offerings” (Letter 81, 1897). All tithe shall be paid
into the conference/mission treasury and under no circumstances is it to be retained in the local church for its use.

4. School Operating Expenses—The maintenance and other operating expenses of elementary, secondary, and higher education institutions shall be funded from nontithe sources.

V 15 30 Continuous Monitoring of Tithe Use—Administrators on General Conference, division, union, and local levels, accountable as they are to God for their stewardship, shall give continued earnest study, in the light of the Bible and Spirit of Prophecy counsels, to the purposes and proportions in which tithe funds are being used in the organizations for which they are responsible.
INGATHERING

X 05 History, Philosophy, and Objectives

X 05 05 History—Harvest Ingathering began in 1908 in North America. In that year, $96,964 was raised. Annual Ingathering campaigns were held in North America exclusively until 1919. In 1920 the Ingathering campaign was introduced to other divisions, and it grew steadily over the years as a major humanitarian outreach program of the world Church. In the first 80 years of its existence, the Ingathering campaign raised over half a billion U.S. dollars to help meet human need around the world.

X 05 10 Philosophy—The plan of salvation is centered in Jesus. He left heaven on His great mission of love and came to this world so overflowing with human suffering and woe. Jesus worked tirelessly to meet the physical and spiritual needs of humanity. In life and in death, Jesus revealed God’s purpose for mankind, to restore man to the image of God. Jesus is the great example for His followers to emulate. He assigns them the same task. As His representatives, they are to help alleviate human suffering and need. In the final judgment, Jesus the Judge will divide people into just two groups—those who responded to the need of their fellow men, and those who did not. The Ingathering program provides an opportunity each year for church members to invite friends, community, the general public, business leaders, and governmental agencies to participate in meeting some of the enormous needs of the world.

X 05 11 Program Title—Ingathering is the worldwide name for the church’s humanitarian fund-raising program. In North America, other names may be used in conjunction with or in place of Ingathering, as approved by the Division Executive Committee.
X 05 15 Objectives—The Ingathering program is an outreach ministry sponsored by the Seventh-day Adventist Church. The objectives are:

1. To involve church members as active participants and to increase the sense of community among members.
2. To visit the homes and businesses of people, sharing the love and hope of Jesus Christ, assessing and helping them to meet their physical and spiritual needs, praying with them, sharing literature, and making friends.
3. To share with the public the humanitarian work of the Seventh-day Adventist Church and to invite a response in financial support, donations in kind, or contributions of volunteer labor.
4. To report on the humanitarian work of the church that has been previously promoted.
5. To provide funding that helps to engage Adventist members in humanitarian initiatives locally and around the world.

X 05 16 Program Values—The Ingathering program shall be planned each year on the following platform of basic values:

1. Volunteerism—Ingathering creates opportunities for every church member to participate in community outreach demonstrating the value of volunteer efforts on behalf of the poor and suffering.
2. Public Visibility—Through Ingathering the Church makes the Seventh-day Adventist presence visible to civic leaders, the news media and the general public in each local community as well as at the national level. Historically the Ingathering program has touched a larger number of households and individuals than any other outreach of the Church.
3. Community Service—The Ingathering program stresses to both members and the public the value of Christian service to the community.
4. Charity—Ingathering is an avenue through which the Church challenges the general public to join its own members in
giving to the needs of the poor and hurting. That challenge is in itself a consistent witness to the nature and mission of Jesus Christ.

5. Personal Ministry—Ingathering provides many personal opportunities to become acquainted with people and their spiritual needs, pray with individuals and families, and share with them the love and hope of Jesus Christ.

**X 10 Plan, Campaign, Materials, and Promotion**

**X 10 04 Unified Campaign**—The North American Division will provide leadership for a unified campaign in which every church will be encouraged to participate. The North American Division will prepare materials for use in the United States. ADRA/Canada will prepare promotional materials for Canada.

**X 10 09 Time and Goals**—Each conference shall determine when the Ingathering campaign is to be held within its own territory.

**X 10 14 Supplies**—In preparing the annual budget of the North American Division the usual provision shall be made for campaign costs and supplies.

**X 15 Administration and Use of Ingathering Funds**

**X 15 04 Administration**—Ingathering funds raised in North America are administered by the North American Division of the Seventh-day Adventist Church.

**X 15 09 Remittance of Income**—All Ingathering income shall be considered North American Division funds and shall be remitted monthly in the regular way to the North American Division Treasury. Funds received and remitted after the December report shall be credited to the succeeding year’s annual campaign.
In Canada, the union office shall act on behalf of the Division office to receive funds and administer their disbursement.

In the United States, conferences may retain the portion that the Division allocates for local programs in the conferences where the funds were raised. (See X 16 15.) Conferences that wish to retain this portion must file annual reports with the North American Division which account for the use of all funds retained.

**X 15 14 Use of Ingathering Funds**—Ingathering funds are to be used in harmony with the purposes for which the funds were raised. This means the funds will be used to meet humanitarian needs in the communities in which they were raised and around the world.

Appropriate humanitarian projects include initiatives which relieve human suffering and improve quality of life. The focus of these initiatives should be based upon the needs of the general community being served and should not target Adventists specifically nor exclude any specific group including Adventists. The key principle in the use of Ingathering funds is to ask the question, “What is the best use of these funds to meet the humanitarian needs of the community and the world?”

**X 16 Accounting for Ingathering Funds**

**X 16 05 Accounting Procedures**—Separate accounts shall be maintained for all amounts received from Ingathering and passed on to the North American Division or the Seventh-day Adventist Church in Canada. No amounts are to be deducted for collection expenses or any other purpose.

**X 16 10 Receiving Funds**—1. *Local Church*—Receipts will be issued by the local church. All donations to the annual appeal, whether by church members or non-members, will be receipted in the usual manner for Division or General Conference funds.

**X 16 15 Disbursing Funds in USA**—1. *Allocations*—Fifty percent (50%) of the funds raised shall be used in international and
national humanitarian work and fifty percent (50%) of the funds raised shall be used to support local programs in the conferences where the funds were raised. The funds raised shall be allocated as follows:

a. Each conference will determine how local conference funds are to be allocated among the various implementing entities. Local conference funds will support such entities as church-based humanitarian programs, Adventist Community Services centers, ADRA affiliate agencies, inner city programs, and disaster response programs.

b. The North American Division will determine how national and international funds are to be allocated.

c. An appropriate committee will make decisions about specific allocations at both the conference and Division levels.

2. Accounting Records—At all levels funds will be entered and disbursed through separate accounts.

3. Annual Reports—Organizations receiving funds raised through the annual campaigns will prepare “auditable” annual reports listing specific projects or purposes for which funds are disbursed. Each conference office is responsible for preparing a complete “auditable” report listing all funds raised and projects implemented and incorporating information from the reports of all local entities that received funds. These reports shall be submitted to the Division annually.

The Division will prepare an annual consolidated report of total Ingathering funds raised and projects implemented. This report will be presented to the Division Year-end Meeting for review and acceptance.

X 16 20 Disbursing Funds in Canada—In Canada, the funds shall be remitted to the ADRA Canada national office and allocated according to policies adopted by the ADRA Canada national office and allocated according to policies adopted by the ADRA Canada Board in advance of each annual campaign and described in the report literature.
REMUNERATION OF AND ASSISTANCE TO EMPLOYEES

Y 05 Philosophy of Remuneration

Y 05 05 Philosophy of Remuneration—1. Introduction—In order that there may be an equitable basis for the remuneration of denominational employees, the following principles and policies have been adopted for the Seventh-day Adventist Church.

2. Philosophy—The Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to the entire world. Many agencies are utilized to accomplish this spiritual task. Each employee has the privilege and responsibility to personally identify with and participate in the mission of the Church and its central objective—the salvation of humanity (2 Cor 4:1-6).

"There are needed in the cause of God workers who will make a covenant with Him by sacrifice, who will labor for the love of souls, not for the wages they receive."—CH 302

"...the work of God was founded in a sacrifice, and only by a sacrifice can it be carried forward."—2SM 211

The work of the Church, inclusive of all denominational organizations, is born out of the Gospel Commission and calls for a life of dedication and selfless service based on the example of Jesus Christ (Matt 28:19, 20; John 15:16; 7T 215, 216; 1MR 85; CH 316).

Remuneration shall be guided by principles set forth in the Bible and the Spirit of Prophecy counsels of Ellen G White, and informed by community practices.

a. Responsibility for, attitude toward, and unity of the work:
"You did not choose me, but I chose you and appointed you to go and bear fruit—fruit that will last."—John 15:16, NIV

God worked in the beginning (Gen 1:1), and work was assigned to humanity before the fall (Gen 1:26; 2:15). "My Father is working still, and I am working."—John 5:17, RSV

"Nothing is drudgery to the one who submits to the will of God. 'Doing it unto the Lord' is the thought that throws a charm over the work that God gives him to do."—Letter 43, 1902

"The work of God in all its wide extent is one, and the same principles should control, the same spirit be revealed, in all its branches. It must bear the stamp of missionary work."—2SM 178

While the work of God is one, all have individual roles to fill (1 Corinthians 12).

b. Faithfulness and productivity required; employees are responsible for value of wages received:

"God will require a return from men in proportion as they set a value upon themselves and their services, for they will be judged according to their deeds, and by no less a standard than they themselves have established. If they have accounted their talents of so great value, and placed a high estimate upon their abilities, they will be required to render service proportionate to their own estimate and demand. Oh, how few have any real acquaintance with the Father or with His Son Jesus Christ. If they were imbued with the spirit of Christ they would work the works of Christ. 'Let this mind be in you, which was also in Christ Jesus' (Phil 2:5)."—2SM 194, 195

c. Wages should be reasonable, ample, fair, and just:

"Then I will draw near to you for judgment; I will be a swift witness against . . .those who oppress the hireling in his wages."—Mal 3:5, RSV

"He has showed you, O man, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?"—Mic 6:8, RSV

"The laborer is worthy of his wages."—Luke 10:7, NKJV
The Spirit of Prophecy counsels of Ellen G White affirmed that the wages paid to the Church's workers should be "sufficient to support themselves and their families." She asked, "Are not those who faithfully engage in this work [of disseminating truth, and leading souls to Christ] justly entitled to ample remuneration?" — AA 341

"Those placed in leading positions should be men who have sufficient breadth of mind to appreciate persons of cultivated intellect and to recompense them proportionately to the responsibilities they bear. True, those who engage in the work of God should not do so merely for the wages they receive, but rather for the honor of God, for the advancement of His cause, and to obtain imperishable riches. At the same time we should not expect that those who are capable of doing with exactness and thoroughness work that requires thought and painstaking effort should receive no greater compensation than the less skillful workman."

"To connect the right class of laborers with the work may require a greater outlay of means, but it will be economy in the end; for while it is essential that economy be exercised in everything possible, it will be found that the efforts to save means by employing those who will work for low wages, and whose labor corresponds in character with their wages, will result in loss. The work will be retarded and the cause belittled. Brethren, you may economize as much as you please in your personal affairs, in building your houses, in arranging your clothing, in providing your food, and in your general expenses; but do not bring this economy to bear upon the work of God in such a way as to hinder men of ability and true moral worth from engaging in it." — 5T 551

d. Equality and unselfishness:

"For as the body is one, and has many members, but all the members of that one body, being many, are one body: so also is Christ. For in fact the body is not one member but many. If the foot should say, "Because I am not a hand, I am not of the body,'
is it therefore not of the body? And if the ear should say, ‘Because I am not an eye, I am not of the body,’ is it therefore not of the body? If the whole body were an eye, where would be the hearing? If the whole were hearing, where would be the smelling? But now God has set the members, each one of them, in the body just as He pleased. Now you are the body of Christ, and members individually.”—1 Cor 12:12, 14-18, 27, NKJV

"Let there be more equality among us. There is too much eager grasping for recompense. Selfish estimates of the labor done are being made."—2SM 183 "The Lord will have faithful men who love and fear Him connected with every school, every printing office, health institution, and publishing house. Their wages should not be fashioned after the worldling's standard. There should be, as far as possible, excellent judgment exercised to keep up, not an aristocracy, but an equality, which is the law of heaven."—2SM 192

e. Faith required when filling positions:

"Solomon looked for a master workman to superintend the construction of the temple on Mount Moriah. Minute specifications, in writing, regarding every portion of the sacred structure, had been entrusted to the king, and he should have looked to God in faith for consecrated helpers, to whom would have been granted special skill for doing with exactness the work required. But Solomon lost sight of this opportunity to exercise faith in God."—2SM 175

f. Demands for higher wages not according to God's plan:

"Those who refuse to work except for the highest wages should not be encouraged to connect with this institution. We do not need those who have no spirit of self-sacrifice."—1 Manuscript Release 275

"God's work is to go forward. Its success depends on the putting forth of consecrated efforts and the carrying out of pure principles. Amidst the apparent confusion of surrounding difficulties, we may feel at a loss to know how to proceed. Let us
be sure that those who are united with the work are first united with Christ.”—Letter 106, 1903, pp 4, 5, "To the General Conference Committee," May 30, 1903

“Yes; and they will have the temptation continually before them. But in the matter of encouraging our physicians to set their own wages, we must be very guarded. I am sorry I am not able to present this matter fully as it has been opened up before me in the night season. I hope to be able to say more in the future regarding this question; but I can say that I must continue to bear my testimony against the idea that men may be permitted to set their own wages. Let a man begin on this line, and Satan will help him wonderfully.”—1 Manuscript Release 86, 87; Manuscript 14, 1913

3. Deployment and Transferability of Employees Facilitated—Consistency in the classification of job titles and functions, along with adherence to a widely applicable remuneration plan (salary, allowances, benefits, etc) on a division-wide or country-wide basis, preserves the organization's ability to both attract employees from and share employees with other denominational entities.

The eligible employee pool from denominational entities is relatively limited in view of the Church's right and intent to prefer Seventh-day Adventists. When various denominational organizations subscribe to the same remuneration plan, the deployment of personnel is more easily facilitated. Separate remuneration plans among denominational organizations give rise to competition and ultimately impede the orderly progress of the Church's work and mission.

4. Remuneration Defined—Employee remuneration encompasses a broad range of cash and non cash items such as gross salary, benefits, allowances (such as housing allowance, automobile depreciation, and employer provided housing), incentives, bonuses, etc. The particular combination of remuneration components will vary from division to division. It must be understood that in parts of the world where salary levels are relatively low in comparison to the value of employee benefits and allowances, certain benefits
may have to be dealt with outside of the maximums defined in paragraph 6, below. Where deemed necessary, this will be approved by a major meeting of the division executive committee or, in the case of the General Conference, a Spring Meeting or Annual Council of the General Conference Executive Committee.

Where desirable and embraced within the division's remuneration plan, the controlling boards/committees may establish for support staff remuneration rates which are based on the average paid in the surrounding community for each job classification/category. This provision applies to those positions with a maximum remuneration level that does not exceed the remuneration, inclusive of all benefits and remuneration as defined in the above paragraph, for an ordained local church pastor.

5. Objective—The objective of each remuneration plan is to provide employees with an adequate income, while endeavoring to provide a reasonable level of comfort. Because of the principles of equality and self-sacrifice, it is accepted that increased responsibility may require a greater level of sacrifice.

6. Principles of Remuneration Plan Development—Wide variations in national economies and employment environments make it impossible to establish a single remuneration plan that is equitable and appropriate everywhere. For this reason, the General Conference and each of the divisions are responsible for establishing a remuneration plan(s), including various allowances, that is sensitive to the local environments within its territory. The General Conference and each division executive committee shall establish a remuneration committee with representation from denominational employee groups such as ministers, educators, and accountants, along with significant (and where possible a majority) representation from laypersons with appropriate skills who have an understanding of denominational policy and practice. The remuneration committee shall recommend to a major meeting of the division executive committee, and in the case of the General Conference, to a Spring Meeting or Annual Council of the General
Conference Executive Committee, a remuneration plan(s) and remuneration levels to be used within its territory.

In the preparation of a remuneration plan(s), the committee shall bear in mind that denominational employment is a call to service and is therefore characterized by a different set of standards or references than is prevalent in society or in merely business and commercial enterprises. All employees—pastors, administrators, and support staff—participate in a ministry on behalf of the Church. Remuneration plans should thus promote and maintain a sense of collegiality among all employees.

The General Conference office and General Conference institutions shall use the remuneration plan structure of the division/country where they are located as the basis for calculating their remuneration plans. Any variation from the structure of the host division remuneration plan shall be reviewed by the General Conference remuneration committee and referred to the General Conference Administrative Committee prior to implementation.

Remuneration plans addressed in paragraph 6. incorporates the following features and, prior to their adoption, shall be reviewed by the General Conference Administrative Committee to determine adherence to these broad principles and guidelines.

a. Unity and consistency in job classification and relative ranking within a division.

b. Preference for a single remuneration plan in the division for all employees that encourages employee collegiality, especially between pastoral workers and administration. Accordingly, the remuneration of a division president shall not exceed by more than 25 percent the remuneration of the highest classification of a local church pastor in the local area. In the case of the General Conference president, it shall not exceed by more than five percent the remuneration of the host division president.

c. Alternate Remuneration Plans—although the main remuneration plan should normally be the predominant standard for all denominational organizations in a division, in some unique
and limited situations a major meeting of the division executive committee, and in the case of the General Conference, a Spring Meeting or Annual Council of the General Conference Executive Committee, may authorize an alternate remuneration plan(s).

In such cases the remuneration plan(s) must reflect the sacrificial service philosophy expressed in this policy and be informed by the norm for remuneration of ordained pastors and market values as revealed in relevant surveys of community practice. The maximum remuneration under an alternative remuneration plan shall not exceed by more than 25 percent the maximum remuneration allowed under paragraph b. above for the position of division president when the division president's allowable maximum rate is applied to the local area where the organization under consideration is located. The average value of allowances should not exceed those provided for under current policies other than the allowances which are calculated as a percentage of remuneration.

When approving an organization to be on an Alternate Remuneration Plan, the division committee or General Conference Executive Committee shall choose one of the following options:

1) Approve specific remuneration ranges for positions involved.

2) Authorize the governing board/committee of the organization/institution involved to establish its remuneration scale within the guidelines outlined above. Organizations/institutions requesting approval under this provision shall agree to provide the secretary of the division or General Conference Remuneration Committee a complete salary audit report annually listing all remuneration and allowance provided to individuals receiving remuneration at or above the remuneration level of a local pastor.

As the denomination follows the practice of transparency through published wage scales, the secretary of the division remuneration committee or in the case of the General Conference, the General Conference Remuneration Committee shall include in
the published Wage Scale Book the maximums paid or authorized for each position under paragraph 2) above. Although the allowances for organizations under an Alternate Remuneration Plan are not expected to exceed those provided under division and General Conference policies, if there are any differences, the value of the differences will be considered as remuneration maximums allowed by policy.

Any organization/institution not complying with the terms of paragraph 2) above will lose the privilege of establishing its remuneration scale.

The governing board of a General Conference institution shall obtain endorsement from a Spring Meeting or Annual Council of the General Conference Executive Committee for any proposed alternate remuneration plan. Such endorsement shall be based on the General Conference Executive Committee’s review in light of the prevailing situation and the existing remuneration plan(s) in the division concerned.

d. A clearly defined method and time frame for determining how and when an employee advances from minimum to maximum remuneration based on performance evaluation.

e. Remuneration levels that do not discriminate on the basis of race, color, national origin, disability, gender, age, or any other basis prohibited by law and are not contrary to Biblical principles.

f. Remuneration factors for the area applied to the various levels of church organization in the same locality, and which take into account cost-of-living/cost-of-housing for the area.

g. Government regulations concerning employee remuneration observed at all times.

7. Economic and Geographic Variations—National or locally-hired employees shall be remunerated on the basis of the church remuneration policy and practice in effect in the location or country in which they reside. Employees retained under interdivision or
intradivision policies shall receive remuneration in harmony with the applicable policies for each classification.

8. **Setting Wages**—When setting individual wages the following items should be taken into consideration with respect to each employee:
   
a. Preparation, education, and commitment.
b. Previous experience and achievement.
c. Years of service.
d. Responsibility and annual evaluations.

9. **Remuneration Adjustments**—From time to time remuneration adjustments may be necessary to either increase or decrease remuneration within this philosophy. Factors to be considered in making such adjustments shall include the financial resources available, cost-of-living changes, competitive wages, and performance appraisals.

10. **Variations for Commercial Business Organizations**—The governing board of health care institutions and health food factories whose viability rests on their success in the commercial environment and who do not receive denominational appropriations, and who derive a significant majority of their income from nondenominational sources, may establish guidelines governing remuneration levels and/or compensation benefits (allowances) which to a limited extent reflect the prevailing remuneration level of the local environment. Each board/governing committee will exercise its judgment within the parameters set by the division or General Conference in evaluating the combined effect of the sacrificial service philosophy as expressed in this policy, and the median market values as revealed in surveys of community practice. The board will receive an annual report on remuneration (salary, benefits, deferred compensation, and any contractual commitments) for officers of the institution. The remuneration guidelines and market-referencing plan of each institution/organization of the Church under this category shall be reviewed and, where legally permissible, approved by a major
meeting of its respective division executive committee, or in the case of the General Conference institutions/organizations, a Spring Meeting or Annual Council of the General Conference Executive Committee. An annual report confirming compliance shall be given to the division or General Conference Executive Committee or included in the Wage Scale Booklet which is published annually.

**Y 06 Employees’ Responsibility and Commitment**

**Y 06 05 Side Lines**—Conference/mission and institutional employees shall refrain from any side lines, business or activity, either denominational or extra-denominational which has the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned.

**Y 06 10 Responsibilities and Expectations**—Individuals elected or appointed to leadership positions or engaged in missionary-type work in conferences/missions or institutions shall normally expect to be subjected to greater scrutiny in the application of this policy. These individuals shall expect to be evaluated by a different measure than employees who are expected to perform acceptably only for specific time periods on a regular schedule.

**Y 06 15 Prior Written Agreement**—Salaried employees who anticipate receiving additional remuneration beyond their salary on a regular basis for services given, in connection with denominational or extra-denominational assignments, shall do so only with the full prior knowledge of their respective employing organization and where appropriate, on the basis of a written agreement.
Y 07 Personal Use of Denominational Property

Y 07 05 Personal Use to be Avoided—1. Examples—Care should be exercised to avoid entering into any arrangements for use of denominational property which might tend to indirectly increase a denominational employee’s regular income above and beyond that of other similarly employed individuals. Examples of this would include such as the regular private use of a denominationally owned vehicle or other denominationally owned property or the charging of below normal rental for denominationally owned housing.

2. Exceptions—If it is occasionally found necessary, for reasons beneficial to the denominational organization, to make an exception to this policy, authorization for an exception shall be sought from the next higher organization. If authorization is given, it shall be communicated in writing to the respective organization and filed by the organization as evidence that the required approval process has been followed.

Y 08 Remuneration and Cost of Living

Y 08 05 Remuneration Factor—NADCOM determines the remuneration factor for the division territories in terms of local currency and in harmony with the remuneration philosophy and practice of the General Conference. The division will approve the remuneration factor effective July 1 of the following year adhering to the CPI-U in the United States and the Bermuda Islands, and to the CPI in Canada. These remuneration factors will constitute the base for the calculation of salaries.

Y 08 10 Remuneration Scale—The remuneration scale of the North American Division will serve as the basis for the compensation of ministerial, educational, and administrative personnel of the church in the division territory, for the administration of local conferences, unions, division, higher education institutions, K-12
education, and institutions administered by the division. Amendments to the remuneration scale shall be approved by the Year-end Meeting of the North American Division Committee.

**Y 08 15 Community Wage Scale**—Where it is feasible, and where it is considered prudent, employing organizations may elect to compensate non-exempt employees according to community rates. Such implementation should be carried out only after careful studies have been undertaken and by action of the respective governing committees.

The organizations that elect to compensate non-exempt personnel by using community rates may develop a community wage scale. Appropriate consultation with experts and with the next higher organization may help provide the necessary support for its implementation.

**Y 08 20 Alternate Remuneration Factor**—Employers may, with the approval of the next higher organization, set a lower remuneration factor for non-exempt employees who are paid in harmony with community rates (see Z 35, Benefits, Seventh-day Adventist Retirement Plan of the North American Division). This plan shall be monitored to make sure that employees who are paid according to the lower remuneration factors do not have a higher percentage and thereby a higher yearly rate factor than employees who are paid according to the regular NADCOM-approved remuneration factor.

**Y 08 25 Cost Of Living Assistance**—The North American Division implements a cost of living assistance in addition to the remuneration by the application of the studies compiled by the Economic Research Institute, Inc. (ERI), Redmond, Washington, for the United States and the Bermuda Islands, and Statistics Canada for the territory of the Seventh-day Adventist Church in Canada.

The calculation will be based on the following factors (except for community wage employees under Y 08 15):
1. One remuneration factor for all NAD exempt employees to be determined by the North American Division Committee.

2. Based on annualized earnings calculated by using the remuneration factor (RF) voted by the North American Division Committee to be implemented on July 1 of the following year (RF x 12 months).

3. The ERI/Statistics Canada cost of living component will include the following factors:
   a. The use of ownership, instead of renting, as a determining factor.
   b. Use of 1,800 square feet (organizations may go up to 2,200 square feet if there is no basement or other circumstances warrant, and as approved by the respective union committees).
   c. A family size of four with one car valued at $20,000.
   d. The number of 10,000 personal miles driven per year.
   e. The Housing/Utilities/Property Tax for the United States/Canadian Average in the relocation analysis report provided by ERI will be calculated at 35% of the annual earnings.
   f. The house payment assumption modified to reflect a mortgage loan at 90% financing, with all other assumptions remaining as indicated in the default.
   g. Employing organizations will not pay salaries that are below the established Remuneration Factor and will appropriately maintain the amount of the salaries in cases where the ERI Cost-of-Living factor is below the national average.
   h. Employing organizations may develop a phase-in plan that will allow the implementation of this policy within their financial parameters.

The application of ERI/Statistics Canada will be approved by the Union Committee upon the recommendation of the local conference. The union conference will oversee and advise the implementation of the ERI within its territory. In cases where church-owned rental property is involved, the local organization
will, in consultation with the union, be responsible to adapt the implementation of ERI/Statistics Canada to their local situation.

The cost-of-living for the following July 1 for the USA, or September 1 for Canada, will be determined by the use of the ERI release of the third or fourth quarter applied on a consistent basis, of the year prior to the increase. Organizations may select the application of the ERI or Statistics Canada to a geographic area using a composite of cities and counties. The amount of the ERI applicable cost-of-living will be the actual dollar amount indicated as the difference between average city USA and the user defined area. The amount of the ERI applicable cost-of-living differential shall be added to the remuneration factor and multiplied by the individual's salary percentage. For 10-month teachers, the individual union's percentage, where different than 10/12ths, shall be applied to the ERI calculation as it is applied to the salary calculation.

In no case will the total remuneration of a worker in the same area be less than the previous year, unless the North American Division reduces the Remuneration Factor.

Y 12 Holiday Gift

Denominational organizations may wish to recognize the service of employees by granting an annual holiday gift. This gift shall not exceed three (3%) percent of the remuneration factor rounded up to the nearest five ($5.00 US) dollars.

Y 16 Housing Assistance

Y 16 05 General Provisions—1. Remuneration Factor—The remuneration factor and the implementation of cost-of-living granted to the employee include a provision for housing. In the US and Bermuda the full implementation of the Relocation Assessor published by the Economic Research Institute, Inc. (ERI), provides
the employee with adequate housing assistance for the area where the employee resides. In Canada, ERI will be used for determining adequate housing assistance, and Statistics Canada will be used for determining the non-housing components of cost-of-living. Housing assistance may be granted only by following the ERI cost-of-living indicators or Statistics Canada. No additional housing allowances may be granted, except as provided for in Y 16 06.

2. General Eligibility Requirements—It is recommended that housing provided by the employer should be charged to the employee at current community rates or at the rate indicated by the ERI/Statistics Canada indicator for the location where the employee is employed, whichever is less. Any variance to this recommendation is to be approved by the next higher organization. In the case of boarding academy personnel who are requested to live in school-owned houses or dormitory quarters as a condition of employment, the rate of rent charged shall be at least 75 percent of the community rate. This same rate will apply to conference and camp caretakers.

3. Employee-Owned Housing—Employees are encouraged, whenever possible, to own housing in, and make adequate provision for housing free-of-debt by the time they are no longer in active service. When an employee purchases housing, he/she accepts the full responsibility involved in home ownership. The employee should, however, counsel with his/her employer as to the appropriate geographical area for his/her new home that will best serve his/her needs and the needs of the employer.

4. Parsonage Allowance—Where a parsonage allowance is granted to the employee under existing government regulations, the maximum amount of said allowance shall be stipulated annually by the respective union committees.

Y 16 06 Additional Housing Assistance—1. Duplicate Housing—a. Initial Assistance—When an employee is moved from one location to another, and because of the conditions of his/her lease or failure to sell or rent his/her home, he is required to
pay housing expenses both at his/her former location and at his/her new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.

b. Unusual Circumstances—In unusual circumstances when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1. was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months’ assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.

c. Extreme Circumstances—If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 percent of the appraisal during this period.

d. Amount—When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 100 percent of the cost factor (housing/utilities/property tax of the Relocation Analysis Report) as indicated by ERI/Statistics Canada for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.

2. Sharing of Loss on Sale—In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the
duplicate housing allowance provided in Y 16 06, items 1 through 4, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.

3. **Purchase of Employee’s Home**—If in the course of transitioning an employee from one location to another, the employing organization decides that it is in its best interest to acquire the home where the employee currently lives, in order to facilitate the relocation of the individual to the new job assignment, the employing organization may exercise that option with the approval of the governing committee and where applicable, the association or corporation. The home shall be appraised by a third party, and the price will be set excluding realtor fees.

4. **Coordination of Benefits**—The employing organization should discuss the options available to the employee, and should avoid the unnecessary multiple application of the provisions of this policy.

**Y 21 Loans for Home and Automobile**

**Y 21 05 Funding**—Each union, local conference, and institution, by action of its controlling committee or board, may establish a fund in a specific amount from nontithe sources for the purpose of assisting denominational employees in securing housing and/or automobiles.

**Y 21 10 Loan Approval Procedure**—In the case of real estate loans, these shall be specifically approved by the controlling committee or board; for automobile loans these may routinely be approved by a subcommittee especially appointed by the controlling committee or board.
Y 21 15 Security—1. Types of Loans—All loans shall be covered as follows:
   a. First Mortgage real estate loans shall be secured by a recorded first mortgage or deed of trust.
   b. Second Mortgage real estate loans in excess of $5,000 shall be secured by a recorded second mortgage or deed of trust. The recording of second mortgages or deeds of trust shall not be required in situations where the previously recorded first has a callable provision in case additional loans are recorded, but in such cases the borrower shall provide a written statement to the effect that no additional loans will be recorded against the property.
   c. Automobile loans by having custody of the certificate of title to the automobile with indicated lien to the lending entity or bill of sale if in a non-title state.

In Canada, automobile loans in excess of $5,000 shall be secured by registration of a security interest in accordance with the laws governing the various provincial jurisdictions.

Y 21 20 Repayment—Monthly payments shall be made on both types of loans and shall be set up on a payroll deduction basis. Automobile loans shall be fully payable within four years. Payments for first mortgage loans shall be based on a maximum amortization of 30 years to include principal and interest. Amortization of second mortgage real estate loans shall be 1.25 percent of the initial principal per month including interest. If an employee terminates his/her employment, transfers to another denominational organization, goes on retirement, or ceases to occupy the property as a personal dwelling, the loans are fully due at the time of termination, transfer, retirement or vacating of the property.

Y 21 25 Limitations—1. Financial Need—In applying for a real estate loan, the employee must substantiate a financial need for the loan, since the employee should recognize that these funds are made available on a need basis.
2. Maximum Loan—Second mortgage real estate loans shall be limited to a maximum of $25,000 and automobile loans up to two thirds of the purchase price of a new automobile or two thirds of the current value of a used automobile. In the case of second mortgage real estate loans, the employee shall have an equity in an amount equal to at least ten percent of the purchase price of the property, exclusive of closing costs.

Y 21 30 Interest—Interest rates charged on real estate and automobile loans shall be approximately the going rate for similar loans made by local commercial lending organizations or credit unions at the time the loans are made up to a maximum of 15 percent. Interest on loans shall be on the declining balance, and automobile loans shall be repaid within four years.

Y 21 35 Mobile Homes—1. Provision—Loans may also be granted under the provisions of this policy to assist employees in the purchase of mobile homes with the following conditions:
   a. Up to 75 percent of the purchase price may be loaned.
   b. The loans shall be amortized by equal monthly payments over a period not to exceed 15 years.
   c. The loans shall be secured by the assignment of the certificates or titles of ownership to the lending organizations, thereby placing a lien on the mobile homes during the time the loans are in effect.
   d. Interest rates shall be approximately the going rate for similar loans made by local commercial lending organizations or credit unions at the time the loans are made and shall be charged on the declining balance over the life of the loan.

Y 22 Employee Health Care Assistance Plan

Y 22 05 General Statement—Any benefit program is subject to an ongoing process of change arising from economic, competitive, and demographic factors. The purpose of this statement of philosophy is to establish general principles to control and shape
this process of change as it relates to the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations. As a matter of regulatory clarification, the Health Care Assistance Plan is considered a single group plan, covering all Employees of participating organization as under one consolidated Plan. The statement of purpose and philosophy applies to non-AHS denominational organizations.

Y 22 10 Statement of Purpose and Design Philosophy—1. Role of the Plan—Seventh-day Adventist employers recognize that they have a fundamental interest in the health and general welfare of their employees, which is partially given expression by its health care assistance plan. More specifically, the role of the Health Care Assistance Plan is to:

a. Promote efficiency in corporate operations as well as contribute to employee financial security by providing a program to maintain the health of employees and their eligible dependents.

b. Attract and retain employees.

2. General Principles of Plan Design—a. The major overall purposes of the Plan are:

1) To assist employees on the expenses incurred due to illness or injury.

2) To maintain the health of employees.

b. The Plan shall be designed around the needs of employees and their eligible dependents.

   c. The Plan is not able to meet the entire health care needs of the employees. It shall:

      1) Be coordinated with, to the extent permitted by applicable laws, all health care benefits available to employees.

      2) Leave a role for the employees to provide for a portion of their own health care needs.

      3) Cover most, but by no means all, of the health care services and products available.

   d. Benefits which result from involuntary events (for example, accidents and illnesses) shall be provided without
waiting periods and shall be independent of an employee’s length of service.

e. The Plan shall incorporate recognized cost containment features.

f. The Plan shall encourage cost effective choices on the part of participants as it relates to health care decision-making.

Y 22 13 Disabled Employee Eligibility—An eligible employee who becomes disabled and eligible for disability income plan benefits under Y 33 shall be eligible for those health care assistance plan benefits that the employee would otherwise be eligible for up to a maximum of 24 months from the commencement of the elimination period or earlier under the provisions of Y 33 35.

Y 22 15 The Plan and Its Application—1. United States—The health care assistance plan shall be formally referred to as the “Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations,” which is published as a separate booklet, and includes all eligibility rules, and shall apply to non-Adventist Health System denominational organizations in the United States. The booklet may be obtained from the offices of the Adventist Risk Management Inc.

2. Canada—The health care assistance plan shall be formally referred to as the health care assistance component of the “Employee Family Care Program of the Seventh-day Adventist Church in Canada, et al” and shall apply to denominational organizations in Canada. The Plan shall, as nearly as possible, approximate the assistance, terms, and conditions of the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations as enumerated in the North American Division Working Policy.

Y 22 20 Deviations From the Plan—Denominational organizations are required to strictly follow the provisions of the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations. Deviations from the Plan, for exceptional reasons
that reflect unique local or regional situations, shall be approved prior to implementation by the North American Division Health Care Assistance Plan Administrative Committee.

Y 22 25 Alternate Health Care Assistance Plans—
Denominational organizations shall be authorized to contract for alternate health care assistance plans with reputable health service organizations such as preferred provider organizations, health maintenance organizations, or prescription-drug plans which offer assistance at a level approximately equal to those of this policy.

Y 22 35 Government Insurance Programs—1. United States—The denominational health care assistance plan provides primary coverage for full-time employees and their spouses who are above 65 years of age even if they are eligible for Medicare. Such employees should apply for Medicare Part A during the three months prior to reaching the age of 65 in order to avoid a penalty and waiting period for Medicare Part B at the time they cease denominational employment and become eligible for assistance from Medicare.

2. Canada—Denominational employees in Canada who continue as full-time employees after becoming eligible for assistance from the government health care program shall be reimbursed for 100 percent of the premiums.

Y 22 40 Controlling Committee—1. Specific Applications—
Each employing organization shall assign to a standing committee the consideration of any specific applications of this policy for which:

a. Prior approval is required.
b. Policy interpretation is needed.
c. Settlement of claims has not been to the employee’s satisfaction.
d. There is need to establish the limits of assistance levels granted to the employee within the provisions of this policy and the unique circumstances of each organization.
e. Assistance is requested on a compassionate basis on expenses that are normally excluded by the Plan because of the individual’s particular and unusual circumstances.

Y 23 Moving Allowance

Y 23 05 Employee Moving Allowances—1. Assistance—When an employee is requested by an employing organization to move to a new location or a person is being called into denominational service, the employer may provide the following assistance:

a. An amount to cover freight/van charges and insurance up to maximums established by the employer.

b. Travel expense and a per diem as per current policy and 100 percent of the regular mileage allowance to move the employee’s car or up to two cars for employee and spouse to the new field of employment.

c. A flat amount rounded up to the nearest $10 to cover packing and other moving costs as follows: Employee—16.5 percent of the Remuneration Factor; Spouse—16.5 percent of the Remuneration Factor. A single parent with dependent children may be granted 33 percent of the Remuneration Factor as a moving allowance.

d. Automobile Registration and Excise Tax—Employees who are called to another state and who are required to pay duplicate excise tax/sales tax, license, and certification/inspection fees may report such expense on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.

e. In cases where it may be necessary to negotiate a bridge loan in order to secure a home at the new location, the bridge loan interest may be reimbursed by the new employer for the same time period during which the employee is eligible to receive duplicate housing allowances in addition to the duplicate and special housing
allowance. This bridge loan interest would be considered outside of the ceiling for which special assistance may be given.

2. **Maximum Assistance**—The allowances referred to in b., c., and d. shall be limited to two vehicles and two flat moving allowances per family even though both spouses are employed.

3. **Sharing Moving Expenses**—When calls are extended to a husband and wife to join two different denominational institutional organizations in the same area, the cost of moving shall be shared by the calling organizations. However, when the initial call is for one spouse and the other spouse obtains employment, the organization that initiates the primary call shall be responsible for the full cost of the move.

**Y 23 10 Retiring Employee's Moving Allowance**—A retiring employee may be granted assistance for one actual move to the place of retirement if the employee has been moved at denominational expense during his/her career.

1. **Authorized Expenses**—When an employee retires, the employing organization may arrange to pay the moving expense for household goods, and transportation expense including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of choice in the North American Division. If the employee’s service credit is less than thirty years, the employing organization may pro-rate the move expense based on years of actual service credit.

2. **Other Move Policies**—The provisions of Y 23 05, paragraph 1-c., -d., and -e. do not apply to this move.

3. **Timing**—The Retirement move must occur within five years after retirement, unless other arrangements are documented by the employer prior to retirement.

4. **Form of Payment**—At the discretion of the employer, the move may be arranged by the employer, a cash settlement may be paid directly to the employee, or actual expenditures may be reimbursed.
5. **Division of Expenses**—If both spouses are denominationally employed by different employers at the time of retirement, and are holding a position normally moved at denominational expense, the assistance shall be shared equally by the two employers.

6. **Tax Obligations**—The retiring employee shall be responsible for any tax obligation accruing due to such assistance provided.

7. **Other Applications**—Employers may apply the provisions of this policy in the case of a move due to the death of an eligible employee even if the death is prior to retirement or retirement eligibility.

**Y 24 Tuition Assistance for Children of Employees**

**Y 24 05 Tuition Assistance**—1. **Christian Education**—Employees are encouraged to support the Church’s philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility that the children adopt a lifestyle that is not in harmony with the teachings of the Church.

2. **Eligible Employees**—Regular full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state/provincial wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expense for their children who are enrolled in denominationally owned and operated K-12 schools or liberal arts college/university levels, including a fifth year of college/university, or additional course study required to secure necessary credentials/certification.
3. **Students Eligible for Tuition Assistance**—To be eligible for tuition assistance the student must be:
   a. An unmarried dependent of the employee.
   b. Less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
   c. Eligible to be claimed as a dependent on the employee’s income tax return* and meet one of the following requirements: the student must be born to, legally adopted by, the employee and/or spouse appointed under the guardianship or legal custody (not temporary custody) to the employee, or is a stepchild by marriage.

4. **Assistance**—The employer for the eligible employee may provide assistance on tuition and all required fees as follows:
   a. College & University – 70 percent for dormitory students, and 35 percent for those not in the dormitory. Starting junior year or 5th semester, 70 percent subsidy may apply to those students residing in university/college owned off-campus housing, excluding parents’ or relative’s house.
   b. Academy – 70 percent for boarding students. 35 percent for day students
   c. Elementary – Assistance at 35 percent, beginning with Kindergarten

In cases where an employee’s church provides a subsidy to cover the differential between constituent and non-constituent tuition rates for elementary and secondary schools, the tuition assistance from the employer shall be based on the net tuition expense to the employee. Charges for private music lessons are only covered if the course is required for credit for the student’s major or minor.

5. **Professional Programs**—Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed,
the normal tuition costs for a maximum number of semesters or quarters as listed in Y-24 05-7.

6. **Limitation on Assistance**—Assistance shall be provided for a degree program for a maximum of ten semesters or fifteen quarters (or a combined equivalent).

7. **Summer Sessions**—Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in Y-24 05-7.

8. Tuition assistance shall be provided for studies through Griggs University and International Academy as per regular policy. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance is 35 percent.

9. **Attending Schools Outside the NAD**—Children independently attending denominationally owned and operated colleges and universities located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending their home college/university.

10. Adventist Colleges/Universities Abroad students receive 70% assistance based on the cost of tuition at the home campus where they are registered.

11. **Method of Payment**—Assistance for students shall be made directly to the invoicing school.

12. **Division of Assistance**—When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.
13. Exceptions—This policy is intended to apply only to employees’ dependents who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows:

a. Attendance at privately operated Seventh-day Adventist schools approved by the conference.

b. A child, because of unique personal circumstances such as documented abuse or learning disabilities, may need to attend a non-Adventist school.

c. In cases where an undergraduate-level program of study or a trade/vocational program is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student’s union.

14. Employees Disabled—This policy would extend tuition assistance to the dependents of employees who become disabled as outlined in Y 33. Assistance would be continued through the school year in which the employee’s elimination period occurs, but in no event would it be carried more than one school year.

Y 25 Death of an Employee While in Denominational Service

Y 25 05 Surviving Spouse Benefits—When a regular full-time employee dies while in service, the surviving spouse receives certain benefits which are continued for two months from the date of the employee’s death. (See NAD Y 34 Employee Basic Life Insurance, NAD Y 46 12-7, NAD Y 46 17 Death Benefit and GC S 60.60. Death Benefit Plans.)

Y 25 10 Continuation of Employee Remuneration—When a regular full-time employee dies while in denominational service the surviving spouse is eligible to receive a payment equivalent to the deceased employee’s remuneration for five months.

Y 25 15 Hospitalization and Comprehensive or Family or Spouse Medical Coverage—The surviving spouse shall continue
to be eligible for health care under the NAD Health Care Assistance Plan (HCAP) for six (6) months to the extent that the deceased employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s) as defined in the Health Care Assistance Policy for the North American Division.

Y 25 Tuition Assistance for Dependent Children of Deceased Employee—The surviving spouse shall continue to receive tuition assistance for eligible dependent children until the end of the current school year to the extent that the deceased employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s) as defined in NAD Y 24 Tuition Assistance for Children of Employees.

Y 26 Adoption Assistance

Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child.

Y 27 Travel Allowance for Spouse

1. An employee who is required to travel regularly may request the employing organization to authorize his/her spouse to accompany the employee at denominational expense on authorized travel according to the following guidelines:
   a. This policy applies to the North American Division officers, departmental directors and associates, union conference officers, departmental directors and associates, and local confe-
rence officers. In the North American Division, and union institutions eligibility shall be determined by the controlling board.
b. The following allowances shall be granted:
   1) Actual lodging expense during time of meeting.
   2) Per diem during time of meeting.
c. The controlling board of each organization will decide the number of trips to be allowed to its qualifying personnel and will develop a protocol for the authorization and control of the travel allowance for spouse.
d. Per diem shall be at the employee and spouse rate.

Y 28 Accident Insurance

Y 28 05 Adventist Risk Management Inc.—1. Covered Employees—The Adventist Risk Management, Inc. maintains insurance in a reliable company with satisfactory worldwide facilities for missionary appointees, employees on annual leave, and those on permanent return status.

2. Schedule of Benefits—a. $50,000 principal sum for death or dismemberment, applicable to the head of the family or to the single employee.
   b. $20,000 principal sum for death or dismemberment, applicable to the spouse, where not head of the family.
   c. $5,000 principal sum for death or dismemberment, applicable to each dependent child through age 25.
   d. The above Schedule of Benefits shall apply to the family unit or single employee.
   e. The insurance is 24-hour broad form type coverage. War Risk is included.
   f. Death and dismemberment cases shall be treated in accordance with the standard schedule of benefits usually applied to claims arising out of accidents.
   g. In case of accidental death, the benefit shall accrue to the heirs.
3. **Covered Period**—Coverage begins on the date the missionary is placed on salary as an appointee and continues until the termination of his/her salary upon permanent return.

4. **Information to ARM**—Treasurers/Chief Financial Officers of organizations concerned shall be responsible for conveying to the Adventist Risk Management Inc. the pertinent data required regarding the movement of missionaries for whom accident insurance coverage is expected.

5. **Interdivision Travel**—In each division deciding to apply the policy for moves within the division, the names and dates of such transfers shall be furnished to the division treasurer/chief financial officer by the respective union and local fields.

**Y 28 10 Insurance Settlement**—1. **Basis for Adjustments**—The following is the basis of accident and/or workers’ compensation insurance adjustments to employees who are covered by insurance policies, the premiums on which have been paid by the employing organization.

   a. In making the adjustment it is recognized that it is the right of the employee or the beneficiary to receive the full amount of insurance settlement granted by the insurance company covering death or permanent disability.

   b. From those portions of the insurance settlement covering salary and medical expense the employee shall at the time of insurance settlement first reimburse the employing organization for the money advanced for salary and medical expense during the employee’s illness.

   c. Should the amount granted as salary by the insurance company during the period of illness be less than the denominational salary for that same period, the employing organization shall reimburse the employee up to denominational salary for the period during which the employing organization is responsible for the payment of salary.
d. The portion of medical expenses not covered by the insurance settlement shall be subject to application of the regular Health Care Assistance Policy.

e. Should the employee receive from the insurance settlement for salary and medical expense more than the employing organization has advanced for said items, he/she shall refund to the employing organization only the amount originally advanced by that organization.

f. This basis of settlement does not affect any additional insurance policies the employee carries for which he/she has paid the premiums.

2. Personal Insurance—If an employee elects to take additional accident insurance coverage under the policy provided by the employing organization and the employee carries the increased premium expense, the additional benefits of the policy covered by the added premium shall accrue to the benefit of the employee personally.

3. Shared Premiums—When the employee and the employing organization share in the basic premium of an accident insurance policy, the foregoing provisions shall apply but on the same percentage basis as the premium cost is divided, except that death or permanent disability portions of such settlement shall accrue in full to the individual employee or the beneficiary.

Y 29 Automobile Policy

Y 29 05 Denominationally Owned Automobiles—In order to avoid excessive or unnecessary automobile expense, it is advised that employing organizations not own automobiles for the use of their employees.

Y 29 10 Automobile Allowances—1. Statement of philosophy—Most employees need and have an automobile for personal use including travel to and from work.
2. Use of Automobile in Church Work—Many denominational employees find it necessary to travel by automobile when meeting church appointments. It is the responsibility of such employees to maintain an automobile that is available as needed for church business.

3. Insurance Assistance—Certain employees may be eligible for automobile insurance assistance if their annual automobile insurance expense exceeds a specified deduction. (See Automobile Insurance Assistance, Y 29 15.)

4. Flat Travel Budgets—Conferences may use the flat travel budget plan to cover the travel expenses of their office staff and pastors. The amount of the flat travel budget shall be reviewed annually. Such employees shall be encouraged to report daily business mileage on their monthly expense reports.

5. Mileage—Mileage reimbursement is granted to cover the additional automobile expense that employees incur because they are requested to use their automobiles for church business.
   a. The maximum mileage rate paid to employees will be approved by NADCOM annually.
   b. The maximum mileage rate for non employees who do not receive insurance assistance and stipend workers shall not exceed the mileage rate allowed by the Internal Revenue Service or Revenue Canada.

6. Other Assistance—No other assistance shall be given for automobile expenses unless specifically authorized by NADCOM.

Y 29 15 Automobile Insurance Assistance—1. Eligibility—Those eligible for automobile insurance assistance shall be employees of the General Conference, General Conference and North American Division institutions, union conferences, local conferences, excluding educational personnel K-16 whose category maximum is 100 percent or more of the Remuneration Factor; conference assistant treasurers/chief financial officers, conference assistant department directors, unordained ministers, Bible instructors, university and college presidents, major
administrative officers and associates in administration, and senior academy principals.

2. Educational Personnel K-16—Employees whose job requires less frequent use of their automobile are not eligible for automobile insurance assistance. Nevertheless, for their protection and the denominations’ protection when their automobile is used in the course of employment, it is recommended that they maintain the same minimum level of bodily injury liability protection as required for employees receiving automobile insurance assistance.

3. Deductible—Assistance (as calculated in c. below) may be granted on annual automobile insurance expense that exceeds 16.5 percent of the current monthly Remuneration Factor (rounded to the nearest dollar). Proof of payment and minimum insurance limits as in a. below is required.

   a. Required Coverage—Those eligible for automobile insurance as listed in paragraph 1 above shall be required to carry insurance with the following minimum limits when such limits are readily available:

   - Bodily Injury Liability: $250,000/500,000
   - Property Damage Liability: 50,000
   - Medical Payments: 5,000
   - Comprehensive: "100 Deductible
   - Collision: "500 Deductible
   - Uninsured Motorist: Statutory

   b. In the event an employee mentioned in paragraph 1 above has a claim, the first $50 of the collision or comprehensive deductible will be paid by the employee and the remainder of the deductible will be paid by the employing organization. If the employee or the insurer brings a liability claim against a third party

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* Optional $300,000 single limit is acceptable

** Any deductible above or below this amount or waiver of the requirement to carry comprehensive and collision coverage is at the discretion of the employing organization.
and recovery is realized, reimbursement shall be made to the employing organization for any amounts previously paid by the employer above the first $50 of the deductible.

c. The amount of the assistance shall be determined by applying the appropriate factors to the average premiums of two insured automobiles owned by and used primarily by the employee and spouse. Premiums in excess of those typical of standard type cars shall not be considered.

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<th>Driving Record Surcharge Points</th>
<th>Allowance Factor</th>
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<tbody>
<tr>
<td></td>
<td>One Automobile</td>
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<td>90%</td>
<td>144%</td>
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<tr>
<td>4</td>
<td>75%</td>
<td>120%</td>
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d. An unmarried denominational employee, if eligible, shall receive assistance on one automobile only. Married denominational employees, where both spouses are eligible for additional insurance, shall each receive assistance on one automobile only.

4. Those organizations within the United States who prefer, may provide a flat allowance, based on a standard car, for automobile insurance assistance; Canadian organizations may provide reimbursement per kilometer or include it in the flat travel allowance where applicable.

**Y 29 20 Automobile Mileage Reimbursement**—1. *Standard Automobile*—Operating costs shall be based on a standard type automobile to be defined each year by NADCOM.

2. *Components of Mileage Rate*—The mileage rate shall be based on the sum of the following components:

   a. Gasoline cost per mile

   b. Additional expense for oil, tires, maintenance, and repairs

   c. Additional expense for depreciation
3. **Insurance**—
   a. Employees who regularly drive their personal automobiles on behalf of a denominational entity shall carry limits of liability equivalent to limits required for all employees who qualify for Additional Automobile Insurance Assistance (see Y 29 15).
   
   b. All other employees who are asked to drive their personal automobiles on behalf of a denominational entity shall carry a minimum of $100,000 per person/$300,000 per occurrence limits of liability.
   
   c. Evidence of insurance shall be kept on file by the denominational entity concerned.

**Y 33 Employee Disability Income Plan**

**Y 33 05 Statement of Purpose**—Seventh-day Adventist employers recognize that they have a fundamental interest in the general welfare of their employees. While they cannot provide for all the needs of employees, denominational employers can provide part of the solutions to the personal risk management program of employees. More specifically, this policy seeks to provide a partial solution to the exposure of risk of loss of income due to a prolonged absence from work because of a disability. The Employee Disability Income Plan described as follows contains an insured component of Long Term Disability.

**Y 33 10 Participation Requirement**—Employing entities of the North American Division who participate in the Seventh-day Adventist Retirement Plan and the Seventh-day Adventist Church Retirement Plan for Canadian Employees are required to participate in the Employee Disability Income Plan of the North American Division. Employing entities participating in the Seventh-day Adventist Church Retirement Plan for Canadian Employees are authorized to continue to operate under the terms of the Disability Income Protection portion of the Employee Family Care Program, while continuing to work with the North American
Division to as nearly as possible mirror the policies of the Employee Disability Income Plan. This requirement does not apply to Adventist Health Care organizations not operated by a conference or union, Loma Linda University, and local conference courtesy payrolls.

**Y 33 15 Plan Administration**—This Plan shall be coordinated by Adventist Risk Management, Inc. on behalf of the North American Division. Appropriate insurance contracts required to provide the minimum benefits outlined in this policy shall be obtained by Adventist Risk Management, Inc. under the authority of the North American Division Risk Management Committee.

**Y 33 20 Eligibility**—1. All regular full-time denominational employees working an average of at least 35 hours per week shall be eligible to participate in the Employee Disability Income Plan commencing with the first day of employment.

2. Sponsored Seminary Students.

3. Credentialed Literature Evangelists while currently qualifying according to provisions of FP 70 shall be eligible to participate in the Employee Disability Income Plan. The basic earnings shall be equal to the average monthly earnings for the previous year.

**Y 33 25 Minimum Benefits**—While provided benefits depend on available contracts from providers, any contract providing long term disability benefits shall contain the following minimum benefits:

1. A monthly benefit amount of 66 2/3% of pre-disability basic monthly earnings (Remuneration Factor plus applicable cost-of-living) excluding area travel and all other allowances. This program coordinates with workers’ compensation, Social Security, and other group and government assistance program benefits related to employment, subject to a minimum monthly benefit of $100.

2. The elimination period before benefits are paid shall be no longer than 90 days.
3. The definition of disability shall refer to the employee’s own occupation during the first two years of disability and any occupation after that.

4. The continuation of benefits is dependent upon the employee continuing to be considered disabled by the long term disability carrier. Once it has been ascertained by the insurance carrier that the employee is no longer disabled, all benefits including those outlined in the following sections will be discontinued.

5. The benefits under this policy shall cease upon the death of the employee. See NADWP Y25 for benefits provided to the surviving spouse.

These minimum benefits may be amended as required by professional judgment and available contracts by action of the North American Division Risk Management Committee. The provisions of the Long Term Disability insurance policy will prevail over the provisions as outlined in this section.

Y 33.30 Retirement Contributions—Employees who become eligible for Employee Disability Income Plan while participating in the Seventh-day Adventist Retirement Plan of the North American Division continue to receive employer retirement contributions commencing from the first day of the elimination period up to a total of 18 months.

Y 33.35 Employee Benefit Eligibility—Employees who become eligible for Employee Disability Income Plan benefits will be eligible for continuation of Group Life Insurance for a period of 18 months commencing from the first day of the elimination period. The imputed income normally charged to the employee is waived. Health care benefits shall be continued by the employer up to the earlier of:

1. Reemployment
2. Acceptance into Retirement Plan at normal retirement age
3. Accepted for Medicare benefits
4. Up to 24 months commencing from the first day of the elimination period.
Any premiums incurred by the employee for health care assistance through the Retirement Plan or through Medicare Part B will be reimbursed by the employer up to a maximum of 24 months as outlined above. Coverage under the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations of the North American Division would be secondary to any other health care coverage for which the individual is eligible, including the Retirement Plan. If the employee qualifies for Medicare due to his/her disability and/or age and has had family coverage, health care for the family may continue up to the maximum of 24 months from the first day of the elimination period. Extension of eligibility for other employee benefits may be specifically provided for in the related specific sections of the North American Division Working Policy. All privately purchased insurances such as supplemental life, Accidental Death & Dismemberment (AD&D), must be ported or converted within 31 days of the end of the elimination period. If tuition assistance is provided, it should be continued to the end of the school year in which the elimination period began. (See Y 24 05-16.)

**Y 33 40 Elimination Period Remuneration Continuance**—1. *Nonexempt Employees*—The disabled nonexempt employee shall receive continued remuneration from the employing organization according to the provisions of the Sick Leave policy described in North American Division E 82. Each employing organization may choose to extend the period during which remuneration for the disabled nonexempt employee is continued up to the duration of the elimination period. If this option is chosen all unused vacation and sick leave time shall be used first before any extended time is granted.

2. *Exempt Employees*—When an exempt employee becomes disabled the employing organization shall continue the employee’s basic salary for the duration of the elimination period before receipt of long term disability benefits.
3. Permanently Returning Interdivision Employee With Health Problem—When an interdivision employee who has returned to the North American Division because of a health problem, and is employed by a North American Division organization within three years of the date of the permanent return, and becomes disabled from the same condition which led to his/her permanent return, the employing organization shall receive reimbursement from the General Conference for any remuneration continuance during the elimination period.

4. Permanently Returning Interdivision Employee After Age 55—When an interdivision employee permanently returns to the NAD after age 55 and is employed by a NAD employing organization within three years of the date of the permanent return, and becomes disabled, the employing organization shall receive reimbursement from the General Conference for any remuneration continuance during the elimination period beyond the first three months.

5. Family and Medical Leave of Absence—The Family and Medical Leave of Absence policy as outlined in E 83 shall be followed during the elimination period.

**Y 34 Employee Basic Life Insurance**

**Y 34 05 Benefit**—All employers shall participate in the North American Division Basic Life insurance plan. This benefit is available to all full-time denominational employees, spouse, and dependent unmarried children up to the age of 26.

**Y 34 10 Benefit Provisions**—1. **Benefit Scale**—The benefit shall be as follows:

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<tr>
<th>Category</th>
<th>Benefit</th>
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<tbody>
<tr>
<td>Employee</td>
<td>$100,000</td>
</tr>
<tr>
<td>Spouse</td>
<td>$50,000  (Benefits reduced at age 70)</td>
</tr>
<tr>
<td>Dependent child</td>
<td>$10,000</td>
</tr>
<tr>
<td>Stillborn</td>
<td>$750</td>
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</tbody>
</table>
2. One Benefit Per Death—If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be paid.

Y 34 15 Funding—This benefit shall be provided at denominational employer’s expense for employees of all organizations and institutions in the North American Division, except health care institutions, and for North American Division-based employees serving in other divisions on a regular full-time basis. However, employees of nursing homes and mission hospitals are included in this plan, provided the employees are being remunerated according to the regular denominational scale, are not eligible for other death benefits provided at denominational expense, and the institution is not part of a health care corporation. All participating organizations shall pay a monthly premium as determined by the insurance company to the insurance company selected by the NAD Risk Management Committee.

Y 34 20 Purpose—The purpose of this benefit is to provide financial assistance in meeting the employee’s share of the expenses of the final illness and funeral as well as the needs of the survivors.

Y 34 25 Administration—This benefit plan shall be administered by Adventist Risk Management Inc. on behalf of the North American Division. Benefit claims shall be submitted on claim forms supplied by the insurance company with all required information completed. This benefit plan may be converted at the time of termination of employment.

Y 34 30 Monthly Invoice—A monthly invoice of the number of full-time employees shall be submitted to the insurance carrier by each participating employer on forms supplied by Adventist Risk Management Inc.

Y 34 35 Literature Evangelists—Though they may be treated as self-employed for federal income tax purposes in the United States, full-time employees who are licensed and credentialed
literature evangelists may be covered by this employee basic life insurance.

**Y 34 38 Seminarians**—Sponsored students at the Theological Seminary are covered by this employee basic life insurance.

**Y 34 40 Health Care Institutions NAD**—In the case of denominationally operated health care institutions in the North American Division, an employee basic life insurance benefit at employer expense is permitted with benefit payments being limited to those outlined. (See Y 34 10.)

**Y 34 45 Additional Benefits Financed by Employees**—1. *Life Insurance*—Employees on a voluntary basis may supplement their basic life insurance amounts by participating in an insured Supplemental Life Insurance Plan administered by Adventist Risk Management Inc, for themselves, their spouses, and dependent children through payroll deductions.

2. *Eligibility*—Eligibility for participation in the Supplemental Life Insurance Plan may be determined by an underwriting evaluation of the employee’s application form conducted by the insurance carrier.

**Y 34 46 Governing Policy**—The provisions of the insurance carrier at the time a claim is submitted will prevail over the provisions as outlined in this section.

**Y 36 Termination Settlements**

**Y 36 05 Termination Settlements**—In order to provide transition funds for an involuntarily terminated full-time regular status Employee ("Employee"), a termination settlement may be provided under the terms of this policy. The settlement is not an earned employee benefit automatically provided in every case of employment termination.

**Y 36 10 Eligibility**—A termination settlement may be granted to an involuntarily terminated employee who has worked in denominationally employment for at least two years, regardless of
age. A resignation as a result of being counseled to resign by the employer is considered an involuntary termination for the purposes of this policy. Eligibility shall be determined according to the following criteria:

1. Eligible for Termination Settlement—a. Closure or reduction—An employee involuntarily terminated due to closure of a denominational facility or staff reductions due to financial exigency or enrollment.
   b. Lack of Performance—An employee who is terminated for failing to adequately perform the functions of the job.
   c. Medical Condition—An employee who is unable to continue employment because of a medical condition but is not eligible for disability benefits under the employee Disability Income Plan (Y33).
   d. Not Reelected/Reappointed—An elected/appointed employee who is not reelected/reappointed, and for whom no further assignment consistent with the employee’s training and/or experience is offered by a denominational employer.
   e. Full-Time to Part-Time—An eligible employee who (a) is involuntarily reduced from full-time employment to part-time employment, or (b) refuses the offer of part-time employment when their status has been involuntarily reduced from full-time employment in the same organization.

   b. Involuntary Termination—An employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior.
   c. Resignation—An employee who voluntarily resigns from employment.
   d. Continued Denominational Employment—An employee who at the time of execution of the separation agreement (see Y36
60) has declined a full-time denominational position consistent with the Employee’s training, compensation, and experience.

**Y 36 20 Service Record**—A termination settlement shall be recorded on the terminated employee’s service record. Such settlement, however, shall not increase service credit, nor shall it cancel any part of the employee’s service credit.

**Y 36 30 Settlement**—1. **Payment**—Any termination settlement paid under this policy shall be paid by the terminating employer to the eligible employee in either a lump sum payment or in series of payments at the discretion of the terminating employer.

2. **Calculation**—The settlement shall be 25% of current monthly wages multiplied by total number of years of denominational service credit up to a maximum of twenty years. Current monthly wages shall include wages and cost of living adjustments, but shall not include area travel or any other allowances.

3. **Independent Transfers**—In the case of the termination of an employee who has been voted an independent transfer, the settlement shall be calculated only on years of service earned as a church employee within the territory of the North American Division or as a regularly appointed interdivision employee from the North American Division.

**Y 36 40 Other Benefits**—Any benefits payable at the time of termination under the employer’s policies or as required by law, if any, shall have no effect on the calculation of this settlement. If an employee has received a previous termination settlement under the terms of Y 36, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.

**Y 36 50 Health Care Benefits**—Health care benefits in most situations cease with the effective date of termination (see Y 22). However the terminating employer may provide continued medical benefits to the terminated Employee and dependents participating in the health care assistance plan at the time of separation. This
assistance may continue (I) as required by applicable law, or (II) for up to two months from the date of termination, or (III) until the terminated Employee obtains health care assistance coverage, whichever occurs first. Terminated Employees shall promptly notify the terminating employer if they obtain health care assistance coverage while eligible for assistance under this policy.

**Y 36 60 Release**—As a condition of receiving a termination settlement, terminated Employees are required to execute the separation agreement of their terminating employer, which shall include, without limitation, a waiver and release of any and all claims against their terminating employer, related organizations, and the officers, agents and employees of the terminating employer. The terminating employer will issue the separation agreement to the terminated Employee as soon as reasonably practicable following cessation of employment. Terminated employees will have 21 days from receipt of the separation agreement to sign and return it to the terminating employer, unless a longer time period for consideration and signature is required by applicable law. If the separation agreement is not signed and returned to the terminating employer within the applicable time period, the termination settlement may well be forfeited. (A model separation agreement and release for terminating employers is available from the North American Division.)

**Y 36 70 Variances**—Properly constituted governing or administrative bodies of denominational employers may authorize a termination settlement at variance with the provisions of this policy in order to comply with national, state, provincial or local laws. Involuntarily terminated teachers under continuous appointment may be eligible for a termination settlement as described in FEC 05 25-5 rather than under the terms of this policy.
Y 46 Benefits for Retired Employees

Y 46 05 Denominational Retirement Plans—The Seventh-day Adventist Retirement Plan of the North American Division, a defined benefit plan, has been available to employees of participating employers described in Z 05. Service credit was frozen on December 31, 1999 except for situations specifically provided in that plan. Beginning January 1, 2000 the Adventist Retirement Plan, a defined contribution plan, has been made available for employees of such employers.

All organizations that participate in these plans shall make the contributions required by the applicable plan documents.

Y 46 07 Organizations Not Participating in the Retirement Plans—Some denominational organizations that are currently listed in the Seventh-day Adventist Yearbook are not participating in one of the denominational retirement plans. Administrators of these organizations have the responsibility to inform their employees in writing that they are not covered by one of the denominational retirement plans and are not earning denominational service credit.

Notwithstanding any Y 46 provision to the contrary, the following employers have entered into an agreement with the North American Division regarding employee retirement responsibility: Allegheny East Conference, Allegheny West Conference, Central States Conference, Lake Region Conference, Northeastern Conference, South Atlantic Conference, South Central Conference, Southeastern Conference, and Southwest Region Conference. Individuals who were employees of such employers as of December 31, 1999 who have signed an affidavit authorizing the transfer of personal pre-2000 service credit to the Regional Conference Retirement Plan shall not be eligible to receive any earned benefits under the terms and policies of the Seventh-day Adventist Retirement Plan of the North American Division or the
Health Care Assistance Plan for Participants in the Seventh-day Adventist Retirement Plan of the North American Division.

Y 46 10 Supplemental Retirement Plans—Since denominational organizations are making substantial contributions to the retirement plans of Bermuda, Canada or the United States authorized by the North American Division, and employees are eligible to participate in a national pension plan of one of these countries, employers are not permitted to make contributions to other retirement plans on behalf of employees who are covered by the denominational plans.

Y 46 12 Retirement Allowance—Employees who have been employed at least half-time during each of the two years immediately preceding retirement and terminate employment with eligibility to immediately access employer-provided retirement benefits shall be granted a retirement allowance by the employer. The retirement allowance is not termination pay but is an employee benefit provided at the time the participant is approaching eligibility for retirement benefits according to the following provisions:

1. Amount—The maximum allowance shall be equivalent to 12.5 percent of a month’s remuneration (including wages and cost-of-living adjustment, but not including travel allowance) for each year of North American Division denominational employment after December 31, 1999. (See Z 40 for Retirement Allowance earned by service prior to January 1, 2000.) Employees who previously received a retirement allowance under this policy shall be eligible for a retirement allowance based only on the years of service credit earned after such payments. Prior receipt of a Termination Settlement (see Y 36) shall not jeopardize or reduce a Retirement Allowance payable after December 31, 2004. In the case of part-time employment immediately prior to retirement eligibility, the Retirement Allowance is calculated at the employee’s current remuneration percentage or rate based upon full time service.
2. **Disability**—Receipt of disability benefits from the Employee Disability Income Plan (see Y 33) shall not jeopardize or reduce a Retirement Allowance payable after December 31, 2004.

3. **Interdivision Employees (Missionaries)**—Employees and their spouses who retire directly from interdivision (mission) service shall be granted a retirement allowance based on the North American Division remuneration rate.

4. **Literature Evangelists**—Credentialed Literature Evangelists who retire from active service while currently qualifying shall be eligible for a retirement allowance if they meet the retirement plan requirements. The amount of monthly remuneration is based on the average monthly earnings for up to the previous 60 months of taxable earnings from qualifying literature evangelism. Each union conference shall develop a plan for sharing the cost of contributions for retirement allowances between the employing conference and the HHES/FHES. Literature Evangelists who are considered independent distributors, and thus not employees, are not eligible for the Retirement Allowance.

5. **Teachers**—The retirement allowance for teachers who are employed on a 10-month basis shall be calculated on the maximum monthly remuneration rate which would be available to them if they were employed on the 12-month basis.

6. **Service Credit**—The retirement allowance does not entitle an employee to any additional service credit.

7. **Death Before Retirement**—If an employee was eligible to retire at the time of death, but was still employed, the surviving spouse shall be entitled to a retirement allowance.

8. **Sharing Cost of Contribution**—If an individual on a regular employment basis—as opposed to a casual or temporary basis—is employed by one denominational employer directly from another denominational employer without interruption of service after passing their 60th birthday, their previous denominational employer shall be responsible for, and shall pay to the new
employer at the time(s) the allowance is paid, a portion of the contribution required to provide their retirement allowance based on the following formula: 50 percent of the contribution plus 10 percent for each year that the employee’s age exceeded 60 at the time of such employment. In no case shall an amount greater than 100 percent of the benefit be granted. Payment(s) shall be made directly to the eligible employee by the last denominational employer who shall take responsibility for collection of shared amounts from the other employer(s) involved. Signed agreements by employers to share the contribution on a different basis shall be honored. (For purposes of this policy, hospital employers do not share the Retirement Allowance.)

9. Special Exceptions—The requirement that employees go directly from active service into retirement in order to be eligible for a retirement allowance payable at the time regular retirement benefits begin may be waived by the employer by special action for reasons such as the following:

   a. Termination of active employment was no more than 36 months prior to the date retirement benefits become effective, and
   b. The termination of active employment was due to the transfer of the spouse to a different location or because of retirement of the spouse, or
   c. The employer may, because of exceptional circumstances, approve a request of the employing organization to waive the requirement that an employee go directly from active service into retirement.

10. Special Situations—Notwithstanding provisions of this Y 46 12 paragraph 1 or Z 40 10 paragraph 1 to the contrary, employers will provide a retirement allowance for career years prior to 2000 for retirees who meet either of the following criteria:

   a. Employees who qualify for benefits from one or more of the following alternate NAD-based retirement plans for service prior to 2000 and completed their career under the defined
contribution NAD Adventist Retirement Plan, and are thus ineligible for the Z 40 Retirement Allowance for years prior to 2000.

- Regional Conference Retirement Plan
- Retirement Plan for Canadian Employees
- SDA Hospital Retirement Plan

b. Employees who come to the NAD on an interdivision basis after December 31, 1999 who have opted for the NAD retirement plan for their service in the NAD rather than their home division retirement plan, and thus are ineligible for the Z 40 Retirement Allowance for years prior to 2000.

Y 46 17 Death Benefit—Beneficiaries of the Seventh-day Adventist Retirement Plan of the North American Division and their spouses shall be granted a death benefit according to the following provisions:

1. Eligibility—Upon the death of a beneficiary or a beneficiary’s spouse who was eligible for joint and survivor annuity a death benefit shall be paid to the surviving spouse, or if there is no surviving spouse, to the person who has undertaken responsibility for the funeral arrangements. No death benefit shall be paid with respect to the death of a spouse if the participant is receiving retirement benefits in the form of a single life annuity. Up to 10 years of service credit between January 1, 2000 and December 31, 2014 shall be considered for minimum eligibility purposes only.

2. Amount—Beneficiaries with 40 or more years of service credit prior to January 1, 2000 are granted a death benefit equivalent to the pension factor. For those with at least 10 years of service credit and less than 40 years the benefit is the pension factor multiplied by years of service credit prior to January 1, 2000 divided by (40) forty. For those receiving disability benefits in accordance with Z 20 10 in the North American Division
Retirement Plan with less than 20 years service credit the benefit is based on 20 years.

Y 46 18 Retirees Health Care Assistance Plan — Beneficiaries of the Seventh-day Adventist Retirement Plan of the North American Division and/or the Adventist Retirement Plan, their spouses, and dependent children may be granted assistance on health care expenses in accordance with provisions in the Supplemental Healthcare Adventist Retirement Plan (SHARP).

1. As of January 1, 2005, the level of assistance shall be based on qualifying years of service under the frozen Seventh-day Adventist Retirement Plan of the North American Division (defined benefit plan) and/or the Adventist Retirement Plan (defined contribution plan). Further, years between 1999 and the effective date of this provision shall apply to those who retired during this window, but only on a prospective basis as of the effective date of January 1, 2005.

2. As of January 1, 2003, a healthcare earned credit will not be provided for retirees with less than 40 years of qualifying service credit who become eligible for and elect to begin receiving retirement benefits and/or Adventist Retirement Plan distributions prior to meeting the normal age qualification for Medicare. Eligibility for a healthcare earned credit available to spouses of retirees whose benefits are in the form of a joint and survivor annuity is determined by the eligibility of the retiree.

Y 46 19 Funding for Health Care Assistance and Death Benefit—1. Health care assistance and death benefits for beneficiaries of the Seventh-day Adventist Retirement Plan of the North American Division shall be funded by contributions from the participating organizations. The rates may be changed by NADCOM as necessary in order to meet the demands on the funds. Organizations that base their contributions on employee remuneration shall include all employees, including temporary and part-time, with the exception of student labor in educational
institutions. In Canada, contributions shall be set by the controlling committee of the healthcare plan for Canadian employees.

2. Contributions from the General Conference and North American Division—The General Conference and the North American Division shall contribute to the Health Care Assistance and Death Benefit Fund the following percentages of their respective payroll:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>1.00%</td>
</tr>
<tr>
<td>1996-2000</td>
<td>1.30%</td>
</tr>
<tr>
<td>2001-2004</td>
<td>2.50%</td>
</tr>
<tr>
<td>2005-2012</td>
<td>3.150%</td>
</tr>
<tr>
<td>2013 and subsequent years</td>
<td>3.500%</td>
</tr>
</tbody>
</table>

plus the following percentages of NAD salary equivalents (packaged) for interdivision employees who declare the United States or Bermuda as their tax base:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002-2004</td>
<td>2.50%</td>
</tr>
<tr>
<td>2005 and subsequent years</td>
<td>3.150%</td>
</tr>
<tr>
<td>2005 - 2012</td>
<td>3.150%</td>
</tr>
<tr>
<td>2013 and subsequent years</td>
<td>3.500%</td>
</tr>
</tbody>
</table>

3. Contributions from Conference Organizations—Union conferences and local conferences:

a. Regular contributions shall be a percentage of their tithe receipts:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 2005</td>
<td>2.20%</td>
</tr>
<tr>
<td>2005 - 2012</td>
<td>2.70%</td>
</tr>
<tr>
<td>2013 and subsequent years</td>
<td>3.00%</td>
</tr>
</tbody>
</table>

b. Where the union conferences receive direct payment of tithe from members, the contribution shall be a percentage of their direct tithe receipts:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 2005</td>
<td>2.42%</td>
</tr>
<tr>
<td>2005 - 2012</td>
<td>2.94%</td>
</tr>
<tr>
<td>2013 and subsequent years</td>
<td>3.270%</td>
</tr>
</tbody>
</table>

c. Conferences that employ locally funded church and elementary personnel as described in NAD Working Policy
Z 15 35, and employees whose remuneration is funded partially or fully by other organizations or individuals as described in NAD Z 15 37, shall contribute to the Health Care Assistance and Death Benefit Fund the following percentages of payroll:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>0.50%</td>
</tr>
<tr>
<td>1993</td>
<td>1.00%</td>
</tr>
<tr>
<td>1994</td>
<td>1.50%</td>
</tr>
<tr>
<td>1995</td>
<td>2.00%</td>
</tr>
<tr>
<td>1996 and subsequent years</td>
<td>2.50%</td>
</tr>
</tbody>
</table>

No contributions are required for employees described in Z 15 35 or Z 15 37 after December 31, 1999.

4. Contributions from Institutions—a. Institutions that contribute less than 13 percent of payroll (11.25 percent after December 31, 1999) to the Retirement Plan shall contribute to the Health Care Assistance and Death Benefit Fund the following percentages of payroll:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>0.50%</td>
</tr>
<tr>
<td>1993</td>
<td>1.00%</td>
</tr>
<tr>
<td>1994</td>
<td>1.50%</td>
</tr>
<tr>
<td>1995</td>
<td>2.00%</td>
</tr>
<tr>
<td>1996-2004</td>
<td>2.50%</td>
</tr>
<tr>
<td>2005-2012</td>
<td>3.150%</td>
</tr>
<tr>
<td>2013 and subsequent years</td>
<td>3.500%</td>
</tr>
</tbody>
</table>

b. Contributions shall be billed monthly, based on the audited remuneration data for the fiscal year ended in the calendar year two years previous to the billing year. This remuneration data shall be adjusted by the subsequent percentage changes in the remuneration factor through January 1 of the billing year.

5. Bermuda Exclusion—Effective 1/1/2015, Bermuda-based employers are excluded from the requirements of this Y 46 19 section.

Y 46 35 Denominational Employment—Retired participants in the Seventh-day Adventist Retirement Plan of the North American Division may be employed on a part-time basis without
the loss of retirement benefits in accordance with Z 20 05-5. Employment by a participating employer on a full-time basis renders the participant ineligible to receive benefits from the Retirement Plan, except for those participants more than 70½ years of age receiving benefits in accordance with Z 20 05-5(b). Benefits may be reinstated when the employee ceases full-time employment again.

**Y 47 Local Church and School Employees**

**Y 47 05 Local Church and School Employees**—Some conferences have locally funded church and elementary school personnel on their payroll with costs funded by the local or school. These employees are eligible to earn denominational service credit prior to January 1, 2000 and to participate in the defined contribution retirement plan if certain conditions are met (see Z 15 35 and Adventist Retirement Plan 2.01). Some benefits that the conferences provide locally funded employees are retirement participation and workers’ compensation insurance.
Z RETIREMENT PLAN (USA)

The Seventh-day Adventist Retirement Plan (USA) of the North American Division is published as a separate booklet and may be obtained from the North American Division Retirement Office.
GUIDELINES

As voted by the Year-end Meetings
during the past five years
2010 – 2015
(unless an exception is requested by NAD
Administration on a case-by-case basis)
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   Involved in Field Schools ........................................... GL-12
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   Of the Military ......................................................... GL-13
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   Accreditation Program .............................................. GL-15
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ALLIANCE FOR YOUTH TUTORING AND MENTORING INITIATIVE
(563-10N)

Purpose of Alliance for Youth Tutoring and Mentoring Initiative—The Office of Volunteer Ministries, collaborating closely with Adventist Community Services (ACS), operates the Alliance for Youth Tutoring and Mentoring Initiative with the purpose of linking missionaries as tutors and mentors to children who are in need of support through a mentoring relationship. Volunteers work as coordinators of local tutoring and mentoring sites in major cities and rural areas throughout North America. These missionary volunteer coordinators are responsible for developing a variety of local tutoring programs including, but not limited to, study centers, one-on-one tutoring, and small classes.

Alliance for Youth Tutoring and Mentoring Philosophy—
1. Studies show that if a child reads at proficiency by the time he/she completes the third grade, the same child is much more likely to make positive choices, staying out of a life of crime and attending college/university in larger proportions. This is not merely a good idea for us to do as a Church, it is the compassionate administration of justice, a loving service for “the least of these” spoken of by Christ.

2. To minister to a child early in life resonates with the example of Christ to prioritize children as the greatest example of the kingdom of Heaven. A child who receives early guidance and love will be our greatest promise for strong communities and congregations.

3. Families whose children receive tutoring and mentoring services tend to be grateful for the love and support shown to their homes. These same families tend to be more open to hearing the reasons for our service, opening the door to share the gospel of salvation.

Areas of Need—1. Local tutoring and mentoring programs may be conducted in a variety of sites including: public and church
school buildings, housing complexes, neighborhood centers, and a host of other venues, depending on local needs and availability.

2. Tutoring and mentoring must not be conducted in private residences.

Site and Assignment Procedures—1. Tutoring sites will be launched through the process of collaboration between the Office of Volunteer Ministries and Adventist Community Services. Local tutoring sites can be co-sponsored by a local church, youth organization, Adventist institution or other community agency.

2. Recognized state and provincial standards for licensing and safety must be met at each tutoring and mentoring location.

3. Each tutoring and mentoring site must submit a registration form in order to ensure that proper eligibility for funding, insurance and other vital elements of operation is confirmed.

4. Sites completing registration and other selection criteria are officially linked to the initiative through a vote of the Division Volunteer Appointees Committee.

5. Every approved tutoring and mentoring site will conduct an appropriate personal background/reference screening of each individual who applies to serve as a tutor and mentor to children as per Volunteer Screening Policy.

6. Accountability of local tutoring and mentoring sites
   a. Approved tutoring and mentoring sites are required to submit a progress report to the Office of Volunteer Ministries on a quarterly basis.

   b. The progress report includes important elements such as:
      1) The number of tutoring sites established in the local area
      2) The number of volunteers that tutor and mentor children
      3) The number of children being served

   c. Periodic site reviews are scheduled and conducted by an Adventist Community Services or Office of Volunteer Ministries consultant.
**Financial Responsibility**—1. Each local tutoring and mentoring site takes full financial responsibility for the costs of operation. Each site must establish an operational budget for venue, materials, office equipment, supplies, and other necessary items. Much of what is needed can often be obtained through in-kind donations of materials in the local community. Local churches are encouraged to conduct drives to collect needed items.

2. Limited grant funding is periodically available through Adventist Community Services. Competitive grant funding may be sought by submitting proposals to Adventist Community Services requesting seed funds for approved activities.
   a. Program activities must demonstrate a focus on collaboration with local churches, schools and other community entities.
   b. Applications may include requests for program periods of up to three (3) years with an initial budget period of one (1) year.
   c. Where awards are granted for multiple-year program periods, continuing grant applications will be entertained in subsequent years on a non-competitive basis and/or subject to the availability of funds.
   d. Without exceptions, grant funding proposals must be received no later than December 31 of each year.

**Training**—1. The Alliance for Youth Tutoring and Mentoring Initiative offers comprehensive leadership training through Adventist Community Services and the Office of Volunteer Ministries for those with an interest in organizing community-based tutoring and/or mentoring programs.

2. Training programs are conducted in a variety of venues, ranging from large regional events through conferences and unions, to city or county events organized by local Adventist church or school networks.

3. The training curriculum is intended to empower and build competence in local site leaders by providing the following courses:
a. Developing an Effective Program—This course addresses key components for developing a community-based tutoring and/or mentoring program by reviewing how to conduct a community needs assessment, initiate partnerships, acquire sustainable funding and manage other aspects and administrative functions.

b. Building the Project Team—This course gives an overview of the various roles needed for an effective community-based tutoring and/or mentoring program and teaches how to build, orientate and retain a team of qualified volunteers.

c. Evaluating the Program’s Success—This course teaches how to measure the positive impact that the tutoring and/or mentoring program is making in the lives of children. An assessment that contains multiple strategies and utilizes an array of evaluative tools is introduced to instruct how to gather data that demonstrates program effectiveness for parents, educators, and donors.

d. Ensuring Safety—In this course, the importance of providing a safe environment for children is promoted. Techniques and tools for risk management are examined, with an emphasis on how to screen potential volunteers and properly insure program activities.

e. Program Implementation: Making SMILIES—This course introduces the Multiple Intelligences Pathways to Literacy: S.M.I.L.I.E.S., a teaching curriculum to help tutors discover the most effective ways to unlock a child’s understanding. It explores instructional strategies in literacy that utilizes spatial, musical, intrapersonal, linguistic, exercise, and problem solving techniques that lead to academic success.
BUDGETING GUIDELINES FOR LOCAL AND UNION CONFERENCES

(547-02N)

The following guidelines have been voted to assist in the preparation of the annual operating budgets for the local and union conference.

1. The new budget should be voted by the committee before the new budget year begins, and it should be revised after the close of the current year if final results of the operating year warrant it. To accomplish this, the budget should be based on a selected prior period which would either be a prior calendar year or a fiscal year. (A suggested fiscal year could be 7/1/x1 to 6/30/x2 or 10/1/x1 to 9/30/x2 for the 1/1/x3 budget.)

2. The income shall be based on 95 percent of the selected prior year's tithe plus the lesser of either the average of the past three years' tithe increase or the tithe increase of the past year.

3. After applying the above formula, the budget should not exceed 100 percent of the prior year's tithe, unless the working capital exceeds the recommended level and there is a plan in place for using the excess working capital. If the working capital exceeds the recommended level by a large amount, the committee may wish to initiate special projects for a specified time period to use the excess working capital.

4. In the budgeting process it is recommended that provision be made for working capital to enable the organization to maintain the level recommended as per North American Division Working Policy. This may be accomplished by adding a line item to the budget to enable additions to working capital, or at year end, at the time of closing, excess funds could be placed in working capital. If the organization is below the recommended working capital level, the Administration and committee should study a plan to achieve the working capital recommendations over a specified time period not to exceed ten years.
5. It is recommended that a three-year strategic plan be formulated with the Administration and committee. Projections should include operating, cash flows, and capital expenditure budgets, taking into consideration the needs of funding to the plant fund as it relates to conference operations. This would help to ensure a smooth operation especially in years of lower income.

6. Tithe income from a fifty-third Sabbath, or a "windfall," should be excluded for the purposes of projecting the tithe income of the next budget year. Trust maturities should be included only when the funds have been received and are available for use.

7. In budgeting expenses, funding should be kept in place for all committee approved full-time equivalent employees. Projected expenditures should include an inflation factor in order to provide adequately for operating expenditures, maintenance needs, and for the special projects funding. As new projects are approved, the budget should be immediately adjusted to reflect these additional expenditures.

8. If, after taking into consideration the existing factors and planning, the budget cannot be realistically balanced, the Administration and the committee shall make the necessary adjustments in order to bring the budget into balance within a specified time period, avoiding, if possible, radical and sudden changes.

CAMP WAGE SCALE GUIDELINES
(514-06N)

<table>
<thead>
<tr>
<th>Youth Dept Small Conference</th>
<th>Start</th>
<th>Top</th>
<th>Starting Hourly</th>
<th>6 Years service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caretaker</td>
<td>$9.70</td>
<td></td>
<td>$13.83</td>
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<table>
<thead>
<tr>
<th>Youth Dept. Simple</th>
<th>Start</th>
<th>Top</th>
<th>Starting Hourly</th>
<th>6 Years service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Ranger</td>
<td>$9.70</td>
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<td>$13.83</td>
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</table>
### NAD Working Policy 2015-2016

<table>
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<tr>
<th>Position</th>
<th>2015-2016</th>
<th>2016-2017</th>
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<tbody>
<tr>
<td>Head Cook</td>
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<tr>
<td>Ranger</td>
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<tr>
<td>Housekeeper</td>
<td>$6.81</td>
<td>$10.94</td>
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</table>

#### Youth Dept. Expanded

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<th>Position</th>
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<th>2015-2016</th>
<th>2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>75.00%</td>
<td>$13.28</td>
<td>$16.84</td>
</tr>
<tr>
<td>Manager Coordinator</td>
<td>51.50%</td>
<td>$11.88</td>
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<tr>
<td>Maintenance Director</td>
<td>68.50%</td>
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</tr>
<tr>
<td>Ranger</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service Coordinator</td>
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<td></td>
</tr>
<tr>
<td>Food Service Director</td>
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<td>Guest Services</td>
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<td>$11.88</td>
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<td>Receptionist</td>
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</tr>
<tr>
<td>Housekeeping Coordinator</td>
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<td>$7.65</td>
<td>$11.16</td>
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</table>

#### Camp Ministries-Executive

<table>
<thead>
<tr>
<th>Position</th>
<th>Percentage</th>
<th>2015-2016</th>
<th>2016-2017</th>
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<tr>
<td>Administrative Director</td>
<td>87.00%</td>
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<tr>
<td>Summer Camp/Yr Rd Pro Director</td>
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<tr>
<td>Plant Services Director</td>
<td>75.00%</td>
<td>$11.88</td>
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</tr>
<tr>
<td>Marketing/Reservations Director</td>
<td>75.00%</td>
<td>$11.88</td>
<td>$15.39</td>
</tr>
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<td>Marketing/Reservations Coordinator</td>
<td>75.00%</td>
<td>$11.88</td>
<td>$15.39</td>
</tr>
<tr>
<td>Food Services Director</td>
<td>75.00%</td>
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<td>$15.39</td>
</tr>
<tr>
<td>Housekeeping Director</td>
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<td>$11.16</td>
</tr>
<tr>
<td>Secretary</td>
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<td>$8.32</td>
<td>$11.88</td>
</tr>
<tr>
<td>Finance Director</td>
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<td>$15.39</td>
</tr>
<tr>
<td>Accountant</td>
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<td>$11.88</td>
<td>$15.39</td>
</tr>
<tr>
<td>Bookkeeper</td>
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### GL-8 / Guidelines—Appendix

#### NAD Working Policy 2015-2016

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<tr>
<td>Marketing/Reservations Coordinator</td>
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</tr>
<tr>
<td>Food Services Director</td>
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<td>95.00%</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Director</td>
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<td>70.00%</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Coordinator</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>$8.32</td>
<td>$11.88</td>
<td></td>
</tr>
<tr>
<td>Accountant</td>
<td>$11.88</td>
<td>$15.39</td>
<td></td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>$9.70</td>
<td>$13.83</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Camp Ministries-Facilities Management</th>
<th>Administrative Director</th>
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<th>102.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Services Director</td>
<td>75.00%</td>
<td>95.00%</td>
<td></td>
</tr>
<tr>
<td>Marketing/Reservations Director</td>
<td>75.00%</td>
<td>95.00%</td>
<td></td>
</tr>
<tr>
<td>Marketing/Reservations Coordinator</td>
<td>$11.88 $15.39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Services Director</td>
<td>75.00%</td>
<td>95.00%</td>
<td></td>
</tr>
<tr>
<td>Housekeeping Director</td>
<td>50.00%</td>
<td>70.00%</td>
<td></td>
</tr>
<tr>
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<td>$7.65 $11.16</td>
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<tr>
<td>Secretary</td>
<td>$8.32</td>
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<td></td>
</tr>
<tr>
<td>Finance Director</td>
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<td>95.00%</td>
<td></td>
</tr>
<tr>
<td>Accountant</td>
<td>$11.88</td>
<td>$15.39</td>
<td></td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>$9.70</td>
<td>$13.83</td>
<td></td>
</tr>
</tbody>
</table>

*MW = Minimum Wage
HOURLY WAGE NOTE: The hourly rates are based on federal minimum wage of $5.15. If prevailing community wages for the job description are higher then these hourly rates should be adjusted accordingly.

EXEMPT EMPLOYEE NOTE: Each of the above jobs is connected to an attached description/model. Camps must be careful to distinguish between “exempt” and “non-exempt” employees. All “non-exempt” employees must be paid for any and all overtime they accrue according to your local state (province), or federal laws. For assistance with this contact your Conference Human Resources Department or the NAD Youth Ministries Department. For the purposes of our models the designation “Director” with any of the job descriptions requires that the position be salaried and must meet the state, federal or province criteria of an exempt position. All positions that do not meet these criteria must be non-exempt (hourly). A “Manager” may also be salaried if the position meets the exempt requirements.

COMMUNITY BASED REMUNERATION OF NON-EXEMPT EMPLOYEES

(533-10N)

The North American Division encourages the community based, market-oriented remuneration for non exempt employees. A well-balanced system could provide fair and equitable remuneration that can impact recruitment and retention of employees. However, in order to successfully implement such a system, denominational organizations should consider that implementation requires extensive planning, adequate oversight, and thorough review.

Market-based compensation for non exempt employees requires major commitment by administration over a multi-year process, approximately three years, preferably placed in the hands of an individual who can commit the time that will insure success. Organizations planning to implement a community-based remuneration for non exempt employees should consider the following:

1. Develop job descriptions that will help determine the level of compensation without regards to present employee’s personalities or skill set.
2. Obtain the services of a compensation specialist that will assist in analyzing benchmark positions against similar external entities.

3. Establish core positions that need to be identified and used as benchmarks. Core positions are essential support functions classified for non exempt compensation.

4. Establish grades to classify the core positions already identified. Select a point within the grades as the maximum remuneration.

5. Cluster similar positions within minimums and maximums by weighing external (market) values with internal (denomina- tional) values. Establish grades, ranges, and steps to reach the maximum remuneration based on merit rather than seniority.

6. Avoid setting the levels of compensation based on the personality or skill set of present employees.

7. A transitional remuneration enhancement may be needed in order to reclassify employees within grades without a loss of pay. A once-a-year bonus may elicit cooperation and good will during the transition.

8. Conduct an annual internal review of the program and insure it keeps pace with the local job market. Engage the services of a compensation specialist to conduct an intensive market-wide review every three years.

9. Extensive communication throughout the process is vital to the success of the program.

10. Consult with the Department of Human Resources of the General Conference for the name(s) of the compensation specialist utilized by the General Conference.
DENOMINATIONAL SUBSIDY—
AVIATION PROGRAMS
(529-01N)

In light of the high costs associated with aviation students securing degrees which include the need to secure pilot licensing, the following guideline was voted.

Normal tuition subsidy for children of denominational employees who are enrolled in aviation programs of church-affiliated educational organizations with their major leading to an aviation degree, be extended to include aircraft and instructional fees incurred at such programs for the requirements of the degree program. The maximum subsidy paid will be based on the lower cost of either of the following two options:

1. Three hundred (300) flight hours.
2. The equivalent of one year’s tuition at that college, or university. When the aviation training occurs over more than one school year, use the average of the tuition costs for the years involved, but not to be more than five (5) years.

Example: (use two semesters or three quarters)

Year 1 -
Cost per semester credit $420
x 16 credits
x 2 semesters
= $13,440 per yr

Year 2 -
Cost per semester credit $470
x 16 credits
x 2 semesters
= $15,040 per yr

Average cost per year is $13,440
+ $15,040
This is the maximum tuition subject to the 70% or 35% assistance as provided by policy.

GUIDELINES FOR FINANCING NADEI STUDENTS INVOLVED IN FIELD SCHOOLS
(509-94N) (Reinserted by Request of North American Division Evangelism Institute – North NADEI.)

The spouse and family are encouraged to attend with the student, provided adequate housing can be arranged. Single students and students whose spouse chooses not to attend are encouraged to travel to the field school in the same automobile. Expenses shall be paid as follows:

1. Transportation to and from Field Schools—75 percent of the regular mileage rate.
   a. Sponsored students—Shall be paid by sponsoring conferences.
   b. Unsponsored students—Shall be paid by NADEI.

2. Meals and lodging to and from Field Schools—A package amount equal to two and one-half (2 ½) per diems for every day. (Days are figured at 500 miles per day.) If within 500 miles (1 day travel), the allowance is only one per diem. Spouse and family are granted one additional per diem.
   a. Sponsored students—paid by sponsoring Conference
   b. Unsponsored students—paid by NADEI

3. Meals While Attending the Field School—Meals while attending the field school will be provided by the local church or the evangelistic budget.

4. Lodging While Attending the Field School—Suitable housing will be provided either in the homes of members or as arranged by the local church.
5. Transportation at Field School—Mileage will be paid by the local evangelistic budget, at 75 percent of the regular rate.

6. Books and Supplies—Books and supplies will be purchased by the student.

GUIDELINES FOR PASTORS SERVING IN THE RESERVE COMPONENTS OF THE MILITARY
(508-10N)

Adventist ministers who are denominationally employed and serve in the Reserve Components of the military shall inform the hiring organization of their military obligations and provide copies of written orders requiring their deployment for any period exceeding one month.

Denominational employers will comply with the intent of national laws governing the employment and re-employment of military reservists, such as the Uniformed Service Employment and Re-employment Act of 1994 (USERRA) in the United States.

Reservists’ terms for active duty are being prolonged for periods, in some cases, exceeding one year. This has brought pressure on the reservists as well as their families in a number of areas including financial concerns.

When activated, reservists receive remuneration and benefits from the military. Effective dates are documented by the armed forces. Such dates become the basis for determining when the reservist returns to denominational employment.

Salary and Economic Research Institute, Inc. (ERI): Employers cannot deny an employee’s right to serve in the reserves nor can they negatively impact their employees serving in the reserves. Reservists receive minimal compensation for the monthly drills they participate in when not called to active service. Such compensation should have no bearing on their denominational remuneration. However, when mobilizations are longer than one month, denominational employers need only
compensate the difference, if any, between the military basic salary and the normal denominational pay. For example, a pastor with military reserve obligations may be mobilized to attend special training or deployed for four months and receive only a sergeant’s pay from the military, which would be considerably less than his pay from the conference. The conference should extend to him the difference.

Housing Allowance: When activated, the reservist is entitled to receive housing assistance from the military. This assistance is non-taxable, which is similar to the parsonage allowance granted ministers.

Tuition Assistance: Tuition assistance is an aspect of denominational employment that is not covered by law. Reservists should receive tuition assistance only if their dependants were receiving such assistance at the time of their activation or should the reservist’s dependants be on track to become eligible during the time of active duty.

1. For college/university students, normally eligible to apply for student loans, a “recapture” system may be put in place whereby the reservist is allowed to recoup educational assistance for which he/she would have been eligible had he/she remained in denominational employment. Such assistance would be granted following the return of the reservist to full denominational employment. A denominational entity may elect to continue granting educational assistance during the time the reservist is on active duty as if he/she were present on the job. However, if the reservist is entitled to VA educational benefits, which can be extended to the family, the reservist should first use those benefits before seeking compensation from the denominational entity.

2. For K-12 students, denominational entities will normally grant tuition assistance on the same basis as for active workers given the fact that student loans and VA educational benefits are not as readily available.
Health Care Assistance:

The NAD Health Care Assistance Plan (HCAP) For Employees of the Seventh-day Adventist Organization of the North American Division, United States only, addresses the issue of “Military Leave of Absence.” Included are the following provisions:

Employees mobilized for thirty (30) days or less of military duty remain in the HCAP.

For mobilizations longer than thirty (30) days the employee can elect to continue coverage for herself or himself and any legal dependants; however, such coverage may be subject to the reservist paying a premium.

PLANNED GIVING AND TRUST SERVICES
CERTIFICATION AND ACCREDITATION
PROGRAM

STATEMENT

1. As Christians, Seventh-day Adventists recognize the principles of good stewardship as presented in the Bible, and as supplemented by counsel contained in the writings of Ellen G White. This recognition accepts the belief that our God has blessed His people both spiritually and materially. As good stewards we will be faithful in returning to the Lord a tithe of our income and in the giving of offerings to the work of the Church. In addition, an increasing number of believers are putting into practice the remembering of the Lord's work in their estate plans and disposition of their accumulated assets. At the same time Trust Services helps meet the changing needs of individuals and families throughout their cycle of life.

2. It has been demonstrated that the emphasis the Church has placed on planned giving through wills, trusts, and special gifts in
the past years in North America has produced urgently needed funds for the work of the Church. This flow of funds to the Church continues to increase at an even faster pace as increased emphasis is placed on planned giving through wills, trusts, and special gifts.

3. Training and experience have helped the Church establish a stronger and better planned giving program as the years have passed. A desire for excellence, competence, and integrity in planned giving has prompted the decision to certify all personnel working for the Church in this area, and also to accredit those Church entities that offer planned giving services to their constituents.

4. The following guidelines are established as an initial step to be taken in the certification/accreditation process for those persons and entities presently working for church organizations in the planned giving ministry, which currently is termed Planned Giving and Trust Services. The requirements adopted are to be recognized as minimum standards. Administrators are encouraged to provide additional training for their Planned Giving and Trust Services personnel.

GUIDELINES

1. Personnel Training and Certification Requirements—The following requirements shall be met for certification of individuals:
   a. All personnel, to maintain certification, shall have a minimum of sixty (60) hours of continuing education during the three-year period, beginning January 1, 2000, and each three-year period thereafter. Any individuals not employed in Trust Services for the full three-year period shall complete a proportionate number of hours for the time employed. This shall include attendance at the following:
      1) All General Conference/North American Division sponsored training seminars. These shall be held twice during each quinquennial period, each being for twenty (20) hours. The remaining hours shall be under supervision of the respective Union Trust Services Directors.
2) All Union sponsored or approved training seminars.  
**NOTE:** These are the minimum requirements and governing committees are encouraged to approve additional professional training for Planned Giving and Trust Services personnel.  

b. Within twelve months of first employment in Trust Services all new personnel to be certified shall:

1) Satisfactorily complete a college/university level course in Estate Planning (Andrews University BSAD 556, or equivalent).

2) Satisfactorily complete the 30 hours NAD Basic Trust Services Seminar conducted under the direction of the General Conference Trust Services.

3) Satisfactorily complete 30 hours of orientation in Trust Services of an accredited organization other than their employing organization. Selection of that service organization is to be in consultation with director of next higher organization.

4) Satisfactorily complete a required reading course.

5) Pass the qualifying examination.

c. Only persons having met all the certification requirements as set forth by North American Division Planned Giving and Trust Services, employed by an organization listed in the Seventh-day Adventist Church *Yearbook*, and whose employment involves either management or development of Planned Giving and Trust Services, will be considered for certification. All others who may have been previously certified will not be considered for current certification unless qualified and employed in this manner. The one week internship will be available only to those so employed. This does not prohibit recognition of any person who has completed the Planned Giving and Trust Services Basic and Advanced Courses, but is not eligible for current certification.

2. **Organization Accreditation Requirements**—The following requirements shall be met by any organization seeking accreditation of its Planned Giving and Trust Services program:
a. All personnel performing functions of trust development or management shall be certified as provided above. This specifically includes, but is not limited to, Planned Giving and Trust Services directors, Planned Giving and Trust Services representatives, trust officers and treasurers/chief financial officers.

b. Provision shall be made for adequate legal and tax counsel services.

c. An annual operation and compliance audit to insure compliance with denominational policy and fiduciary responsibility shall be performed by the General Conference Auditing Services or as otherwise provided by denominational policy. A copy of the audit report, including management letter, shall be furnished to the Certification and Accreditation Committee. Any substantial exception shall be cause for action by the Certification and Accreditation Committee as provided herein.

3. Certification and Accreditation Committee—a. The General Conference/North American Division shall establish a seven member Certification and Accreditation Committee. Its members shall include the North American Division Treasurer/Chief Financial Officer as chair; the General Conference Planned Giving and Trust Services Director as Secretary; two additional members from the North American Division Planned Giving and Trust Services Standing Committee; and three qualified laypersons. All non-ex officio members are to be recommended by the Planned Giving Trust Services Standing Committee.

b. The Certification and Accreditation Committee shall issue individual certification and organizational accreditation, and shall establish and institute the procedures within guidelines established by the North American Division Planned Giving and Trust Services Standing Committee.

c. The committee shall issue a warning letter to the administration of any organization that fails to meet minimum accreditation standards and upon persistent failure to comply, may place the organization on a provisional basis. Any change to provi-
sional basis shall be reported to the board of the organization, the
next higher organization and the auditors for inclusion in the next
annual report of the conference or institution if the condition has not
been corrected. If the committee should determine that the
accreditation of the organization should be withdrawn, such
recommendation shall be made to the North American Division
Committee.

4. Effective Date and Implementation—These amendments to
the previous certification and accreditation policies become
effective January 1, 2000. The Planned Giving and Trust Services
Standing Committee shall have authority to institute such proce-
dures as necessary for the continuing implementation of these
guidelines.

5. Personnel for Continuing Education—The General Confe-
rence/North American Division officers shall give study to the
appointment of sufficient staff to coordinate the administration of the
continuing education and certification/accreditation programs.

6. Seventh-day Adventist Church in Canada Implementation—
These policies may be modified, as necessary, for Canada as
recommended by the Seventh-day Adventist Church in Canada and
approved by the North American Division Committee.

PROCEDURE FOR ACCEPTING A
GROUP INTO ANOTHER CONFERENCE
(551-99N) (Kept in by Request of NAD Secretary)

When there is an overlapping of conference territory and a
group separated from one conference desires affiliation with
another conference, the following procedure must be followed:

1. When a group of members separate themselves from an
established Seventh-day Adventist Church and start a new group,
the church shall inform the conference and the conference shall
notify the union.
2. The local conference must also send a notice to the area churches stating that the new group is not an official Seventh-day Adventist Church.

3. If the group wants to become a part of a conference, it must make an attempt to reconcile with the conference from which it separated. The former conference shall request a union officer to preside at the reconciliation meeting.

4. Before another conference considers the group's request for acceptance, it must first verify with the union officer(s) that a good faith attempt at reconciliation has been made.

5. After the certification of the union officer(s), the new conference may consider the application of the group for acceptance into the sisterhood of churches. Issues of church membership must also be properly settled.

6. If the new conference executive committee votes to organize the group into a church congregation it shall notify the union and the area churches that the church has been accepted into its sisterhood of churches.

7. Such acceptance must be ratified at the next constituency meeting of the conference.

SEVENTH-DAY ADVENTIST CHURCH WEB SITES—GUIDELINES
(543-07N)

Guidelines for Seventh-day Adventist Church Web Sites

The presence of Seventh-day Adventist churches, offices, and institutions around the world has established a global recognition for the Church. Public perception concerning the worldwide family of Seventh-day Adventists is influenced by the lives of members, by the actions of each organization, by denominationally-identified services and programs, and by the maintenance of aesthetic appeal at all physical properties. The Church has adopted and registered, as a trademark, its official
name and logo. All denominational organizations listed in the current *Seventh-day Adventist Yearbook* are authorized to use, for non-commercial purposes, the registered trademarks ("Seventh-day Adventists," "Adventist," "SDA," or any derivative of such; see GC BA 40 40) and logo, of the Church. The right to use the official name and logo of the Church is accompanied by an obligation to protect these against misuse and misrepresentation.

Technological advances have made it possible for a local entity of the Church to exhibit a global presence through an Internet Web site. It is in the interest of the worldwide Church to provide guidance regarding how the Church is portrayed, and thus perceived, through a Web site. All denominational entities choosing to establish an online presence are expected to develop their Web sites within the scope of the following guidelines. Division executive committees may adopt additional guidelines respecting the content and operation of Web sites within the division territory.

1. Only official churches, organizations, and entities administered by organizations listed in the *Seventh-day Adventist Yearbook* are entitled to use the Seventh-day Adventist Church’s corporate identity symbols (logo graphic and text) as described in the Church’s corporate identity standards manual.

2. Domain names used by Church entities should be owned and registered in the entity’s name, or in the name of another denominational entity, such as a conference, union, or division, that has granted use of its domain name; and a business plan should be established to preserve the domain name for future use by the entity.

3. Every denominational Web site should display appropriate trademark and copyright notices and symbols.

4. Seventh-day Adventist Church beliefs and teachings are to be upheld in content published on all denominational Web sites. Promotional material and information provided through the Web

site must be consistent with the beliefs and ethical values of the
Seventh-day Adventist Church.

5. Widespread public access to a Web site requires that
communication and information originating from a site must
reflect the courtesies of public discourse. The Church’s message
can be communicated in ways that acknowledge diversity of
viewpoints while avoiding hostile or offensive remarks and
caricatures about other people, groups, or organizations.

6. Seventh-day Adventist Web sites must respect intellectual
property rights when posting audio, video, pictures, text, and all
other content.

7. All Web sites should display professional appearance,
including design, choice of colors, graphics, and layout. It is
recommended that Web sites be tested for usability before being
made public. Divisions may identify preferred Web site hosts
and/or software platforms in order to facilitate connectivity among
denominational entities and to maintain technical quality of
denominational Web sites.

8. Adventist internal language, jargon, acronyms, and
abbreviations are to be used with care on denominational Web sites
as they are available to all Internet users, many of whom will have
little understanding of such terms. Web site content is to be
checked for spelling and grammar.

9. The board or executive committee of the entity having a
Web presence is ultimately responsible for the maintenance,
content, and operation of the site. Therefore, each entity is
expected to establish a system for monitoring and oversight,
including the appointment of personnel who are entrusted with
responsibility for managing the Web site and its content. Care
should be exercised in selecting types of information that is made
available for global access.

10. In the context of the Internet culture, Web pages which
include time-sensitive information should be updated on a regular
basis. It is recommended that a monitoring system be established to measure unique visitors or page views.

11. Care should be exercised when selecting links to other Web sites. Information portrayed on Web sites linked to a denominational entity’s site should be supportive of the Church’s mission, message, and values. Legal counsel should be obtained as to whether or not commercial activity facilitated by the Web site will jeopardize the organization’s status as a religious, not-for-profit organization.

12. Denominational entities sponsoring Web sites are responsible for ensuring that the operation and content of the site is in compliance with applicable laws, including requirements for the privacy protection of children who may access the Web site or whose picture may be placed on the Web site.

13. A feedback option for visitors to leave inquiries and comments is recommended.

CALENDER OF OFFERINGS WEEKLY APPEAL
IN THE NORTH AMERICAN DIVISION
(584-97N per KLN Request)

The Calendar of Offerings Weekly Appeal Committee shall recommend each year to the North American Division’s Executive Committee at its Year-end Meeting a calendar of offerings which shall include:

- 24 offerings for ministry in the local church
- 12 offerings for ministry in the local conference
- 8 offerings for ministry in the North American Division
- 4 offerings for ministry in the world field
- 4 special projects offerings
- 2 to be designated by unions and/or conferences and
- 2 to be designated by the North American Division

The committee shall designate dates for offerings according to the following plan:

1st Sabbath  Local Church Outreach
2nd Sabbath  North American or World Field Outreach
3rd Sabbath  Local Church Budget
4th Sabbath  Local Conference Advance
5th Sabbath  Special Projects Offering

TRANSFER AND RETIREMENT GIFTS
(527-92N, 606-02N, 536-04N, 547-06N, 520-07N)

1. Employees who serve in conference offices and institutions and who transfer to another denominational organization, resign, or retire may be granted a farewell gift, calculated as a percentage of the employee’s remuneration rate, excluding cost of living, rounded off to the nearest $5, according to the following schedule of service in that organization:

<table>
<thead>
<tr>
<th>Remuneration Scale Percentage</th>
<th>Percentage Per Year of Service</th>
<th>Maximum Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>102% and above</td>
<td>4.0% per year of service</td>
<td>20 %</td>
</tr>
<tr>
<td>98 % to 101%</td>
<td>3.0% per year of service</td>
<td>15 %</td>
</tr>
<tr>
<td>Below 98%</td>
<td>2.0% per year of service</td>
<td>10 %</td>
</tr>
</tbody>
</table>

2. Employees who receive a termination settlement are excluded from this provision.
3. This gift is taxable income.

TRAVEL EXPENSES AND PER DIEM—GUIDELINES
(507-10N)

1. Reimbursement for Expenses—Provision shall be made for the reimbursement of actual travel expenses, including actual motel/hotel expenses, and a per diem to cover food and incidental expenses. Travel shall be by the most economical means taking into account good utilization of personal time and trip
requirements. When travel is to be by automobile over long distances, reimbursement shall include actual motel expenses and a per diem based on a minimum of 500 miles of travel per day over the most direct route available.

2. *Employee’s Travel Expense*—The travel philosophy of the denomination is that normally the employing organization is responsible for the reimbursement of its employee’s authorized travel expenses.

3. *Luggage & Travel Accessory Assistance*—Luggage assistance may be approved when extensive air travel is required, and the individual is subjected to significant outlays of personal funds on a regular basis. The term luggage includes suitcases, briefcases, computer cases, and carry-on pieces.

   a. The assistance shall be extended once a year by the reimbursement of expenses already incurred, using a sliding scale ranging from $150-$450 per year. Organizations may designate lower limits as deemed appropriate. Unused amounts in one year may be carried forward to the following year with a maximum of two years.

   b. The assistance is to be considered a non-taxable reimbursable travel expense based on paid receipts.

   c. Luggage assistance shall be applied per year to personnel with a regular travel budget of at least 50 percent.

   d. Global Positioning System (GPS)—At the discretion of the administration, staff members who receive a travel budget can claim the cost of a global positioning system (GPS) for travel. This would include the cost of GPS software updates.

   e. Noise Canceling Headphones—At the discretion of the administration, staff members who receive a travel budget can claim the cost of noise canceling headphones for travel.
Secretariat Review
(547-15N)

1. Purpose—General Conference advises all Divisions to conduct a regular review of union and conference secretariats to maintain consistency and proper execution of its functions. This review aims at helping organizations fulfill mission and commitment. Governing boards within the scope of the review should receive an assurance on the proper execution of Secretariat functions and its compliance with applicable professional standards, denominational policies and the GC Constitution and bylaws.

2. Responsibility—The NAD Secretariat shall conduct a review of Union secretariat. In turn, Union secretariat shall conduct, in conjunction with the Division secretariat, a review of secretariat functions at local Conference/Mission in their territory. This will include, but is not limited to, Mission Statement, Membership, Attendance, Minutes, Constitution and Bylaws, and Independent Transfers.

While the Division Secretariat is responsible for forming and expressing an opinion on the practice of secretariat functions and the implementation of the Working Policies at union level, it is the responsibility of the union to form and express such an opinion regarding conferences in its territory.

3. Management’s Responsibility—As related to secretariat function the responsibility for the preparation of all necessary documentations is that of the organization’s secretariat.

4. Review and Frequency—
   a. Review Report—The reviewer’s written expression of an opinion on secretariat function may be satisfactory, conditional, adverse or a disclaimer of opinion.
   b. Review Frequency—This review shall normally be conducted once between constituency meetings (triennial, quadrennial, quinquennial) for unions and conferences.
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