



General Conference

**WORKING
POLICY**

2021-2022

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WORKING POLICY

OF THE GENERAL CONFERENCE OF
SEVENTH-DAY ADVENTISTS

2021-2022 Edition

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Introduction

This book contains the Fundamental Beliefs of Seventh-day Adventists and the Constitution and Bylaws of the General Conference of Seventh-day Adventists as adopted by General Conference Sessions, the Mission Statement of the Seventh-day Adventist Church, Total Commitment to God—A Declaration of Spiritual Accountability in the Family of Faith, Roadmap to Mission and the *Working Policy* as adopted by Annual Councils of the General Conference Executive Committee. It is therefore the authoritative voice of the Church in matters relating to the administration of the work of the Seventh-day Adventist denomination in all parts of the world. It is to be adhered to by all denominational organizations. (See General Conference *Working Policy* B 10.)

Up until and including the 1975 edition, the General Conference *Working Policy* was published in bound format and was updated and reprinted periodically, usually every two years. Beginning with the 1977 edition, it was published in loose-leaf format and updated annually by inserts which included the policy revisions voted by the latest Annual Council of the General Conference Executive Committee. The last such inserts contained the policy revisions voted by the 1982 Annual Council and carried the notation “Revised 1982.” No inserts were prepared with the revisions made by the 1983 Annual Council. Instead, the 1984 edition of the *Working Policy*, published in bound format, included the policy revisions voted by both the 1983 and 1984 Annual Councils. It was also the first edition to be issued under a new plan to print annual revised editions of the complete *Working Policy* which would include changes made by the latest Annual Council.

This is the 2021-2022 edition of the General Conference *Working Policy*. The date 2021 is used to indicate that it incorporates the changes made by the 60th General Conference Session (2015) and subsequent Annual Councils. Its dual designation as the 2021-2022 edition is used to indicate that for most of the year 2022 it will be the latest edition of the General Conference *Working Policy*.

This edition supersedes all previous editions and shall be adhered to except as it may be amended by subsequent actions of a General Conference Session or an Annual Council of the General Conference Executive Committee.

General Conference of Seventh-day Adventists
Executive Committee

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Fundamental Beliefs

of Seventh-day Adventists

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FUNDAMENTAL BELIEFS OF SEVENTH-DAY ADVENTISTS

(As amended at the 60th General Conference Session held in San Antonio, Texas, United States of America, July 2 to 13, 2015.)

Seventh-day Adventists accept the Bible as their only creed and hold certain fundamental beliefs to be the teaching of the Holy Scriptures. These beliefs, as set forth here, constitute the church's understanding and expression of the teaching of Scripture. Revision of these statements may be expected at a General Conference Session when the church is led by the Holy Spirit to a fuller understanding of Bible truth or finds better language in which to express the teachings of God's Holy Word.

1. *The Holy Scriptures*

The Holy Scriptures, Old and New Testaments, are the written Word of God, given by divine inspiration. The inspired authors spoke and wrote as they were moved by the Holy Spirit. In this Word, God has committed to humanity the knowledge necessary for salvation. The Holy Scriptures are the supreme, authoritative, and the infallible revelation of His will. They are the standard of character, the test of experience, the definitive revealer of doctrines, and the trustworthy record of God's acts in history. (Ps 119:105; Prov 30:5, 6; Isa 8:20; John 17:17; 1 Thess 2:13; 2 Tim 3:16, 17; Heb 4:12; 2 Peter 1:20, 21.)

2. *The Trinity*

There is one God: Father, Son, and Holy Spirit, a unity of three coeternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. He is infinite and beyond human comprehension, yet known through His self-revelation. God, who is love, is forever worthy of worship, adoration, and service by the whole creation. (Gen 1:26; Deut 6:4; Isa 6:8; Matt 28:19; John 3:16; 2 Cor 1:21, 22; 13:14; Eph 4:4-6; 1 Peter 1:2.)

3. *The Father*

God the eternal Father is the Creator, Source, Sustainer, and Sovereign of all creation. He is just and holy, merciful and gracious, slow

to anger, and abounding in steadfast love and faithfulness. The qualities and powers exhibited in the Son and the Holy Spirit are also those of the Father. (Gen 1:1; Deut 4:35; Ps 110:1, 4; John 3:16; 14:9; 1 Cor 15:28; 1 Tim 1:17; 1 John 4:8; Rev 4:11.)

4. *The Son*

God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. Forever truly God, He became also truly human, Jesus the Christ. He was conceived of the Holy Spirit and born of the virgin Mary. He lived and experienced temptation as a human being, but perfectly exemplified the righteousness and love of God. By His miracles He manifested God's power and was attested as God's promised Messiah. He suffered and died voluntarily on the cross for our sins and in our place, was raised from the dead, and ascended to heaven to minister in the heavenly sanctuary in our behalf. He will come again in glory for the final deliverance of His people and the restoration of all things. (Isa 53:4-6; Dan 9:25-27; Luke 1:35; John 1:1-3, 14; 5:22; 10:30; 14:1-3, 9, 13; Rom 6:23; 1 Cor 15:3, 4; 2 Cor 3:18; 5:17-19; Phil 2:5-11; Col 1:15-19; Heb 2:9-18; 8:1, 2.)

5. *The Holy Spirit*

God the eternal Spirit was active with the Father and the Son in Creation, incarnation, and redemption. He is as much a person as are the Father and the Son. He inspired the writers of Scripture. He filled Christ's life with power. He draws and convicts human beings; and those who respond He renews and transforms into the image of God. Sent by the Father and the Son to be always with His children, He extends spiritual gifts to the church, empowers it to bear witness to Christ, and in harmony with the Scriptures leads it into all truth. (Gen 1:1, 2; 2 Sam 23:2; Ps 51:11; Isa 61:1; Luke 1:35; 4:18; John 14:16-18, 26; 15:26; 16:7-13; Acts 1:8; 5:3; 10:38; Rom 5:5; 1 Cor 12:7-11; 2 Cor 3:18; 2 Peter 1:21.)

6. *Creation*

God has revealed in Scripture the authentic and historical account of His creative activity. He created the universe, and in a recent six-day creation the Lord made "the heavens and the earth, the sea, and all that is in them" and rested on the seventh day. Thus He established the Sabbath

as a perpetual memorial of the work He performed and completed during six literal days that together with the Sabbath constituted the same unit of time that we call a week today. The first man and woman were made in the image of God as the crowning work of Creation, given dominion over the world, and charged with responsibility to care for it. When the world was finished it was “very good,” declaring the glory of God. (Gen 1-2; 5; 11; Ex 20:8-11; Ps 19:1-6; 33:6, 9; 104; Isa 45:12, 18; Acts 17:24; Col 1:16; Heb 1:2; 11:3; Rev 10:6; 14:7.)

7. The Nature of Humanity

Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Though created free beings, each is an indivisible unity of body, mind, and spirit, dependent upon God for life and breath and all else. When our first parents disobeyed God, they denied their dependence upon Him and fell from their high position. The image of God in them was marred and they became subject to death. Their descendants share this fallen nature and its consequences. They are born with weaknesses and tendencies to evil. But God in Christ reconciled the world to Himself and by His Spirit restores in penitent mortals the image of their Maker. Created for the glory of God, they are called to love Him and one another, and to care for their environment. (Gen 1:26-28; 2:7, 15; 3; Ps 8:4-8; 51:5, 10; 58:3; Jer 17:9; Acts 17:24-28; Rom 5:12-17; 2 Cor 5:19, 20; Eph 2:3; 1 Thess 5:23; 1 John 3:4; 4:7, 8, 11, 20.)

8. The Great Controversy

All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe. This conflict originated in heaven when a created being, endowed with freedom of choice, in self-exaltation became Satan, God’s adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. This human sin resulted in the distortion of the image of God in humanity, the disordering of the created world, and its eventual devastation at the time of the global flood, as presented in the historical account of Genesis 1-11. Observed by the whole creation, this world became the arena of the universal conflict, out of which the God of love will ultimately be vindicated. To assist His people in this controversy,

Christ sends the Holy Spirit and the loyal angels to guide, protect, and sustain them in the way of salvation. (Gen 3; 6-8; Job 1:6-12; Isa 14:12-14; Ezek 28:12-18; Rom 1:19-32; 3:4; 5:12-21; 8:19-22; 1 Cor 4:9; Heb 1:14; 1 Peter 5:8; 2 Peter 3:6; Rev 12:4-9.)

9. *The Life, Death, and Resurrection of Christ*

In Christ's life of perfect obedience to God's will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. This perfect atonement vindicates the righteousness of God's law and the graciousness of His character; for it both condemns our sin and provides for our forgiveness. The death of Christ is substitutionary and expiatory, reconciling and transforming. The bodily resurrection of Christ proclaims God's triumph over the forces of evil, and for those who accept the atonement assures their final victory over sin and death. It declares the Lordship of Jesus Christ, before whom every knee in heaven and on earth will bow. (Gen 3:15; Ps 22:1; Isa 53; John 3:16; 14:30; Rom 1:4; 3:25; 4:25; 8:3, 4; 1 Cor 15:3, 4, 20-22; 2 Cor 5:14, 15, 19-21; Phil 2:6-11; Col 2:15; 1 Peter 2:21, 22; 1 John 2:2; 4:10.)

10. *The Experience of Salvation*

In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Saviour and Lord, Substitute and Example. This saving faith comes through the divine power of the Word and is the gift of God's grace. Through Christ we are justified, adopted as God's sons and daughters, and delivered from the lordship of sin. Through the Spirit we are born again and sanctified; the Spirit renews our minds, writes God's law of love in our hearts, and we are given the power to live a holy life. Abiding in Him we become partakers of the divine nature and have the assurance of salvation now and in the judgment. (Gen 3:15; Isa 45:22; 53; Jer 31:31-34; Ezek 33:11; 36:25-27; Hab 2:4; Mark 9:23, 24; John 3:3-8, 16; 16:8; Rom 3:21-26; 5:6-10; 8:1, 4, 14-17; 10:17; 12:2; 2 Cor 5:17-21; Gal 1:4; 3:13, 14, 26; 4:4-7; Eph 2:4-10; Col 1:13, 14; Titus 3:3-7; Heb 8:7-12; 1 Peter 1:23; 2:21, 22; 2 Peter 1:3, 4; Rev 13:8.)

11. Growing in Christ

By His death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during His earthly ministry has broken their power and made certain their ultimate doom. Jesus' victory gives us victory over the evil forces that still seek to control us, as we walk with Him in peace, joy, and assurance of His love. Now the Holy Spirit dwells within us and empowers us. Continually committed to Jesus as our Saviour and Lord, we are set free from the burden of our past deeds. No longer do we live in the darkness, fear of evil powers, ignorance, and meaninglessness of our former way of life. In this new freedom in Jesus, we are called to grow into the likeness of His character, communing with Him daily in prayer, feeding on His Word, meditating on it and on His providence, singing His praises, gathering together for worship, and participating in the mission of the Church. We are also called to follow Christ's example by compassionately ministering to the physical, mental, social, emotional, and spiritual needs of humanity. As we give ourselves in loving service to those around us and in witnessing to His salvation, His constant presence with us through the Spirit transforms every moment and every task into a spiritual experience. (1 Chron 29:11; Ps 1:1, 2; 23:4; 77:11, 12; Matt 20:25-28; 25:31-46; Luke 10:17-20; John 20:21; Rom 8:38, 39; 2 Cor 3:17, 18; Gal 5:22-25; Eph 5:19, 20; 6:12-18; Phil 3:7-14; Col 1:13, 14; 2:6, 14, 15; 1 Thess 5:16-18, 23; Heb 10:25; James 1:27; 2 Peter 2:9; 3:18; 1 John 4:4.)

12. The Church

The church is the community of believers who confess Jesus Christ as Lord and Saviour. In continuity with the people of God in Old Testament times, we are called out from the world; and we join together for worship, for fellowship, for instruction in the Word, for the celebration of the Lord's Supper, for service to humanity, and for the worldwide proclamation of the gospel. The church derives its authority from Christ, who is the incarnate Word revealed in the Scriptures. The church is God's family; adopted by Him as children, its members live on the basis of the new covenant. The church is the body of Christ, a community of faith of which Christ Himself is the Head. The church is the bride for whom Christ died that He might sanctify and cleanse her. At His return in triumph, He will present her to Himself a glorious church, the faithful of all the ages, the purchase of His blood, not having

spot or wrinkle, but holy and without blemish. (Gen 12:1-3; Exod 19:3-7; Matt 16:13-20; 18:18; 28:19, 20; Acts 2:38-42; 7:38; 1 Cor 1:2; Eph 1:22, 23; 2:19-22; 3:8-11; 5:23-27; Col 1:17, 18; 1 Peter 2:9.)

13. *The Remnant and Its Mission*

The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness. (Dan 7:9-14; Isa 1:9; 11:11; Jer 23:3; Mic 2:12; 2 Cor 5:10; 1 Peter 1:16-19; 4:17; 2 Peter 3:10-14; Jude 3, 14; Rev 12:17; 14:6-12; 18:1-4.)

14. *Unity in the Body of Christ*

The church is one body with many members, called from every nation, kindred, tongue, and people. In Christ we are a new creation; distinctions of race, culture, learning, and nationality, and differences between high and low, rich and poor, male and female, must not be divisive among us. We are all equal in Christ, who by one Spirit has bonded us into one fellowship with Him and with one another; we are to serve and be served without partiality or reservation. Through the revelation of Jesus Christ in the Scriptures we share the same faith and hope, and reach out in one witness to all. This unity has its source in the oneness of the triune God, who has adopted us as His children. (Ps 133:1; Matt 28:19, 20; John 17:20-23; Acts 17:26, 27; Rom 12:4, 5; 1 Cor 12:12-14; 2 Cor 5:16, 17; Gal 3:27-29; Eph 2:13-16; 4:3-6, 11 16; Col 3:10-15.)

15. *Baptism*

By baptism we confess our faith in the death and resurrection of Jesus Christ, and testify of our death to sin and of our purpose to walk in newness of life. Thus we acknowledge Christ as Lord and Saviour, become His people, and are received as members by His church. Baptism is a symbol of our union with Christ, the forgiveness of our sins, and our

reception of the Holy Spirit. It is by immersion in water and is contingent on an affirmation of faith in Jesus and evidence of repentance of sin. It follows instruction in the Holy Scriptures and acceptance of their teachings. (Matt 28:19, 20; Acts 2:38; 16:30-33; 22:16; Rom 6:1-6; Gal 3:27; Col 2:12, 13.)

16. The Lord's Supper

The Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Saviour. In this experience of communion Christ is present to meet and strengthen His people. As we partake, we joyfully proclaim the Lord's death until He comes again. Preparation for the Supper includes self-examination, repentance, and confession. The Master ordained the service of foot-washing to signify renewed cleansing, to express a willingness to serve one another in Christlike humility, and to unite our hearts in love. The communion service is open to all believing Christians. (Matt 26:17-30; John 6:48-63; 13:1-17; 1 Cor 10:16, 17; 11:23-30; Rev 3:20.)

17. Spiritual Gifts and Ministries

God bestows upon all members of His church in every age spiritual gifts that each member is to employ in loving ministry for the common good of the church and of humanity. Given by the agency of the Holy Spirit, who apportions to each member as He wills, the gifts provide all abilities and ministries needed by the church to fulfill its divinely ordained functions. According to the Scriptures, these gifts include such ministries as faith, healing, prophecy, proclamation, teaching, administration, reconciliation, compassion, and self-sacrificing service and charity for the help and encouragement of people. Some members are called of God and endowed by the Spirit for functions recognized by the church in pastoral, evangelistic, and teaching ministries particularly needed to equip the members for service, to build up the church to spiritual maturity, and to foster unity of the faith and knowledge of God. When members employ these spiritual gifts as faithful stewards of God's varied grace, the church is protected from the destructive influence of false doctrine, grows with a growth that is from God, and is built up in faith and love. (Acts 6:1-7; Rom 12:4-8; 1 Cor 12:7-11, 27, 28; Eph 4:8, 11-16; 1 Tim 3:1-13; 1 Peter 4:10, 11.)

18. The Gift of Prophecy

The Scriptures testify that one of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and we believe it was manifested in the ministry of Ellen G White. Her writings speak with prophetic authority and provide comfort, guidance, instruction, and correction to the church. They also make clear that the Bible is the standard by which all teaching and experience must be tested. (Num 12:6; 2 Chron 20:20; Amos 3:7; Joel 2:28, 29; Acts 2:14 21; 2 Tim 3:16, 17; Heb 1:1-3; Rev 12:17; 19:10; 22:8, 9.)

19. The Law of God

The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships and are binding upon all people in every age. These precepts are the basis of God's covenant with His people and the standard in God's judgment. Through the agency of the Holy Spirit they point out sin and awaken a sense of need for a Saviour. Salvation is all of grace and not of works, and its fruit is obedience to the Commandments. This obedience develops Christian character and results in a sense of well being. It is an evidence of our love for the Lord and our concern for our fellow human beings. The obedience of faith demonstrates the power of Christ to transform lives, and therefore strengthens Christian witness. (Exod 20:1-17; Deut 28:1-14; Ps 19:7 14; 40:7, 8; Matt 5:17-20; 22:36-40; John 14:15; 15:7-10; Rom 8:3, 4; Eph 2:8-10; Heb 8:8-10; 1 John 2:3; 5:3; Rev 12:17; 14:12.)

20. The Sabbath

The gracious Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. The fourth commandment of God's unchangeable law requires the observance of this seventh-day Sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the Lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God's kingdom. The Sabbath is God's perpetual sign of His eternal covenant between Him and His people. Joyful observance of this

holy time from evening to evening, sunset to sunset, is a celebration of God's creative and redemptive acts. (Gen 2:1-3; Exod 20:8-11; 31:13-17; Lev 23:32; Deut 5:12-15; Isa 56:5, 6; 58:13, 14; Ezek 20:12, 20; Matt 12:1-12; Mark 1:32; Luke 4:16; Heb 4:1-11.)

21. Stewardship

We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use. We acknowledge God's ownership by faithful service to Him and our fellow human beings, and by returning tithes and giving offerings for the proclamation of His gospel and the support and growth of His church. Stewardship is a privilege given to us by God for nurture in love and the victory over selfishness and covetousness. Stewards rejoice in the blessings that come to others as a result of their faithfulness. (Gen 1:26-28; 2:15; 1 Chron 29:14; Haggai 1:3-11; Mal 3:8-12; Matt 23:23; Rom 15:26, 27; 1 Cor 9:9-14; 2 Cor 8:15; 9:7.)

22. Christian Behavior

We are called to be a godly people who think, feel, and act in harmony with biblical principles in all aspects of personal and social life. For the Spirit that recreates in us the character of our Lord we involve ourselves only in those things that will produce Christlike purity, health, and joy in our lives. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit. It also means that because our bodies are the temples of the Holy Spirit, we are to care for them intelligently. Along with adequate exercise and rest, we are to adopt the most healthful diet possible and abstain from the unclean foods identified in the Scriptures. Since alcoholic beverages, tobacco, and the irresponsible use of drugs and narcotics are harmful to our bodies, we are to abstain from them as well. Instead, we are to engage in whatever brings our thoughts and bodies into the discipline of Christ, who desires our wholesomeness, joy, and goodness. (Gen 7:2; Exod 20:15; Lev 11:1-47; Ps 106:3; Rom 12:1, 2; 1 Cor 6:19, 20; 10:31;

2 Cor 6:14-7:1; 10:5; Eph 5:1-21; Phil 2:4; 4:8; 1 Tim 2:9, 10; Titus 2:11, 12; 1 Peter 3:1-4; 1 John 2:6; 3 John 2.)

23. *Marriage and the Family*

Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. For the Christian a marriage commitment is to God as well as to the spouse, and should be entered into only between a man and a woman who share a common faith. Mutual love, honor, respect, and responsibility are the fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church. Regarding divorce, Jesus taught that the person who divorces a spouse, except for fornication, and marries another, commits adultery. Although some family relationships may fall short of the ideal, a man and a woman who fully commit themselves to each other in Christ through marriage may achieve loving unity through the guidance of the Spirit and the nurture of the church. God blesses the family and intends that its members shall assist each other toward complete maturity. Increasing family closeness is one of the earmarks of the final gospel message. Parents are to bring up their children to love and obey the Lord. By their example and their words they are to teach them that Christ is a loving, tender, and caring guide who wants them to become members of His body, the family of God which embraces both single and married persons. (Gen 2:18-25; Exod 20:12; Deut 6:5-9; Prov 22:6; Mal 4:5, 6; Matt 5:31, 32; 19:3-9, 12; Mark 10:11, 12; John 2:1-11; 1 Cor 7:7, 10, 11; 2 Cor 6:14; Eph 5:21-33; 6:1-4.)

24. *Christ's Ministry in the Heavenly Sanctuary*

There is a sanctuary in heaven, the true tabernacle that the Lord set up and not humans. In it Christ ministers on our behalf, making available to believers the benefits of His atoning sacrifice offered once for all on the cross. At His ascension, He was inaugurated as our great High Priest and, began His intercessory ministry, which was typified by the work of the high priest in the holy place of the earthly sanctuary. In 1844, at the end of the prophetic period of 2300 days, He entered the second and last phase of His atoning ministry, which was typified by the work of the high priest in the most holy place of the earthly sanctuary. It is a work of investigative judgment which is part of the ultimate disposition of all sin,

typified by the cleansing of the ancient Hebrew sanctuary on the Day of Atonement. In that typical service the sanctuary was cleansed with the blood of animal sacrifices, but the heavenly things are purified with the perfect sacrifice of the blood of Jesus. The investigative judgment reveals to heavenly intelligences who among the dead are asleep in Christ and therefore, in Him, are deemed worthy to have part in the first resurrection. It also makes manifest who among the living are abiding in Christ, keeping the commandments of God and the faith of Jesus, and in Him, therefore, are ready for translation into His everlasting kingdom. This judgment vindicates the justice of God in saving those who believe in Jesus. It declares that those who have remained loyal to God shall receive the kingdom. The completion of this ministry of Christ will mark the close of human probation before the Second Advent. (Lev 16; Num 14:34; Ezek 4:6; Dan 7:9-27; 8:13, 14; 9:24-27; Heb 1:3; 2:16, 17; 4:14-16; 8:1-5; 9:11 28; 10:19-22; Rev 8:3-5; 11:19; 14:6, 7, 12; 20:12; 22:11, 12.)

25. The Second Coming of Christ

The second coming of Christ is the blessed hope of the church, the grand climax of the gospel. The Saviour's coming will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected, and together with the righteous living will be glorified and taken to heaven, but the unrighteous will die. The almost complete fulfillment of most lines of prophecy, together with the present condition of the world, indicates that Christ's coming is near. The time of that event has not been revealed, and we are therefore exhorted to be ready at all times. (Matt 24; Mark 13; Luke 21; John 14:1-3; Acts 1:9-11; 1 Cor 15:51-54; 1 Thess 4:13-18; 5:1-6; 2 Thess 1:7-10; 2:8; 2 Tim 3:1-5; Titus 2:13; Heb 9:28; Rev 1:7; 14:14-20; 19:11-21.)

26. Death and Resurrection

The wages of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. When Christ, who is our life, appears, the resurrected righteous and the living righteous will be glorified and caught up to meet their Lord. The second resurrection, the resurrection of the unrighteous, will take place a thousand years later. (Job 19:25 27; Ps 146:3, 4; Eccl 9:5, 6, 10; Dan 12:2, 13; Isa 25:8; John 5:28, 29; 11:11-14;

Rom 6:23; 1 Cor 15:51-54; Col 3:4; 1 Thess 4:13 17; 1 Tim 6:15, 16; Rev 20:1-10.)

27. *The Millennium and the End of Sin*

The millennium is the thousand-year reign of Christ with His saints in heaven between the first and second resurrections. During this time the wicked dead will be judged; the earth will be utterly desolate, without living human inhabitants, but occupied by Satan and his angels. At its close Christ with His saints and the Holy City will descend from heaven to earth. The unrighteous dead will then be resurrected, and with Satan and his angels will surround the city; but fire from God will consume them and cleanse the earth. The universe will thus be freed of sin and sinners forever. (Jer 4:23-26; Ezek 28:18, 19; Mal 4:1; 1 Cor 6:2, 3; Rev 20; 21:1 5.)

28. *The New Earth*

On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence. For here God Himself will dwell with His people, and suffering and death will have passed away. The great controversy will be ended, and sin will be no more. All things, animate and inanimate, will declare that God is love; and He shall reign forever. Amen. (Isa 35; 65:17-25; Matt 5:5; 2 Peter 3:13; Rev 11:15; 21:1 7; 22:1-5.)

Constitution and Bylaws

of the General Conference of Seventh-day Adventists

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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 Studies, Adventist Risk Management, Adventist University of Africa, Adventist World Radio, Andrews University, Christian Record Services, Hope Channel, Loma Linda University Health, Review and Herald Publishing Association.

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 nondenominationally 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 transaction 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.

Mission Statement

of the Seventh-day Adventist Church

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MISSION STATEMENT OF THE SEVENTH-DAY ADVENTIST CHURCH

A 05 Mission Statement of the Seventh-day Adventist Church

A 05 05 Our Mission—Make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matt 28:18-20, Acts 1:8, Rev 14:6-12).

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 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.

IDENTITY AND MISSION IMPLEMENTATION STATEMENT

A 09 Identity and Implementation of Our Mission

A 09 05 Our Identity—The Seventh-day Adventist Church sees itself as the remnant Church of end-time Bible prophecy. Members of the Church, individually and collectively, understand their special role as ambassadors of God's kingdom and messengers of the soon return of Jesus Christ. Seventh-day Adventists have enlisted as co-workers with God in His mission of reclaiming the world from the power and presence of evil, as part of the Great Controversy between Christ and Satan.

Therefore, every aspect of a Church member's life is influenced by the conviction that we live in the last days described in Bible prophecy

and the return of Jesus Christ is imminent. Seventh-day Adventists are called by God to live in this world. Every action of the Christian life is done “in the name of Jesus” and to advance His kingdom.

A 09 10 Implementation of Our Mission—Seventh-day Adventists affirm the Bible as God’s infallible revelation of His will, accepting its authority in the life of the Church and of each believer, and its foundational role for faith and doctrine. Seventh-day Adventists believe that the Holy Spirit is the power that transforms lives and equips people with abilities to advance God’s kingdom in this world.

Called by God, guided by the Bible, and empowered by the Holy Spirit, Seventh-day Adventists, wherever we live in the world, devote ourselves to:

1. *Christ-Like Living*—Illustrating the lordship of Jesus in our lives by moral, ethical, and social behaviors that are consistent with the teachings and example of Jesus.

2. *Christ-Like Communicating*—Realizing that all are called to active witness, we share through personal conversation, preaching, publishing, and the arts, the Bible’s message about God and the hope and salvation offered through the life, ministry, atoning death, resurrection, and high priestly ministry of Jesus Christ.

3. *Christ-Like Discipling*—Affirming the vital importance of continued spiritual growth and development among all who accept Jesus as Lord and Savior, we nurture and instruct each other in righteous living, provide training for effective witness, and encourage responsive obedience to God’s will.

4. *Christ-Like 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.

5. *Christ-Like Healing*—Affirming the biblical principles of the well-being of the whole person, we make healthful living 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.

6. *Christ-Like Serving*—Following the example of Jesus we commit ourselves to humble service, ministering to individuals and populations most affected by poverty, tragedy, hopelessness, and disease.

Total Commitment to God

A Declaration of Spiritual Accountability in the Family of
Faith

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TOTAL COMMITMENT TO GOD— A DECLARATION OF SPIRITUAL ACCOUNTABILITY IN THE FAMILY OF FAITH

Every member and every organization of the Seventh-day Adventist Church is compelled, under Divine unction, to find the most effective ways to fulfill the mission of the Church, as outlined in the *Mission Statement of the Seventh-day Adventist Church*. This declaration of *Total Commitment to God* details in practical terms what Total Commitment involves for individuals and organizations of the Church. It provides a process of orientation to the mission of the Church.

Its placement between the *Mission Statement of the Seventh-day Adventist Church* and the *Working Policy* section of this book positions it to serve as a bridge, reminding the Church of its purpose in the world, and maintaining a clear direction for the Church as it applies and administers the many directives found within the General Conference *Working Policy*.

A 15 Total Commitment to God—A Declaration of Spiritual Accountability in the Family of Faith

A 15 05 The Divine Mandate—The history of the Seventh-day Adventist Church is filled with examples of individuals and institutions who have been, and are, vibrant witnesses to their faith. Because of their passionate commitment to their Lord and appreciation of His unbounded love, they all have the same goal: to share the Good News with others. One key Bible text has motivated them. It is a text that fires the souls of Seventh-day Adventists everywhere. It is called the Gospel Commission, the mandate from the Lord Himself: “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost” (Matt 28:19, KJV). The New International Version reads: “Therefore go and make disciples of all nations. . .”

This mandate from the Lord Himself is simple, beautiful, and binding. Every follower—whether member, pastor, or administrator—is to Go . . . teach . . . baptize . . . make disciples. This principle establishes the mission of the Church and sets the standard for any measuring, any assessment of success. It touches all, whatever their responsibility, whether they are laypersons or church employees. It spans all the elements of church life from the local church to the General Conference—in schools and colleges, publishing houses, healthcare institutions, and health food organizations. The mandate is encapsulated in the baptismal vows, in mission statements, in aims and objectives, in policies, and in constitutions and bylaws. It is stated as “to witness to His loving salvation;” “to facilitate the proclamation of the everlasting gospel” “to supply the multitudes with the bread of life;” and “to nurture them in preparation for His soon return.” The four-fold command to Go . . . teach . . . baptize . . . make disciples sounds wherever Seventh-day Adventists work or assemble together.

As the Church has grown in size and complexity, more and more members, pastors, and administrators have asked serious questions about how the Church relates to the Gospel Commission. Does the Church just turn out above average products and services that cannot be readily distinguished from their secular counterparts? Or does the Church make sure its basic products and services reveal to the world the way to eternal life? Nothing should be excluded from these questions, whether it be church worship services or organizational or institutional programs and products.

The Church as a whole must ask and answer the hard questions about how it is relating to the guiding principle found in the Gospel Commission. How can this principle be actualized in the lives of members, pastors, and congregations? How can they measure their progress in fulfilling the Gospel Commission? How can the Church’s universities, colleges, academies, elementary schools, health-food factories, healthcare institutions, clinics, publishing houses, and media centers develop accountability based on the Gospel Commission?

This challenge calls for a frank and analytical approach in determining where the Church is in relationship to the Lord’s command. It is not enough to measure success by secular standards. Total commitment to God requires total acceptance of the principles of Christianity as outlined in the Bible and as supported by the Spirit of

Prophecy. Congregations, institutions, church employees, and church members can easily find satisfaction in goals reached, funds raised, buildings completed, budgets balanced, and accreditation achieved or renewed, and yet fail to be accountable before God to the Gospel Commission. The first and continuing priority for the Church must be this directive from the Lord to Go . . . teach . . . baptize . . . make disciples.

While the Gospel Commission does not change, its fulfillment is demonstrated in different ways. A pastor works within a different context than that of a classroom teacher, a physician, or an institutional administrator. Whatever the personal or institutional role, each one is accountable to God's command. Among the great benefits resulting from an assessment of their effectiveness will be the increasing trust that develops as each member, each pastor, each administrator, each church institution addresses this priority and gives it proper attention.

The family of God acknowledges that each person is individually accountable to God. At the same time, believers are admonished to examine themselves (2 Cor 13:5). A spiritual assessment process has its place in the personal life. Just as surely, it has its place in organizational life.

Spiritual assessment, while appropriate, is also a very delicate matter. For humankind sees only in part. The earthly frame of reference is always limited to that which is visible and to the brief span of time surrounding the present. Nevertheless, there is much to be gained from careful and thoughtful evaluation of personal and organizational life.

It is possible to identify several principles which can guide such an assessment. While any attempt will be incomplete, the following specific areas of assessment will heighten awareness of and accountability to God and to the mission which is an integral part of the Christian's relationship and commitment to Him. The list of those who should evaluate their commitment to God is not comprehensive, but the principles outlined here are applicable also to other individuals, organizations, and institutions.

A 15 10 What Total Commitment to God Involves for Each Church Member—Each Seventh-day Adventist, whether a denominational employee or layperson, is promised the gift of the Holy Spirit which will enable spiritual growth in the grace of the Lord, and which will empower the development and use of spiritual gifts in witness

and service. The presence of the Holy Spirit in the life of the believer is demonstrated when one:

1. Maintains, where possible, a Christian home where the standards and principles of Christ are both taught and exemplified;
2. Experiences a life that rejoices in the assurance of salvation, is moved by the Holy Spirit to effective personal witness to others, and experiences in Christ a gracious character that is consistent with God's will as revealed in His Word;
3. Uses the spiritual gifts God has promised each one;
4. Dedicates time, spiritual gifts, and resources, prayerfully and systematically, to the Gospel proclamation and, individually as well as part of a church family, becomes the Lord's salt and light through sharing His love in family life and community service, always motivated by the sense of the soon return of the Lord and His command to preach His Gospel both at home and afar; and
5. Participates in a plan for systematic spiritual growth and assessment of one's personal walk with God by forming mutually accountable spiritual partnerships where the primary objective is to prayerfully mentor one another.

A 15 15 What Total Commitment to God Involves for a Church Pastor—A Seventh-day Adventist pastor, called and empowered by the Holy Spirit and driven by love for souls, points sinners to Christ as Creator and Redeemer, and teaches them how to share their faith and become effective disciples. He or she regularly shares a balanced spiritual diet fresh from communion with God and His Word. The pastor shows the saving grace and transforming power of the Gospel when he or she:

1. Strives to make his or her family a model of what the Lord expects in marriage and families;
2. Preaches Bible-based, Christ-centered sermons that nurture the members, support the world Church, and teaches the fundamental beliefs with a sense of urgency rooted in the Seventh-day Adventist understanding of prophecy;
3. Appeals to all to submit to the transforming power of the Holy Spirit so that the Gospel may be validated in the compassionate life of the faith-directed believer;
4. Leads the local congregation in a strong evangelistic outreach that both increases membership and establishes new congregations, while

maintaining strong support for the local and worldwide work of the Church;

5. Evidences effectiveness in ministry as the family of God increases numerically and grows in spiritual experience and worship, thus hastening the return of the Lord; and

6. Affirms the priority of personal spiritual growth and mission effectiveness by regularly participating in a spiritual outcome assessment process.

An assessment model, developed by the division, will be implemented by each union/local conference and will include a self-assessment module as well as elements addressing the pastor's responsibility to the congregation(s) and to the world Church organization.

A 15 20 What Total Commitment to God Involves for a Congregation—A Seventh-day Adventist congregation creatively and self-critically functions as a witnessing and nurturing community, facilitating the Gospel proclamation locally, regionally, and globally. It lives in this world as the body of Christ, showing the same concern and positive action for those which it touches as the Lord did in His earthly ministry. The congregation:

1. Demonstrates an abiding assurance in the saving grace of Christ and a commitment to the distinctive teachings of the Word;

2. Understands and accepts its role as part of an end-time movement with a local, regional, and global responsibility for the spread of the Gospel;

3. Develops strategic plans for sharing the Good News in its community, with the goal of ensuring that all persons understand how Jesus can change their lives, preparing them for His soon coming and helping to establish new congregations;

4. Nurtures the lives of members and their families so they will grow spiritually and continue confidently in the mission and truths expressed through God's last-day Church;

5. Acknowledges the privileges of being a Seventh-day Adventist congregation and the concurrent accountability to the world family of Seventh-day Adventist congregations, as outlined in the *Seventh-day Adventist Church Manual*, by accepting and implementing broad plans that empower the spread of the Gospel in wider contexts, and by

participating in the organizational, financial, and representative system designed to facilitate a global outreach; and

6. Participates in an assessment plan that leads the congregation to awareness of its strengths and weaknesses and the progress it has made in its mission to go, teach, baptize, and make disciples.

The assessment plan will normally be a self-assessment program conducted annually by the entire congregation meeting as a group; but, periodically, it should include an assessment of the congregation's participation in and responsibility to the broader organization. Each division, in association with the unions and the local conferences, local missions/fields/sections, or regions/field stations, will facilitate the development of the assessment process that will be used within its territory.

A 15 25 What Total Commitment to God Involves for Elementary Schools and Academies—A Seventh-day Adventist elementary school/academy creates a climate that nurtures the student spiritually, mentally, physically, and socially, and instills confidence in the relevance, role, message, and mission of the Seventh-day Adventist Church. The schools provide excellence in Seventh-day Adventist education when they:

1. Develop a comprehensive spiritual master plan and curricula for all subjects that will support the Seventh-day Adventist worldview, integrate faith with learning, and uphold academic excellence;

2. Employ fully-committed, professionally competent Seventh-day Adventist teachers, who are actively involved in their local church, and who integrate faith and learning as they nurture their students in being good members and citizens of both church and society;

3. Work with parents and local congregations to ensure that each student is presented with the claims of Christ and is given opportunity to make a decision for Him and to be baptized;

4. Transmit to students an understanding of the biblical role of the last-day people of God and how they are to participate in fulfilling the mission of the Church;

5. Involve staff and students in outreach initiatives in ways appropriate to student age and plan opportunities for witness to the community; and

6. Participate systematically in a spiritual assessment process developed by the division and implemented by the unions and

conferences which provides annual reports to the school board and its various constituencies.

A 15 30 What Total Commitment to God Involves for Colleges and Universities—A Seventh-day Adventist college/university offers academically sound, tertiary and/or post graduate education to Seventh-day Adventists and to students of nearby communities who welcome the opportunity to study in an Adventist environment. This is accomplished when the administration of the college/university:

1. Develops a comprehensive spiritual master plan, proposed by the faculty and approved by the board, that identifies the spiritual truths and values, both cognitive and relational, which the institution is committed to share with its students and comprehensively identifies the opportunities through which those values will be communicated during a given period of time in campus life;

2. Maintains a classroom and campus environment which ensures opportunities for academic instruction and Gospel encounters that produce graduates who are recognized by the Church and society for their academic and spiritual excellence; who are well-balanced spiritually, mentally, physically, and socially; who love their Lord and hold high His standards in their daily lives; who will help build strong, thriving local congregations; and who will function as salt and light to their communities, both as laypersons and as church employees;

3. Affirms unambiguously in classroom and campus life the beliefs, practices, and worldview of the Seventh-day Adventist Church; shares the joy of the Gospel; demonstrates confidence in the divinely established role of the Advent movement and its continuing significance in God's plan for these last days; facilitates activities for faculty, staff, and students to engage in Gospel witness and Christian service; and encourages the faculty and staff to a consistency of life style which is manifested in nurturing, compassionate faculty/staff relationships with students;

4. Employs fully-committed, professionally competent Seventh-day Adventist teachers who are actively involved in their local church and who integrate faith and learning in the context of nurturing their students to be productive members both of society and of the Lord's Church, and who interact with parents and other constituents in order to understand and to fulfill their high academic and spiritual expectations for educational programs serving the youth;

5. Evaluates the achievement of the objectives outlined in the spiritual master plan by a faculty-developed, board-approved, comprehensive assessment program, designed with sufficient specificity to evaluate each element of campus life, to guide the college/university administration in taking affirming or corrective measures, and to serve as the basis for annual reports of the spiritual health of the institution to the governing board and various constituencies; and

6. Submits the proposed spiritual master plan and assessment program to a General Conference-appointed, international panel of highly-qualified educators who will provide the college/university board with a written evaluation of the spiritual master plan and the assessment program.

A 15 35 What Total Commitment to God Involves for the Hospitals and Healthcare Institutions—A Seventh-day Adventist hospital/healthcare institution provides the highest quality, whole person healthcare to the community it serves by developing a comprehensive spiritual assessment plan in which it:

1. Creates a well-planned, positive atmosphere that focuses on the healing presence of the Lord;

2. Develops a professionally competent, mission oriented, and compassionate staff who sensitively ministers to patients from the context of their Christian faith as well as distinctive Seventh-day Adventist beliefs;

3. Ensures that all those within the institution's sphere of influence are aware that the healthcare facility is affiliated with the Seventh-day Adventist Church by developing staff orientation and community witnessing programs that positively portray both the hospital and the Church to those who are served;

4. Sensitively stimulates spiritual inquiry and systematically responds to such inquiry;

5. Allocates such financial and personnel resources as may be possible to the local, regional, and global soul-winning, educational, and/or healthcare mission of the Church; and

6. Demonstrates accountability for fulfillment of its mission through participation, at least triennially, in a comprehensive evaluation process developed, planned, and overseen by the respective division executive committee to assess progress toward achieving specific, measurable, mission outcomes.

A 15 40 What Total Commitment to God Involves for the Institutions of Mass Communication: Publishing Houses, Media Centers, Adventist Book Centers, and Radio Stations—A Seventh-day Adventist institution of mass communication provides quality productions that enhance the mission of the Church and the commitment of its members to mission when it:

1. Encourages initiatives and the distribution only of that which contributes to the Gospel proclamation and the nurturing of church members within the context of the last-day message;
2. Plans or supports evangelistic activities which may lead to personal contacts and involves the local congregation wherever possible;
3. Uses technology and media in a way that is sensitive to available funds so that resources are maximized for the mission of the Church;
4. Coordinates initiatives with other church entities to ensure interaction with and support of related programs and projects;
5. Provides such staff as may be possible or appropriate to assist pastors and congregations in the follow-up of those responding to outreach initiatives, and operates a feedback system for product development or modification; and
6. Establishes, under the direction of governing bodies, systems for periodic review of materials and programs, both for members and for the general public, thus providing management and governing bodies with an analysis of the institution's effectiveness in meeting mission goals, ensuring concurrence with Seventh-day Adventist beliefs and practices, and preparing reports for presentation to each regular meeting of the constituency and annually to the board.

A 15 45 What Total Commitment to God Involves for the Food Industries—A Seventh-day Adventist food industry develops products that contribute positively to health and provides a resource to assist the giving of the Gospel in these last days when it:

1. Manufactures and sells only those products which are consistent with the divine principles of diet and health;
2. Trains personnel to inform the public on sound health practices and assists the Church in developing increasingly better health among its members;
3. Provides low cost vegetarian food to the world's developing countries;

4. Implements programs under which those influenced by the health message may receive further information about the Church;

5. Budgets financial assistance for the mission of the Church on a basis established by the division executive committee; and

6. Periodically evaluates performance in terms of efficiency, return on investment, and contribution to the mission of the Church, based on a system administered by the board and established by the division executive committee, in consultation with the International Health Food Association.

A 15 50 What Total Commitment to God Involves for a Conference, Mission/Field/Section, Region/Field Station, or Union—

A Seventh-day Adventist conference, mission/field/section, region/field station, or union, with leadership that has a personal relationship with Jesus and is submitted to the guidance of the Holy Spirit, motivates members, pastors, teachers, and all other denominational employees to present to their neighbors and communities the saving truth as it is in these last days, and oversees and prioritizes its plans, initiatives, and finances to give first place to continuous soul-winning and nurturing ministries when it:

1. Identifies and promotes the spiritual objectives, both evangelistic and nurturing, of the conference, mission/field/section, region/field station, or union and, through a strategic planning and financing process, involves the collective participation of its membership and organizations;

2. Demonstrates through the personal example of its leadership that the Church is continuing, without wavering, its divinely appointed role as a witness to this dying and needy world;

3. Nurtures and supports pastors, members, and congregations so that they may grow as disciples and experience ways of fulfilling the Gospel Commission;

4. Exercises administrative leadership in institutions and entities under its direction to ensure that the mission of the Church is kept clearly in focus, and develops and implements initiatives to establish new congregations in communities and areas where needed;

5. Assures that budgetary provisions for local, national, and global evangelistic endeavors are carefully balanced against the resources allocated to the nurture of the believers, and that both are demonstrated to be of the highest priority; and

6. Cooperates with the division in developing and implementing assessment processes, which may be evaluated by a committee designated by the General Conference, by which members, pastors, congregations, institutions, and the conference, mission/field/section, region/field station, or union itself may ascertain their commitment to and effectiveness in carrying out the Gospel Commission and reporting their findings to the respective constituencies.

A 15 55 What Total Commitment to God Involves for the General Conference/Divisions—The General Conference of Seventh-day Adventists and its divisions, with leadership that has a personal relationship with Jesus and is submitted to the guidance of the Holy Spirit, provide overall global direction to the spiritual life and mission of the Church, develop strategic plans and policies, generate initiatives and programs, and allocate financial and human resources in ways that demonstrate urgency in completing the mission of the Church and subordination to the command to Go . . . teach . . . baptize . . . make disciples when they:

1. Give priority at Annual Councils and Spring Meetings of the General Conference and division executive committees to nurturing the spiritual life of a growing Church with a clear mission to carry the eternal gospel to all the world, in the end-time setting of the Three Angels' Messages;

2. Appoint small committees with international representation as may be necessary to evaluate and make recommendations to appropriate boards or executive committees concerning assessment programs being developed;

3. Ensure that administrations and boards of institutions and agencies under their direction establish spiritual accountability processes that give evidence of their commitment to the last-day mission of the Church, and demonstrate their effectiveness in accomplishing it;

4. Require that initiatives and activities of limited focus, while having some merit of their own, are in fact subordinated to the broader, coordinated mission goals of the Church, and govern the disbursement of budgets to promote the promulgation of the Gospel to all the world;

5. Ensure that the mission of the Church is clearly understood and implemented through assessment processes that review progress in meeting mission objectives involving both nurture of members and evangelistic outreach; and

6. Develop a spiritual master plan and assessment program, to be monitored by a committee appointed at each level by the General Conference/Division Executive Committee, for the purpose of evaluating the effectiveness of the General Conference/Division in terms of the mission of the Church and assisting all levels of church organization and all institutions to assess the effectiveness of their spiritual master plans and assessment programs.

A 15 60 True Measure of Success—Truly, the spiritual mandate is simple. Go . . . teach . . . baptize . . . make disciples. Responsible Seventh-day Adventist Church members and all church employees must remember that each one will be held accountable before God for this principle. Someday, at the great judgment bar, the Lord will ask, “What have you done, relying on My grace, with the gifts, talents, and opportunities I gave you?”

As He did 2,000 years ago, the Lord commands His Church today: “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost” (Matt 28:19, KJV). Go . . . teach . . . baptize . . . make disciples. Total commitment to God mandates the fulfillment of this Commission, which is still the only true measure of success.

Mission to the World

of the Seventh-day Adventist Church

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MISSION TO THE WORLD

A 20 Roadmap for Mission

A 20 05 Rationale—God’s mission for this world motivates and informs our mission. For this reason, mission is the lifeblood of the Seventh-day Adventist Church. Mission is woven into our identity; mission defines who we are and why we exist. Early in our movement, we took the Great Commission (Matt 28:18-20) as our divine mandate motivated by the everlasting gospel reaching every nation, tribe, language, and people (Rev 14:6-12). The genuine quest for God in world religions provides a pathway for the proclamation of the gospel.

Under the blessing of the Lord, our Church has grown, reaching to Earth’s farthest bounds. When we began, our mission placed us among people who had traditions of Christianity. Today, however, mission takes us to populations that are rooted in other world religions. Furthermore, in some areas of the world, conversion to Christianity is frowned upon or even runs the risk of threatening one’s person and life. The history of Christianity indicates that this has practically always been the case.

At the same time, the spirit of the age encourages acceptance of all world religions as valid expressions of the human spirit and discourages efforts to persuade people to turn from one religion to another. Some Christian theologians even argue that the task of missions is to affirm people in their own religion—to make Hindus better Hindus, Muslims better Muslims, Buddhists better Buddhists, and so on.

Among Seventh-day Adventists, one finds a variety of initiatives and methodologies toward people of different religions and cultures. While the concern for mission is commendable, the proliferation of approaches makes it all the more imperative for the organized Church to articulate simply and clearly the nature of our mission—what it is and how we go about it—firmly grounded in the authority of the Scriptures.

We must find our roadmap for mission in the specific instructions and acts of Jesus and the apostles as recorded in the Scriptures. In His sovereignty, the Lord takes initiatives to reveal Himself to men and women through a variety of means. For instance, in the Old Testament,

we read of people outside the circle of the chosen people who were followers of God—Melchizedek (Gen 14:18-20), Jethro (Exod 18:1-27), Naaman (2 Kgs 5:1). Likewise, the New Testament tells of the Magi (Matt 2:1-12), of Gentiles who were “God-fearers” (Acts 13:43, 50; 16:14; 17:4, 17), and of others who obeyed God’s law through following their conscience (Rom 2:14-16). Such examples, however, do not provide a template for Seventh-day Adventist mission; they simply provide laudable examples of the Lord’s working.

A 20 10 The Mission—Seventh-day Adventist mission is centered in God’s loving gift of His Son to be the Savior of the world. We are to share this good news with all people, telling them that “Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved” (Acts 4:12), and that “whoever believes in Him shall not perish but have eternal life” (John 3:16).

At its core, mission is bearing witness through word and life and in the power of the Holy Spirit. As the Lord commanded Israel of old, “You are my witnesses, . . . and my servant whom I have chosen” (Isa 43:10), so the Risen Lord commands us, “You will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth” (Acts 1:8).

Seventh-day Adventist mission is comprehensive in its scope. It involves proclaiming the good news to the whole world (Matt 24:14), making disciples of all nations by going, baptizing, and teaching them (Matt 28:18-20), and inviting them into the ecclesia—the end-time community of believers in Jesus who worship God the Creator and Redeemer (Rev 12:17; 14:6, 7).

This community, the Church, is the body of Christ (1 Cor 12, Eph 1:21, 22; 4:4-6). In this fellowship where Jesus is confessed as Savior and Lord, and where the Scriptures provide the foundation for instruction, members experience the transforming power of the new life in Christ. They love one another (John 13:31, 32); they are united, despite differences of race, culture, gender, or social standing (Eph 2:12-14; Gal 3:28); and they grow in grace (2 Peter 3:18). They, in turn, go out to make disciples of other people, and they carry forward Jesus’ ministry of compassion, help, and healing to the world (Matt 10:7, 8).

Although other Christians also preach the gospel, Seventh-day Adventists understand our special calling as proclaiming the good news of salvation and obedience to God’s commandments. This proclamation

takes place during the time of God's judgment and in the expectation of the soon return of Jesus, bringing to an end the cosmic conflict (Rev 14:6, 7; 20:9-10).

Seventh-day Adventist mission, therefore, involves a process of proclamation that builds up a community of believers "who keep the commandments of God and have the faith of Jesus" (Rev 14:12). They live lives of service to others and eagerly await the second coming of the Lord.

A 20 15 Fulfilling the Mission—Our mission remains unchanged wherever we find ourselves in the world. How we fulfill it—how we go about it—however, takes a variety of forms depending on differences in culture and conditions in society. Fulfilling the mission where non-

Christian religions prevail often entails significant modifications in approaching the task. We encounter cultural differences, other writings that are deemed sacred, and sometimes restrictions in religious freedom.

1. *The Example of the Apostles*—The conditions Seventh-day Adventists face in sharing the message of Jesus to people of other religions largely parallel those that the apostles encountered. How they went about the mission is instructive for us today.

The first Christians faced a world of many deities. It was also a dangerous world, as the Caesars in Rome increasingly demanded not only respect, but worship as divine. Yet they risked everything they had, even their lives, which many lost, in an unbreakable commitment to their Savior.

In this environment, the apostles always uplifted Jesus Christ as mankind's only hope. They did not shrink from proclaiming who He was and what He had done. They announced forgiveness and new life through Him alone, and they called people everywhere to repentance in view of judgment to come and the return of Jesus (Acts 2:38; 8:4; 1 Cor 2:2). And they proclaimed that only one person could rightly be adored as Lord—Jesus Christ: "For even if there are so-called gods, whether in heaven or on earth (as indeed there are many 'gods' and many 'lords'), yet for us there is but one God, the Father . . . and there is but one Lord, Jesus Christ . . ." (1 Cor 8:5, 6).

Although they modified their approach in keeping with the audience, they never deviated from proclaiming the uniqueness of Jesus as the hope of the world. They never suggested that they had come to help their

hearers find a deeper spiritual experience within their own religions; on the contrary, they challenged them to turn to the salvation provided in

Christ. Thus, the Apostle Paul in Athens began his discourse on Mars Hill by referring to the gods the people were worshipping but led them to the message of Jesus and His resurrection (Acts 17:22-31).

2. *Writings of Other Religions*—Paul made references to non-biblical writings in his speech in Athens and his letters (Acts 17:38; 1 Cor 15:33; Titus 1:12), but he gave priority to the Scriptures (the Old Testament) in his proclamation and instruction to the new Christian communities (Acts 13:13-47; 2 Tim 3:16, 17; 4:2).

In Seventh-day Adventist witness, the writings of other religions can be useful in building bridges by pointing to elements of truth that find their fullest and richest significance in the Bible. These writings should be used in a deliberate attempt to introduce people to the Bible as the inspired Word of God and to help them transfer their allegiance to the Scriptures as the source of faith and practice. However, the nurture and spiritual growth of new believers must be accomplished on the basis of the Bible and its exclusive authority (see Statements, Guidelines, and Other Documents, June 2005 edition, “Guidelines for Engaging in Global Mission”).

3. *Contextualization*—Jesus, as our model, was the perfect example of love in His relationships with others. As we imitate Him in our mission, we should open our hearts in honest and loving fellowship. The Apostle Paul described how he adapted his approach to his audience: “Though I am free and belong to no man, I make myself a slave to everyone, to win as many as possible. To the Jews I became like a Jew, to win the Jews. To those under the law I became like one under the law (though I myself am not under the law), so as to win those under the law. To those not having the law I became like one not having the law (though I am not free from God’s law but am under Christ’s law), so as to win those not having the law. To the weak I became weak, to win the weak. I have become all things to all men so that by all possible means I might save some” (1 Cor 9:19-22). The apostles did not make it difficult for people to accept the gospel and join the fellowship of the Christian community, but they did not shrink from declaring the full purpose of God for them (cf. Acts 15:19; 20:20-24).

From Paul’s example arises contextualization—the intentional and discriminating attempt to communicate the gospel in a culturally

meaningful way. For Seventh-day Adventist mission, contextualization must be faithful to the Scriptures, guided by the Spirit, and relevant to the host culture, remembering that all cultures are judged by the gospel.

As the Church seeks to adapt its approach to mission in a very diverse world, the danger of syncretism—the blending of religious truth and error—is a constant challenge. Contextualization should be done within a specific cultural location, close to where the people live; it is a process that should involve church leaders, theologians, missiologists, local people, and ministers.

4. *Openness and Identity*—Paul sought to be open and honest in his presentation of the gospel: “We have renounced secret and shameful ways; we do not use deception, nor do we distort the word of God. On the contrary, by setting forth the truth plainly we commend ourselves to every man’s conscience in the sight of God” (2 Cor 4:2). Likewise, we are to carry out our mission, and identify ourselves as Seventh-day Adventists, in a manner that avoids creating formidable barriers.

In seeking to find connections with people from other religions, the theme of cosmic conflict, which is found in various expressions, may be a useful starting point. Other areas that can prove helpful are prophecy, modesty and simplicity, and healthful living.

5. *Transitional Groups*—In some situations, Seventh-day Adventist mission may include the formation of transitional groups (usually termed Special Affinity Groups) that lead the people from a non-Christian religion into the Seventh-day Adventist Church. In forming such groups, a clear plan that emphasizes the end result should be followed. These groups should be established and nurtured only with the endorsement and collaboration of church administration. Although some situations may require an extended period of time to complete the transition, leaders of these groups should make every effort to lead the people into membership in the Seventh-day Adventist Church within a deliberate time plan (see also B 10 28 and B 10 30).

Any ministry or group that is formed with the intention of representing the Seventh-day Adventist Church in any part of the world will endeavor to promote both the theological and organizational unity of the Church. Although the theological dimension may be given the chief emphasis in the initial stages of the group, the leader of the group should intentionally lead its members to a sense of Seventh-day Adventist

identity and an awareness of Church organization, with growing participation in the lifestyle, practices, and mission of the Church.

6. *Baptism and Church Membership*—Candidates for baptism shall confess Jesus Christ as Savior and Lord (Rom 10:9), accept the message and mission of the Seventh-day Adventist Church as summarized in the Fundamental Beliefs, and understand that they are joining a worldwide fellowship that is loyal to God and awaits the second coming of Jesus.

7. *Opportunities and Needs*—Today, because of immigration and other factors, followers of world religions are found throughout the world. In this new context, leaders in all the world divisions should develop specific plans to bring the Seventh-day Adventist message to these peoples.

For the fulfillment of the mission globally, the Church needs to help people develop expertise in the writings of other religions, along with literature and programs to train clergy and lay members in reaching adherents of these religions. The Global Mission Centers should play a major, but not exclusive, role in these endeavors.

Worldwide, our pastors and members need to be educated to accept new believers from world religions. This will require the developing of competence among leaders, local elders, pastors, missionaries, and frontline workers.

In the allocation of human and financial resources, the needs of the mission to people of other world religions should be included as part of strategic planning.

8. *Where Freedom is Restricted*—Our mission takes us at times to societies where religious freedom is severely restricted. These areas of the world are not to be abandoned; rather, new methods of fulfilling the mission are to be attempted. These include the “tentmaker” approach, which is when individuals use their occupation to support themselves financially, usually in a challenging mission area for the purpose of Christian outreach. Another approach is to simply encourage those from such countries who have become Seventh-day Adventists in another society to return to their home countries as ambassadors for Christ. And even where a human presence is not possible, the witness through radio, television, or the Internet may, like the altars left behind by Abraham on his wanderings (Gen 12:7), be used by the Spirit to lead men and women to accept the Advent message.

A 20 20 Conclusion—The mission to reach followers of world religions poses substantial challenges. However, the mission itself remains unchanged because it is God’s mission. Through whatever approach we follow, its end result is to lead men and women into membership with those who confess Jesus Christ as Savior and Lord, who embrace the Fundamental Beliefs of the Seventh-day Adventist Church, demonstrating the transforming power of the Holy Spirit, and looking forward to the soon coming of Christ. They shall identify themselves with the worldwide Seventh-day Adventist Church in doctrine, life values, hope, and mission.

God, the Lord of the mission, is free and sovereign. He can and does intervene to reveal Himself in various ways, drawing people to Himself and awakening them to His majesty and sovereignty. But to His Church He has entrusted His mission (2 Cor 5:18-21). It is a comprehensive mission, but it is a single mission. He has not established parallel or multiple tracks for us to follow, which is to say, we should all be committed to the same beliefs and be organized and work in harmony with the world Church.

Working Policy

of the General Conference of Seventh-day Adventists

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B

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 or local mission/field/section, the union conference or union mission/section, and the General Conference. (Further definition of these units is found in B 10, Outline and Definitions of Denominational Organizations.) 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 and specialized functions but are not considered as primary building blocks of denominational structure.

3. Organizational status is granted to a constituency as a trust. Official recognition as a local church, local conference or local mission/field/section, or union conference or union mission/section 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 entire 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 and responsibility 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 or local mission/field/section; decisions regarding the ordination of ministers are entrusted to the union conference or union mission/section; 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 and responsibility that may have 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 *Seventh-day Adventist Church Manual* and the General Conference *Working Policy* that reflect aspects of self-governance and interrelationship. The *Seventh-day Adventist Church Manual* and the General Conference *Working Policy* present the collective voice of Seventh-day Adventists regarding beliefs, denominational structure, relationships, and operational procedures.

9. References in the General Conference *Working Policy* to higher level, higher organization, lower level, lower organization, or similar terms referring to Church structure, or references to levels of the Church are for descriptive purposes and are not meant to define a legal relationship or create liability unless otherwise specifically stated.

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 or local mission/field/section, the union conference or union mission/section, 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/field/section, local conference, or union of churches with conference or mission status. In similar fashion, the family of local missions/fields/sections or local conferences may be classified as a union conference or a union mission/section.

In areas where the word “mission” is a point of sensitivity which would inhibit the work of the Church, the word “section” may be substituted in the name of either a local field or a union. In such cases, it is understood that section carries the same meaning as mission and that in all cases where *Working Policy* refers to a local mission or union mission, the same also applies to a local section or union section. Another English-language alternative for a local mission is “field.”

3. It may be necessary, to form organizational units that are not constituency-based when establishing and developing a Seventh-day Adventist presence in new territory or 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 or union mission/section rather than by a local conference or local mission/field/section.

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/section (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 station 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 65 10), it may be granted mission/field/section status or, through territorial realignment, become part of an existing conference or mission/field/section.

5. Mission/Field/Section (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/section 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/field/section status are appointed by the next higher level of organization; in the case of local missions/fields/sections, by the union in session or by the union executive committee between sessions; and in the case of union missions/sections, by the division executive committee. Organizations with mission/field/section status conduct constituency meetings in harmony with operating policies (based on model documents in the General Conference *Working Policy*) for the level of organization concerned.

6. When an organization having mission/field/section 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 the General Conference *Working Policy*) that serve as governing documents for constituency meetings.

B 10 05 Local Church—A 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, local mission/field/section, or union of churches concerned.

B 10 08 Field Station—A country or distinct geographic area, with an official presence but fewer than two organized churches or companies of believers, which has been designated by action of a division executive committee at midyear, yearend, or division council meeting, a Seventh-day Adventist field station.

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 midyear, yearend, or division council meeting, official status as a Seventh-day Adventist local region.

B 10 10 Local Conference or Local Mission/Field/Section—A 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 or local mission/field/section. Newly organized local conferences or local missions/fields/sections are accepted into the sisterhood of local conferences or local missions/fields/sections by formal action of the next constituency session of the union concerned.

B 10 15 Union Conference or Union Mission/Section—A group of local conferences or local missions/fields/sections, 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 or union mission/section. 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—1. *General Conference*—The worldwide family of all unions along with conferences or missions/fields/sections directly attached to the General Conference and all General Conference institutions. It serves as the global voice of the Seventh-day Adventist Church. The General Conference acts through its constituency sessions, the General Conference Executive Committee, and personnel elected for specific leadership responsibilities.

2. *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 05, Division Territories. The Division Executive Committee acts for the General Conference Executive Committee in the territory of the respective division.) After administrative consultation with the units directly affected, the General Conference Executive Committee at Annual Council may:

- a. Reconfigure division territories and/or establish new divisions.
- b. Determine the location or relocation of a division office.

When such decisions are made, the General Conference Executive Committee shall also approve the financial plan, including acquisition,

division, or disposal of assets involved in the reconfiguration of division territories or the establishment or relocation of a division office. In situations where geopolitical circumstances inhibit a division executive committee's supervisory role in part of the division territory, the division executive committee may request from the General Conference Administrative Committee an appropriate arrangement to address the situation.

3. *Additional Organizations*—The General Conference is authorized by its Constitution to create additional organizations to promote specific interests in various sections of the world.

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, local missions/fields/sections, or regions/field stations; union conferences, union missions/sections, or 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 27 Structural Flexibility—Flexibility in Seventh-day Adventist organizational structure is the application to new or existing organizational structures of specific alternative organizational patterns and procedural principles in light of prevailing circumstances and environments within the territory of a division of the General Conference. The application of such patterns and principles, after appropriate approvals, may result in:

1. Modification of structural design at units of organization between the local church and the General Conference/division as compared with the historical pattern of local conference or local mission/field/section, union conference or union mission/section organizations, and unions of churches;

2. Modification of staffing patterns (as compared to historical practice at local conferences or local missions/fields/sections, union conferences or union missions/sections, and unions of churches) at units of organization between the local church and the General Conference/division;

3. Realignment of how services are provided between the various existing or new organizations;

4. Establishment of new regional structures as a result of the consolidation of existing organizational units, the reclassification of entities, or the reduction of constituency-based units of organization.

Decisions to implement flexibility in organizational structures, staffing, procedures, and relationships shall preserve dynamic and formal linkage to the world church and sister organizations in harmony with denominational policies. Accordingly, such decisions will involve consultation with organizations affected by proposed restructuring. Policies define the various approval processes that apply to organizational changes. Flexibility in organizational structure does not mean that the design of organizational structure or staffing is self-determined or that an infinite number of alternatives is available.

B 10 28 Alternatives in Organizational Structure—

Denominational structure in one geographic area may illustrate one model while organization in an adjacent territory may reflect another of the available models. The following range of organizational models for denominational structures may coexist within a division territory:

1. Four Constituency-based Units Model—This model has four constituency-based units of organization: local church, local conference or local mission/field/section, union conference or union mission/section, and General Conference. In this model, the local conference or local mission/field/section, union conference or union mission/section, and General Conference have similar staffing patterns. Its widespread use makes this the standard model of structure. However, the four constituency-based units model should not automatically be considered as preferred above others.

2. Complementary Staffing Model—This model retains the four constituency-based units of organization. It is different from the four constituency-based units model in that the staffing pattern at the local administrative unit does not parallel that of the union. Each organization in this model has a multiple officer leadership team (typically three officers). Department directors may be located at either or both the local administrative unit and the union. However, a department director at the local administrative unit may not have a full-time counterpart at the union. Similarly, the union department director may not have a counterpart at the local administrative unit. The department staffing pattern at both local and union organizations serves to complement (complete rather than duplicate) the range of services required in the territory.

3. Shared Administration and/or Administrative Services Model—This model introduces differentiation from the four constituency-based units model in the staffing of administration. At the local administrative unit there may be only one full-time officer, the president. The union treasurer/chief financial officer may serve simultaneously as the local administrative unit treasurer/chief financial officer in such situations. Unless someone is elected to serve as the secretary this role may be assigned by election to either the president or the treasurer/chief financial officer. Department staffing in this model may be configured as in paragraph 2. above. The result is that the local administrative unit has fewer employees in administration since officers of the union also hold

administrative assignments in the local administrative unit and/or care for certain administrative services.

4. Three Constituency-based Units Model—This model has three constituency-based units of organization (local church, union of churches conference/mission, General Conference) compared to four in the four constituency-based units model. In this model the regional unit of organization is identified as a “union of churches.”

5. Three Constituency-based Units Model with Delegated Roles to District Leaders—This model continues the three constituency-based model described above. It differs from the previous model in that a non-constituency-based coordinating function is inserted for a group or district of local churches. The role of the district director (in some places designated as a field secretary) is advisory and consultative rather than administrative. The district director serves as a representative of administration. This person may also have some departmental leadership functions assigned by the regional organization.

6. Special Alternative Organizations—The General Conference Executive Committee has adopted guidelines for establishing alternative structures to initiate Seventh-day Adventist mission in areas where traditional church structures are not present and/or not permitted.

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 interrelated constituent levels of Church organization, as described in the General Conference *Working Policy*, 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 a 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 executive 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 executive committees may grant constituencies the option to continue or discontinue the alternative administrative arrangements.

B 15 General Conference *Working Policy*

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 Executive 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.

B 15 10 Adherence to Policy Required—1. The General Conference *Working Policy* shall be strictly adhered to by all organizations in every part of the world field. The work in every organization shall be administered in full harmony with the policies of the General Conference and of the divisions respectively. No departure from these policies shall be made without prior approval from the General Conference Executive Committee, except as stated below. The division executive committee is the authorized body which acts for the General Conference Executive Committee in the respective divisions. All conference, mission/section, or institutional administrators shall 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 world field. In the event laws/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 the following:

a. Counsel has been sought from the General Conference officers (president, secretary, and treasurer/chief financial officer) and it is established that denominational policies do indeed violate the law.

b. Compliance with the law does not constitute a violation of scriptural principles.

2. General Conference institutions shall adhere to the remuneration policies of the host division (Y 05 05, paragraph 6.) with any exceptions approved by the General Conference Executive Committee at a Spring Meeting or by an Annual Council. For all other policies, the General Conference *Working Policy* shall apply except where the General Conference Executive Committee votes that the host division policies shall be followed.

B 15 15 Officers/Administrators to Work in Harmony with Policy—Officers and administrators are expected to work in harmony with the General Conference *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 20 Definition of Election and Appointment—1. *Election*—Unless otherwise specified in the General Conference Constitution and Bylaws, 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 as set out within the General Conference Constitution and Bylaws and the General Conference *Working Policy*. The General Conference Executive Committee acts for the constituency in filling vacant elective positions between sessions of the constituency. 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 General Conference Executive Committee 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 chair 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. With the General Conference president or his designee as chair and with the counsel of the newly-elected division president, the members of the Session Nominating Committee from each division shall recommend personnel to the Session Nominating Committee for the positions of secretary and treasurer/chief financial officer on the division staff. The final decision regarding the nomination of such personnel rests with the Session Nominating Committee. The newly-elected division president will also meet with the Session Nominating Committee for counsel when recommendations regarding that division are being considered.

B 20 15 Election/Appointment of Division Officers and Staff—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.

c. The nominating committee shall report its recommendations to the expanded division executive committee for appointment.

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 20 Change in Presidency—When at a General Conference Session there is a change in the presidency of the General Conference, the outgoing General Conference President may, at the request of the newly elected President, continue to serve as chair of the business sessions, along with the general vice presidents assigned by the Steering Committee to work with him, until the General Conference Session ends, thus facilitating the smooth disposition of agenda items to be discussed

and voted on by the delegates. The incoming President may also ask the outgoing President to continue to chair the Steering Committee as circumstances may indicate. Meanwhile, the newly elected General Conference President shall meet with the Session Nominating Committee as a consultant in the nomination of the elective staff of the General Conference and the world divisions.

B 25 Election of Retirees to Elective Offices

Persons who have retired from denominational service ordinarily 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. 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 30 Procedures for the Replacement of President, Secretary, or Treasurer/Chief Financial Officer of the General Conference

The following procedures shall be followed by the General Conference for filling vacancies which may occur in the offices of President, Secretary, or Treasurer/Chief Financial Officer of the General Conference, between General Conference Sessions.

B 30 05 The President—1. The Secretary of the General Conference (or the Treasurer/Chief Financial Officer of the General Conference, if the Secretary is unable to serve) shall serve as the officer in charge of the General Conference until a new President is elected and assumes his responsibilities.

2. The Secretary (or Treasurer/Chief Financial Officer, see above) of the General Conference shall immediately notify the presidents of all divisions of the vacancy.

3. The Secretary (or Treasurer/Chief Financial Officer, see above) shall request the Undersecretary to call a meeting of the available members of the General Conference Administrative Committee at the earliest possible opportunity. The General Conference Administrative Committee shall specify the time and the place of the meeting of the General Conference Executive Committee to elect the new President. The decisions regarding time, place, and attendance shall be made as follows:

a. Preferably the election shall be scheduled for the next Annual Council of the General Conference Executive Committee; however, if the vacancy occurs three or more months before the next Annual Council, the General Conference Administrative Committee, after counsel with all the divisions, shall set the date and place for a special meeting of the General Conference Executive Committee.

b. All General Conference Executive Committee members shall be invited to attend.

4. A nominating committee, with appropriate representation from each division, shall be appointed by the General Conference Executive Committee, in a manner to be decided, regardless of whether the election takes place at an Annual Council or at a special meeting of the General Conference Executive Committee. Any member of the General Conference Executive Committee shall be eligible to serve on this nominating committee.

5. The nominating committee shall present its recommendation to the General Conference Executive Committee for action.

B 30 10 The Secretary—1. The President, or in his absence the Undersecretary, shall notify all divisions of the vacancy.

2. The Undersecretary shall act as Secretary until such time as a new Secretary is elected and assumes the duties of the office.

3. The election of a new Secretary shall take place at the next Spring Meeting or Annual Council, or at a specially called meeting of the General Conference Executive Committee to which each division shall be invited to send its Secretary and Treasurer/Chief Financial Officer.

4. A nominating committee shall function as under B 30 05, paragraph 4.

5. The nominating committee shall present its recommendation to the General Conference Executive Committee for action.

B 30 15 The Treasurer/Chief Financial Officer—1. The President, or in his absence the Secretary, shall notify all divisions of the vacancy.

2. The Undertreasurer shall act as Treasurer/Chief Financial Officer until such time as a new Treasurer/Chief Financial Officer is elected and assumes the duties of the office.

3. The election of a new Treasurer/Chief Financial Officer shall take place at the next Spring Meeting or Annual Council, or at a specially called meeting of the General Conference Executive Committee to which each division shall be invited to send its secretary and treasurer/chief financial officer.

4. A nominating committee shall function as under B 30 05, paragraph 4.

5. The nominating committee shall present its recommendation to the General Conference Executive Committee for action.

B 35 Procedures for Referring to the General Conference Executive Committee Questions of Conduct in the Office of President, Secretary, or Treasurer/Chief Financial Officer

In the event that issues arise which call for a review of conduct in the office of the President, Secretary, or Treasurer/Chief Financial Officer of the General Conference, the procedures to refer this matter to the General Conference Executive Committee shall be as outlined below.

B 35 05 General Conference President—1. The General Conference Secretary, in consultation with other officers of the General Conference, shall call and chair a special meeting of the General Conference Administrative Committee. At its discretion the General Conference Administrative Committee may, by a two-thirds majority vote, place the President on administrative leave (with continuing remuneration) until the matter has been investigated and, if considered necessary, heard by a meeting of the full General Conference Executive Committee. During this time the President shall not be involved in the process, except by invitation.

2. The General Conference Administrative Committee shall determine, by a two-thirds majority vote, the manner and time period in

which a question of conduct is investigated and referred to a meeting of the full General Conference Executive Committee.

3. The General Conference Secretary shall chair the meeting of the General Conference Executive Committee at which the question of conduct is heard.

B 35 10 General Conference Secretary or Treasurer/Chief Financial Officer—1. The General Conference Administrative Committee, under the leadership of the president, shall determine, by a two-thirds majority vote, the manner and time period in which a question of conduct of the secretary or treasurer/chief financial officer is investigated and referred to a meeting of the full General Conference Executive Committee.

2. The General Conference Administrative Committee may, by a two-thirds majority vote, place the secretary or treasurer/chief financial officer on administrative leave (with continuing remuneration) until the matter has been investigated and, if considered necessary, heard by a meeting of the full General Conference Executive Committee. During this time the officer concerned shall not be involved in the process, except by invitation.

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 mission/field/section, local conference, or union of churches for mutual help and cooperation in service, so the conferences or missions/fields/sections grouped together unite in the union conference or union mission/section. In like manner the unions, unions of churches, and entities directly attached to the General Conference in all the world are united in the General Conference organization. For the more efficient administration of the worldwide work, the organized unions, unions of churches, 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 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 independent 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 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, attached conferences, or attached missions/ fields/sections, 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 officer 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 an administrative officer, be processed through administration, 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 divisions, 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 or missions/fields/sections 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 and/or mission/field/section levels, they shall consult with the division and with the conferences or missions/fields/sections 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 in 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 Executive Committee—General Conference Executive Committee for Division—The executive committee of each division shall function 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.

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 executive committee in all matters of division administration and counsel.

B 40 65 Attached Local Fields—1. *Criteria*—When a local conference, local/mission/field/section, or region 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 executive 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/field/section, or region) shall be elected in the same way as for a local conference or local mission/field/section, with the division organization taking the place of the union organization in such elections.

b. *Representation on the Division Executive Committee*—The president of the attached local field (conference or mission/field/section) shall be a member of the division executive 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 or local mission/field/section 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 Personal Relations and Organizational Authority

B 45 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.

B 45 10 Dispute Resolution—Each division 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.

B 45 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.

B 45 20 Definition of Phrase “For Cause”—The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, 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*; 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6) conviction of or guilty plea for a crime.

B 45 25 Adjustments of Differences—Divisions and General Conference—If any adjustment is needed regarding differences of opinion arising between the division executive committee and the General Conference Executive Committee or the General Conference Administrative Committee, the matter shall be referred to the next Annual Council.

B 45 30 Appeals—The Seventh-day Adventist Church makes provision that every agency in the work, from the individual in the remotest station to the responsible committees at every stage of the organization, is assured full privilege, without prejudice, of representing opinion and conviction, and asking consideration and counsel in matters affecting life and service.

B 50 Relationships Between Organizations

B 50 05 Lines of Responsibility—1. *Local Conferences, Local Missions/Fields/Sections, and Regions/Field Stations*—Local conferences, local missions/fields/sections, and regions/field stations are responsible to the union conference or union mission/section

organization of which they are a part and are administered in harmony with the policies which govern the union.

2. *Union Conferences or Union Missions/Sections*—Union conferences or union missions/sections 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 50 10 Churches and Local Conference, Local Mission/Field/Section or Union of Churches Sessions—Churches belong to a sisterhood of churches that forms the constituency of a local conference, a local mission/field/section, or a union of churches. The churches appoint delegates who are duly authorized to represent them at constituency sessions of the local conference, local mission/field/section, or union of churches. 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/section, or union of churches. The constituency meeting of a unit with mission status does not elect officers. (See B 50 12.) Further, such constituency sessions are conducted under a set of operating policies rather than under a constitution and bylaws.

B 50 12 Appointment/Election of Officers and Staff in Local Mission/Field/Section—The appointment of officers of local missions/fields/sections or regions/field stations shall be by the union at a regular session. However, a local mission/field/section is authorized to elect or appoint all other employees of the local mission/field/section 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/chief financial officer of any local mission/field/section in its territory.

B 50 15 Local Conferences or Local Missions/Fields/Sections and Union Sessions—A union session is made up of delegates duly appointed by the various local conferences or local missions/fields/sections within its territory to represent them in the session. The delegates are vested by the conferences or missions/fields/sections with delegated authority to participate in, and vote on, all questions coming before the session. The united authority of the various conferences or missions/fields/sections is thus combined in the union organization, which is administered during the interim between sessions by its officers and executive committee in harmony with the relevant constitution and bylaws or operating policy.

B 50 25 Appointment/Election of Officers and Staff in Union Mission/Section or Union of Churches with Mission Status—The appointment of union mission/section or union of churches with mission status president, secretary, and treasurer/chief financial officer shall be by the division executive committee/division council and shall not be delegated to the union. However, a union mission/section or union of churches with mission status 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 executive committee shall fill all vacancies that may occur between quinquennial meetings by death, resignation, or otherwise, in the offices of president, secretary, or treasurer/chief financial officer of any union mission/section or union of churches with mission status in its territory.

B 55 Responsibility and Relationship of Officers

B 55 05 Union Conference or Union Mission/Section Officers—In order to preserve the unity of the worldwide work, administrators in union conferences and union missions/sections are expected to maintain close counsel with their respective division offices. Conference and mission/field/section organizations which, during emergency conditions, may be temporarily detached from division organizations shall maintain close counsel directly with the General Conference.

B 55 10 Union Mission/Section President—The union mission/section president appointed by the division is a member of the division executive committee and is the division representative in the conduct of the work in the union to which he has been appointed. He shall, together

with the union committee, supervise and carry forward the work in the union.

B 55 15 Local Mission/Field/Section President—The local mission/field/section 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 mission/field/section to which he has been appointed. He shall, with the local mission/field/section committee, supervise and carry forward the work in the local mission/field/section.

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

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 Executive Committee Membership*—Each division executive 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 executive 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 10 Organizing New Local Churches—New local churches shall be organized according to procedures outlined in the *Seventh-day Adventist Church Manual*.

B 65 Organizing New Missions/Fields/Sections, Conferences, or Unions

B 65 05 Responsibility of Administrative Committees—1. The process of organizing new field stations/regions, missions/fields/sections, conferences, or 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 field stations/regions, missions/fields/sections, conferences, or unions, thorough 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 Regions—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 or missions/fields/sections 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/field/section 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 midyear or yearend 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/Fields/Sections—1. If it is proposed to organize a new local mission/field/section, the proposal shall be considered by the respective union executive committee at a time when a full representation of the conferences or missions/fields/sections and institutions in the union is present. Proposals to organize regions or groups of churches into new missions/fields/sections may be initiated by the conference or mission/field/section, 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/field/section 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/field/section, 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 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/field/section 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/field/section.

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

7. The new mission/field/section shall be presented at the next union constituency meeting for acceptance into the sisterhood of 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/field/section or from within the territory of an existing conference, the proposal shall be considered by the respective union executive committee, at a time when a full representation of the conferences or missions/fields/sections, 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/field/section 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 or local mission/field/section executive committee to consider the proposal if it has not already done so. In the event of a positive decision by the local conference or local mission/field/section 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 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 or mission/field/section 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 council or the division executive committee at its midyear or yearend meeting shall 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 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 midyear or yearend meeting of the division executive committee or at a division council.

B 65 20 Organizing New Union Missions/Sections—1. If it is proposed to organize a new union mission/section, the division officers shall initiate a preliminary consultation with General Conference officers to assess the general merit and implications of such a proposal. If such a consultation results in a decision to study the matter further, the proposal shall be considered by the respective division executive committee at its midyear or yearend meeting, or at a division council. Proposals to organize groups of missions/fields/sections or conferences into new union missions/sections may be initiated by the union, by a group of missions/fields/sections or conferences, by the division, or by the General Conference.

2. If the division executive committee favors the proposal, and the local conferences or local missions/fields/sections to be formed into a

new union mission/section are part of an existing union conference, the division shall request the union to call a union constituency meeting to consider the proposal. In the event of a positive action by the constituency, or where the organizations involved are a part of an existing union mission/section, the division shall request the General Conference to appoint a survey team, including General Conference and division representation, to consider the merits of the proposal.

3. The survey team shall conduct an on-site evaluation and report its findings to the General Conference Administrative Committee (ADCOM). If favorable, ADCOM recommends new status to the General Conference Executive Committee. In the event that ADCOM determines the field is not ready for union status at the time of the General Conference's evaluation, recommendations will be made and, when addressed, a further evaluation conducted.

4. The General Conference Executive Committee shall consider the report of the survey team and shall take the appropriate action.

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

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

7. The new union mission/section shall be presented at the next General Conference Session for acceptance into the sisterhood of unions.

B 65 22 Organizing New Unions of Churches—(See also B 75 12 Criteria for Union of Churches Status.)—1. A union of churches structure is designed for unusual circumstances (such as slow church growth/development with limited need for infrastructure, unique geopolitical situations, or peculiar administrative challenges). A union of churches is the sole constituency-based administrative link between the local church and the General Conference/division. Consideration regarding the establishment of unions of churches shall include the following guidelines:

a. A clear demonstration that the new status will enhance the mission of the Church in the specific territory.

b. The establishment of a union of churches shall normally result in a reduction in the number of organizational units, e.g. the combination of conferences or missions/fields/sections should reduce the overall number of entities.

c. Its territory shall be made up of contiguous boundaries or be part of a single country

d. The geographical boundaries shall not overlap another local conference, local mission/field/section, union conference, union mission/section, or union of churches.

e. The population of the geographic area shall indicate a strong potential for growth of membership together with an adequate number of churches to establish a new union of churches.

f. While there should be a fair degree of flexibility in the way a union of churches is organized, there should be no sub-units with executive authority and/or treasury accounting functions.

g. A union of churches may own and operate institutions.

2. If it is proposed to organize a new union of churches, the division officers shall initiate a preliminary consultation with General Conference officers to assess the general merit and implications of such a proposal. If such a consultation results in a decision to study the matter further, the proposal shall be considered by the respective division executive committee at its midyear or yearend meeting, or at a division council. Proposals to organize groups of churches, regions, missions/fields/sections, or conferences into new unions of churches, or to reorganize a union mission/section or union conference into a union of churches, may be initiated by a group of churches, regions, missions/fields/sections, or conferences, a union conference or union mission/section, a division, or by the General Conference.

3. When a group of conferences, missions/fields/sections, or regions initiates a proposal to organize a new union of churches, the officers of the division and union(s) shall consult with the officers of the organizations making the proposal.

4. When a union conference or union mission/section initiates a proposal to organize a new union of churches the officers of the division and General Conference shall consult with the officers making the

proposal, including the officers of the conferences, missions/fields/sections, or regions.

5. If the division executive committee initiates and/or concurs with the proposal initiated elsewhere, and the conferences, missions/fields/sections, or regions to be formed into a new union of churches are part of an existing union conference, the division shall request the conferences involved to convene constituency meetings to consider the proposal and, if there is concurrence, to initiate appropriate dissolution procedures as per policy. In the event of a positive action by the constituency, or where the organizations involved are a part of an existing union mission/section, the division shall request the General Conference to appoint a survey team, including General Conference and division representation, to consider the merits of the proposal.

6. When the General Conference initiates a proposal to organize a new union of churches it shall request the division to consider the matter and, in the event of division concurrence, to implement the processes outlined in paragraph 5. above.

7. Further consideration of a proposal to organize a union of churches will be discontinued when the specific proposal is not approved by:

a. A constituency meeting action of any local or union conference involved in the proposal.

b. An executive committee action of either the division concerned or of the General Conference Executive Committee.

8. The survey team shall conduct an on-site evaluation and report its findings to the General Conference Administrative Committee (ADCOM). If favorable, ADCOM recommends new status to the General Conference Executive Committee. In the event that ADCOM determines the field is not ready for union status at the time of the General Conference's evaluation, recommendations will be made and, when addressed, a further evaluation conducted.

9. In any situation involving constituency meetings pertaining to the establishment of a new union of churches, the division shall oversee the process of constituency decisions, dissolution of entities, reorganization, determination of organizational status, adoption of constitution and bylaws/operating policies, clarification of operational obligations, and the selection of leaders.

10. The new union of churches shall be presented at the next General Conference Session for acceptance into the sisterhood of member units.

B 65 25 Organizing New Union Conferences—1. If it is proposed to organize a new union conference from an existing union mission/section or from within the territory of an existing union conference, or to organize a union of churches into a union conference, the division officers shall initiate a preliminary consultation with General Conference officers to assess the general merit and implications of such a proposal. If such a consultation results in a decision to study the matter further, the proposal shall be considered by the respective division executive committee at its midyear or yearend meeting, or at a division council. Proposals to organize groups of conferences or missions/fields/sections into new union conferences may be initiated by the union, by the executive committees or constituency sessions of a group of conferences or missions/fields/sections, by the division, or by the General Conference.

2. If the division executive committee favors the proposal, it shall request the union mission/section, union conference, or union of churches executive committee to consider the proposal if it has not already done so. In the event of a positive action by the 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/fields/sections, regions, or unions of churches 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/section and/or union of churches 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 a Spring Meeting or Annual Council, 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 directors/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.

9. If a new union conference is formed from a union of churches or entities that include a union of churches, plans should include the establishment of local conferences or local missions/fields/sections in accordance with the General Conference *Working Policy*. (See B 65 07, Organizing New Regions, B 65 10, Organizing New Local Missions/Fields/Sections, and B 65 15, Organizing New Local Conferences.)

B 70 Organizing New Divisions

B 70 05 Organizing New Divisions—1. If it is proposed to organize a new division, or divisions, the proposal shall be considered by the General Conference Executive Committee at an Annual Council when a full representation of the unions and institutions involved is present. Such proposals may be initiated by the division(s) or by the General Conference.

2. If the General Conference Executive Committee favors the proposal, it shall request the division(s) involved to call a full meeting of the division executive committee(s) to consider the proposal. The General Conference shall appoint a survey team having the task of preparing specific detailed plans for the division status of the proposed organization(s).

3. The survey team, appointed by the General Conference Executive Committee, comprised of General Conference and division personnel shall make an on-site evaluation. If the survey team is satisfied that the request is appropriate, it shall make its recommendations to the General Conference Executive Committee.

4. Upon recommendation of the survey team, the General Conference Executive Committee, at an Annual Council, shall determine whether or not to grant division status to the new organization(s).

5. In the event that the General Conference Executive Committee votes to establish a new division it shall also arrange for the election of officers to serve the new division. As soon as possible, the General Conference shall call a meeting of representatives of the unions, conferences, and institutions within the territory of the new division, under the leadership of the newly elected division officers, to elect department directors/secretaries and members of the executive committee.

6. Any new division(s) organized during the quinquennium shall be formally introduced to the world Church at the next General Conference Session by the General Conference Secretary.

B 75 Adjustments in Organizational Status

B 75 05 Criteria for Conference Status—As local missions/fields/sections grow in strength and experience, they normally qualify for larger responsibilities in organization and administration. When studying the eligibility of missions/fields/sections 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/section for which conference status is being considered shall give evidence of understanding the basic principles by which the churches and the mission/field/section are administered, particularly demonstrating an

appreciation of the spiritual needs and objectives of the church. The mission/field/section shall give evidence of possessing both a local and worldwide evangelistic vision.

2. The mission/field/section 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/section shall have developed to the point of being able to provide personnel to serve within its territory and help supply employees for other missions/fields/sections as the occasion may arise. Employees and church membership in the mission/field/section 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/section shall have an adequate church membership records system.

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

6. The mission/field/section 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/section 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/section 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. The mission/field/section 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.

8. A region or field station will typically first be reorganized as a mission/field/section before being considered for reorganization as a conference.

B 75 10 Organizing Local Missions/Fields/Sections Into Local Conference Status—Procedure—Local missions/fields/sections desiring local conference status shall proceed as follows:

1. The local mission/field/section shall request its committee(s) for strategic and financial planning to prepare specific detailed incremental plans for moving the mission/field/section toward conference status.

2. At the request of the local mission/field/section, the union and the division shall assist the local mission/field/section 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/section 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 committee(s) for strategic and financial planning, finds the local mission/field/section request to have merit, it shall ask the division to appoint a survey team comprised of division, union, and local mission/field/section representatives.

5. The survey team shall conduct an on-site evaluation and report its findings to the union executive committee. In the event the mission/field/section 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/field/section is ready for conference status, shall record an action to this effect at a meeting of the union executive committee when the president of the local mission/field/section is present, and forward the request to the division for consideration.

7. The division executive committee shall, at a meeting when the president of the union is present, 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 meeting, a 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.

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

B 75 12 Criteria for Union of Churches Status—A decision to establish a union of churches will involve the assessment of many different factors some of which are external to the territory under consideration. However, the church membership and internal infrastructure of the territory also needs to be evaluated. The following criteria must guide this evaluation:

1. Leaders, employees, and members of an organization(s) for which union of churches status is contemplated shall give evidence of possessing a clear perception of the denomination's primary objects which are to supply the spiritual needs of the Church and obey the Lord's commission, "Go. . .and preach the gospel." (Mark 16:15)

2. The membership, employees, and Church leaders should give evidence that they understand the worldwide character of the work and participate by assuming their share of the financial responsibility.

3. The proposed union of churches must demonstrate that it is able to make budgetary provision to adequately staff and care for the various lines of activity and, when necessary, be ready to share its employees with other fields.

4. The union of churches shall demonstrate its ability to develop and administer an adequately staffed departmental and institutional program.

5. The union of churches shall demonstrate 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.

6. A spirit of unity shall prevail among the members, employees, and leaders of the field. This unity shall be evident in the plans

formulated and in the implementation of the same. It shall be found between individual members and between the various organizations within the proposed union of churches.

7. The membership, the ministry, and the leadership shall give evidence of understanding and accepting the established principles of denominational administration and relationships between the various organizations. Leaders and committees shall demonstrate a willingness to work in harmony with the working policies of the denomination.

8. The union of churches shall have an adequate church membership records system.

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

10. Confidence in, and loyalty to, the leadership of the denomination at all levels shall be evident on the part of the membership. Employees and members shall respect the decisions of responsible committees.

11. Administrative officers and committees shall demonstrate an ability to recognize problems which affect the welfare of the work, and thus take steps which will resolve these problems.

12. The major portion of the financial resources for the operating of organizations and institutions shall be found within the territory of the proposed union of churches. However, in locations where an institution and/or organization serves the territory of more than one organizational unit, the major portion of the financial resources for operating the institution and/or organization shall be provided within the territories of the entities served.

13. The proposed union of churches shall possess financial stability, having its operating capital intact. It shall also have adequate resources to meet its financial obligations promptly, including accounts payable to other denominational organizations.

B 75 15 Criteria for Union Conference Status—A union mission/section should normally develop to the point where the world sisterhood of churches, represented by the division and General Conference, will recognize its readiness to become a union conference with the larger responsibilities thus implied. As a means of evaluating this development and guiding the organizations responsible for determining the readiness of a field for union conference status, the following criteria are established:

1. Leaders, employees, and members of organizations comprising a union mission/section for which conference status is contemplated shall give evidence of possessing a clear perception of the denomination's primary objectives which are to supply the spiritual needs of the church and obey the Lord's commission, "Go . . . and preach the gospel" (Mark 16:15).

2. The membership, employees, and church leaders should give evidence that they understand the worldwide character of the work and participate by assuming their share of the financial responsibility.

3. The union mission/section should be adequately staffed to care for the various lines of activity and, when necessary, be ready to share its employees with other fields.

4. The union mission/section should have demonstrated its ability to develop and administer a balanced departmental and institutional program.

5. The union mission/section shall have an adequate church membership records system.

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

7. The union mission/section 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.

8. A spirit of unity should prevail among the members, employees, and leaders of the field. This unity should be evident in the plans formulated and in the implementation of the same. It should be found between individual members and between the various organizations within the union mission/section.

9. The membership, the ministry, and the leadership on the local and union level should give evidence of understanding and accepting the established principles of denominational administration and relationships between the various organizations. Leaders and committees should demonstrate willingness to work in harmony with the working policies of the denomination.

10. Confidence in, and loyalty to, the leadership of the denomination at all levels should be evident on the part of the membership. Employees and members should respect the decisions of responsible committees.

11. Administrative officers and committees should have demonstrated the ability to recognize problems which affect the welfare of the work, and thus take steps which will resolve these problems.

12. One or more of the local organizations should have attained to conference status and should be operating successfully.

13. The major portion of the financial resources for the operating of organizations and institutions should be found within the union territory.

14. The union mission/section as a whole, including its subsidiary organizations, should possess financial stability, having its operating capital intact. It should also have adequate resources to meet its financial obligations promptly, including accounts payable to other denominational organizations.

B 75 20 Union Conference Status—Procedure—The union mission/section shall request its committee(s) for strategic and financial planning to prepare specific, detailed incremental plans for moving the union mission/section toward union conference status.

2. The union mission/section clarifies the meaning of union conference status to its member units, its local church leaders, and church members.

3. At the request of the union mission/section, the division shall assist the union administration to complete a self-evaluation form, based on the Criteria for Union Conference Status outlined in B 75 15, and to prepare for the responsibilities that rest upon a union conference.

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

5. If the division executive committee, in consultation with the division committee(s) for strategic and financial planning, finds the union mission/section request to have merit, it shall ask the General Conference to appoint a survey team comprised of General Conference, division, and union representation.

6. The survey team shall conduct an on-site evaluation and report its findings to the General Conference Administrative Committee (ADCOM). If favorable, ADCOM recommends new status to the General Conference Executive Committee. In the event the union mission/section is not ready for union conference status at the time of the

General Conference's evaluation, recommendations will be made and, when addressed, a further evaluation conducted.

7. 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.

8. 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 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 union mission/section to a union conference, it shall be reported at the next General Conference Session for acceptance and recording.

B 75 30 Process For Reviewing Status—It is expected that organizations, when established, will experience financial, administrative, and operational stability with prospects for growth and advancement in status. However, from time to time, entities may experience adverse circumstances (such as loss of membership, major reduction in resource patterns, war, or natural calamities) which seriously impede the ability to maintain the current organizational status. In such situations, it may be advisable to adjust the current organizational status for non-disciplinary reasons.

The process to review, revise, suspend, or withdraw organizational status shall be conducted in a manner that permits consultation with, and representation from, organizations affected. A constituency meeting of the entity, whose status is under consideration, will be necessary in order to discuss the reasons for possible adjustment in status and in order to secure consent of the constituency membership. Such a process will seek to reach agreement, among all organizations involved, that an adjustment in status is appropriate. An agreement might provide for a probationary period, normally not exceeding 12 months, during which the entity under consideration addresses the operational issues involved. When such an agreement is reached the constituency and executive committees involved shall record the necessary actions. In the event that such an agreement is not reached the higher levels of organization involved may

proceed, in the larger interests of the Church, with an adjustment in status.

A review of organizational status may be initiated by a decision of the executive committee in any higher level of organization that was involved in granting the type of status in question. (The merger or dissolution of local churches is addressed in the *Seventh-day Adventist Church Manual*.) If an organizational status review results in a recommendation to adjust the organization's status the following shall apply:

1. When the entity under consideration is a local conference or local mission/field/section, the decision to adjust status shall be made, after appropriate consultation with the entity concerned and the union executive committee, by the division executive committee at a midyear or yearend meeting.

2. When the entity under consideration is a union conference, union mission/section, or union of churches, the decision to adjust status shall be made, after appropriate consultation with the entity concerned and the division executive committee, by the General Conference Executive Committee at a Spring Meeting or Annual Council.

The decision to revise, suspend, or withdraw status due to operational reasons shall be effective immediately unless the decision also contains a probationary period, normally not exceeding 12 months, during which the entity concerned is given opportunity to address the operational deficiencies. The executive committee that made the decision shall determine, at the close of the probationary period, if operational deficiencies have been satisfactorily rectified and, if not, shall implement the adjustment in status upon expiry of the probationary period.

When the decision to adjust an organization's status becomes effective, the organization shall immediately comply with the operational terms and relationships pertaining to its revised status. If the decision to adjust status involves dissolution of the organization concerned, the assets of the organization shall be distributed in harmony with applicable organizational documents (such as Articles or Bylaws).

3. Any adjustments in a union's status shall be reported to the next General Conference Session.

B 75 35 Survey Commissions—When a division requests the General Conference to establish a new union or change the status of an existing union, the General Conference Administrative Committee will

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appoint a survey commission. The survey commission shall consist of the following members:

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| Chair | General Conference Vice President |
| Secretary | General Conference Secretary (or designee) |
| Members | General Conference Treasurer/Chief Financial Officer
(or designee)
Two executive officers (president preferred) from other divisions
President of division requesting the survey |
| Advisors | Secretary and Treasurer/Chief Financial Officer of the division requesting the survey (to be granted voice but not vote)
Union Administration requesting change (to be granted voice but not vote) |
| Invitees | Others at the discretion of the commission |

The survey commission 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. (For expanded criteria, see B 75 12 and B 75 15.)

The survey commission shall submit its report and recommendations to the General Conference Administrative Committee. On the basis of the survey commission's report, the General Conference Administrative Committee will determine its response to the division's request. If the response is in support of proceeding with the establishment of a new union or the change of status of an existing union, the General Conference Administrative Committee will forward its recommendation to the General Conference Executive Committee. If the General Conference Administrative Committee's response is not in support of the organizational change, it shall refer the matter back to the division and indicate the reasons for such a decision, listing the conditions, if any, that need to be addressed before further consideration of the matter.

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, a union of churches with conference status, 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 or Union Missions/Sections—Criteria—Care should be exercised to assure that dividing a union conference or union mission/section 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 organizations responsible for determining the benefits of dividing a union conference or union mission/section, one or more of the following criteria shall apply:

1. An increase in the number of local conferences, local missions/fields/sections, or regions/field stations and the total union church membership 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 dividing of the union will provide a strategic advantage for the fulfillment of the mission of the Church.

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

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 or provisions 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 or union mission/section.

9. Extremely difficult political situations or lack of adequate infrastructure 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 or Union Mission/Section—Procedure—1. A proposal to divide a union conference or union mission/section into two or more unions may be proposed by the union conference or union mission/section, by the division, or by the General Conference. In any case, the division officers and General Conference officers shall consult to assess the general merit and implications of such a proposal. If such a consultation results in a decision to study the matter further, the proposal shall be considered by the respective division executive committee and, if approved, the respective division administration shall assist the union administration in assessing the need and viability of the increased number of unions.

2. If, after completing the assessment described above, the division executive committee 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 or union mission/section in order to initiate proceedings for the establishment of the new unions. Delegates will be asked to vote to dissolve the union conference or union mission/section 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/sections, 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/section executive committees.

8. The General Conference Executive Committee shall recommend that the new unions be received into the sisterhood of unions 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/Fields/Sections, Unions, and Unions of Churches 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/sections, or regions/field stations or two or more unions or unions of churches. 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 higher organization.

B 90 10 Merger of Local Conferences, Local Missions/Fields/Sections, or Regions/Field Stations—1. If it is proposed to merge two or more conferences, missions/fields/sections, or regions/field stations, 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 recommendations and their implications for the growth and development of the Church in the territory concerned.

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, local mission/field/section, or region/field station). The merger shall proceed once the union dissolves any local mission/field/section involved and there is a corresponding constituency meeting action of any conference involved.

5. If the division sees wisdom in forming a union of churches rather than implementing a merger, they may request the General Conference Administrative Committee (ADCOM) to appoint a survey commission to study the feasibility of the formation of a union of churches with conference or mission status.

6. If the new unit is to function as a local mission/field/section, the union shall call, as soon as possible following the action to merge, a union executive committee meeting to adopt an operating policy for the new mission/field/section, patterned after the model in the General Conference *Working Policy*, and to appoint the mission/field/section

officers. The union shall call a constituency meeting of the new mission/field/section at the earliest possible convenience to determine leadership staffing and executive committee membership.

7. If the new unit is to function as a local conference or union of churches, the union (in the case of a union of churches, the division) 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/union of churches, or operating policy in the case of a union of churches with mission status; 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 General Conference *Working Policy*.

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

9. Following any actions involving the dissolution of a local mission/field/section, or region/field station and the establishment of a new local mission/field/section, or region/field station, the union shall recommend to the next union constituency meeting that the resulting changes to the sisterhood of member units in the union be accepted. In the case of a new union of churches being formed as a result of merger, the General Conference Executive Committee shall recommend, to the next General Conference Session, its acceptance into the sisterhood of unions.

B 90 25 Merger of Union Conferences, Union Missions/Sections, or Unions of Churches—1. If a proposed merger involves unions and/or unions of churches, the matter shall be considered by the union executive committees involved and a recommendation forwarded to the division executive committee.

2. The division executive committee shall assess the recommendations and their implications for the growth and development of the Church in the territory concerned.

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 and authorizes the formation of a new union/union of churches, the following procedure shall be followed:

a. If union missions/sections or unions of churches with mission status are involved, the General Conference Executive Committee shall, at an Annual Council, vote their dissolution.

b. If union conferences or unions of churches with conference status are involved, the division shall call, or arrange for the entities to call, constituency meetings to approve the proposal and to vote the dissolution of current entity.

5. If the new union/union of churches is to function with mission status, the division, as soon as possible after a General Conference Executive Committee decision authorizing the new entity and after actions by relevant parties to dissolve the units affected, shall convene a division executive committee to adopt an operating policy, based on the model in General Conference *Working Policy*; and appoint officers for the new organization. The division shall then arrange for a constituency meeting of the new entity to appoint other leaders and to elect members of the executive committee.

6. If the new union/union of churches is to function with conference status, the division, as soon as possible after a General Conference Executive Committee decision authorizing the new entity and after actions by relevant parties to dissolve the units affected, shall call a constituency meeting of the new entity to adopt a constitution and bylaws, based on the model in the General Conference *Working Policy*; and to elect the officers, department directors, and executive committee members.

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

8. Following any actions involving the dissolution of a union/union of churches or the establishment of a new union/union of churches, 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/Fields/Sections, Regions, Field Stations, Unions, and Unions of Churches by Dissolution and/or Expulsion—If a situation arises where it is determined by the higher organization that the majority of members of a conference, a mission/field/section, a region/field station, a 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 and B 95 15.

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 or Local Missions/Fields/Sections or Regions/Field Stations—If, in the opinion of a union conference or union mission/section administration, a local conference, local mission/field/section, or region/field station appears to be in apostasy or rebellion, and the procedures outlined under B 90 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, mission/field/section, or region/field station is in apostasy or rebellion.

2. a. In the case of a local mission/field/section or region/field station: If the union executive committee determines that a local mission/field/section or region/field station is in apostasy or rebellion, and should be dissolved, it shall take an action to dissolve the local

mission/field/section or region/field station, and shall recommend to the next union session, or to a specially called session, the expulsion of the local mission/field/section or region/field station from the sisterhood of missions/fields/sections.

b. In the case of a local conference: If the union executive committee determines that a local conference is in apostasy or rebellion, and should be expelled from the sisterhood of conferences, the union shall seek counsel from the division.

1) The union, in consultation with the division, shall use its discretion to decide whether another local conference constituency meeting should be called, and if so, at what point in the procedure.

2) The union shall submit a recommendation for expulsion of the local conference from the sisterhood of conferences to the next union session, or to a specially called session, if there is no evidence of conciliation on the part of the conference.

3. If the union constituency votes to expel the conference, mission/field/section, or region/field station from the sisterhood of conferences, missions/fields/sections, or regions/field stations, it shall, as a companion action, vote to take into the care of the union all the churches of the conference, mission/field/section, or region/field station until reorganization, or some other provision can be arranged.

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

5. 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.

6. In the event of the dissolution of a local mission/field/section or region/field station and/or the expulsion of a local conference, local mission/field/section, or region/field station from the sisterhood of conferences, missions/fields/sections, or regions/field stations, audits of the financial and membership records of the conference, mission/field/section, or region/field station shall be conducted. All assets remaining after all claims have been satisfied shall be dealt with as specified in the conference constitution and bylaws; mission/field/section or region/field station operating policy; articles of incorporation of the organization.

Assets not so covered shall be transferred to a legal entity authorized by the division.

7. 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, mission/field/section, or region/field station, the process set out under the relevant section of B 65 shall be followed.

B 95 15 Dissolution and/or Expulsion of Unions/Unions of Churches—If, in the opinion of a division administration, a union/union of churches appears to be in apostasy or rebellion, and the procedures outlined in B 95 05 have been followed, but have proved unsuccessful, the following steps shall be taken:

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

2. a. In the case of a union mission/section or union of churches with mission status: If the division executive committee determines that a union mission/section or union of churches with mission status is in apostasy or rebellion and should be dissolved, it shall take an action to dissolve the organization, and shall recommend to the General Conference Executive Committee the expulsion of the unit from the world sisterhood of unions.

b. In the case of a union conference or union of churches with conference status: If the division executive committee determines that a union conference/union of churches with conference status is in apostasy or rebellion and should be expelled from the world sisterhood of unions, the division shall refer the matter to the General Conference Executive Committee with the recommendation for expulsion from the world sisterhood of unions and the reasons for it.

3. The General Conference Executive Committee, in consultation with the division, shall use its discretion to decide whether another union conference constituency meeting should be called and, if so, at what point in the procedure.

4. The General Conference Executive Committee shall consider the recommendation of the division executive committee at its Spring Meeting or Annual Council. If it approves the proposal for expulsion, the

General Conference Executive Committee shall refer the recommendation to the next regular or specially called General Conference Session for consideration.

5. If a General Conference Session concurs with a recommendation to expel and votes to expel a union from the world sisterhood of unions, the division shall exercise direct responsibility for the conferences, missions/fields/sections, and/or regions/field stations affected by the expulsion and shall, through its executive committee, take an action to attach them directly to the division until a new organization can be established or a rearrangement of territorial boundaries effected. Disloyal conferences, missions/fields/sections, or regions/field stations shall be dealt with in harmony with the principles set out under B 75 10. In the event that a union of churches is expelled from the sisterhood of unions, the division executive committee shall vote to take into the care of the division all churches of the union of churches until reorganization or a redistribution of boundaries can be arranged. The division executive committee, functioning in place of the expelled union of churches constituency, shall have authority to disband any local churches which prove to be disloyal and to redistribute remaining churches by territorial adjustment and/or reorganization.

6. In the event of the dissolution of a union mission/section or union of churches with mission status and/or the expulsion of a union conference or union of churches with conference status from the sisterhood of unions, audits of the financial records of the union conference or union mission/section shall be conducted. 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 the expelled entity's constitution and bylaws or operating policy.

7. 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 union/union of churches, the process outlined under the relevant section of B 65 shall be followed.

BA

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, shall be held yearly for the purpose of considering budgets from the divisions and making appropriations, and for the transacting of business pertaining to the general policy of the worldwide field.

BA 05 10 Authorized Major Meetings—The Annual Council shall authorize and schedule such major meetings as are 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 shall be the ending date of the respective Annual Council unless specifically stated otherwise in a given action.

BA 10 Spring Meetings

BA 10 05 Purpose—A meeting of the 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.

BA 15 *Seventh-day Adventist Church Manual*

BA 15 05 Standards and Practices—The standards and practices of the church are based upon the principles set forth in the *Seventh-day Adventist 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 higher 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 *Seventh-day Adventist Church Manual*.

BA 15 10 Changes/Revisions Only by General Conference Session—The *Seventh-day Adventist 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 *Seventh-day Adventist 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 *Seventh-day Adventist 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 *Seventh-day Adventist 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 *Seventh-day Adventist 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 Annual Council. 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 Divisions Responsible for Translations—Divisions shall be responsible to assure that all translations of the *Seventh-day Adventist Church Manual* published or circulated in their respective territories are accurate translations of the *Seventh-day Adventist Church Manual*, English Version, adopted by the General Conference in session.

BA 15 20 Division Supplements—The *Seventh-day Adventist Church Manual* applies to the world field, and divisions should make it available in the languages of their respective areas. Each division should prepare a “supplement” to the *Seventh-day Adventist 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. The manuscripts of these “supplements” shall be submitted to the General Conference Executive Committee for endorsement before being printed. (See General Conference 1948 Annual Council page 19.)

BA 20 Sabbath School Bible Study Guides

BA 20 05 Sabbath School Curriculum and Bible Study Guides—

1. The General Conference, in consultation with its divisions, establishes a denomination-wide curriculum for each age level and prepares Sabbath School Bible Study Guides, providing for Sabbath School members to study the same age appropriate Bible lessons concurrently.

2. The purpose of a denomination-wide system is:

a. To strengthen and unify the Church through the development and utilization of carefully planned curricula and Sabbath School Bible Study Guides that have been evaluated and approved by manuscript evaluation committees in world divisions and in residence at the General Conference.

b. To ensure that the teachings of the Bible, as understood by the Seventh-day Adventist Church, are consistently and uniformly presented.

3. Manuscript evaluation committees for all Sabbath School Bible Study Guides shall be approved by the General Conference Administrative Committee.

4. The General Conference Administrative Committee is the publisher (though not the printer) of all Sabbath School Bible Study Guides for the world Church. Where necessary, a division executive committee may arrange for the translation, formatting, or learning style and cultural adaptation of the Sabbath School Bible Study Guides, using the guidelines as approved by the General Conference Executive

Committee at the 2000 Annual Council.* Names of translators and the manuscript evaluation committee members shall be published in the respective Sabbath School Bible Study Guides.

5. In addition to the officially approved manuscripts, the General Conference, through the editors, shall provide teachers' editions of the Sabbath School Bible Study Guides.

BA 20 10 Curriculum Development Function—The editors of the Sabbath School Bible Study Guides, in conjunction with the world Sabbath School curriculum committees, which usually meet at least once per quinquennium, shall develop the curricula for Sabbath School Bible Study Guides at all age levels and make recommendations to the General Conference Administrative Committee through the Sabbath School Publications Board.

BA 20 15 Sabbath School Publications Board—The Sabbath School Publications Board, a standing committee appointed by the General Conference Administrative Committee, is the primary organization to facilitate the functions of the Sabbath School Bible Study Guides editorial offices. In this role, the Sabbath School Publications Board, through the editors, is responsible for the development of all Sabbath School Bible Study Guides manuscripts. As the publisher of the Sabbath School Bible Study Guides, the General Conference Administrative Committee is responsible for the content of both the students' and teachers' manuscripts. The content of program helps is the responsibility of each of the world divisions.

BA 20 20 Editors—Because of the theological and spiritual significance of Sabbath School sponsored Bible study for all age levels of the Church, the editors of the Sabbath School Bible Study Guides for all age levels shall be appointed by the General Conference Executive Committee and are responsible to the General Conference Administrative Committee through the Sabbath School Publications Board, or as may be indicated in their job descriptions.

*Guidelines for Translating, Formatting, and Learning Style Adaptation of the Sabbath School Bible Study Guides

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 or local missions/fields/sections 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, local mission/field/section, 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, and 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 or mission/field/section, union, division, General Conference) or by the board of an institution.

BA 25 12 Union and Local Conference or Local Mission/Field/Section Corporations—In some situations, divisions have made provision for unions and local conferences or local missions/fields/sections 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 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 denominational 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 or local mission/field/section and the local church remains a member unit of the conference or mission/field/section. 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 or local mission/field/section—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 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 the General Conference/division is drawn into litigation as a result of a decision of another church entity and that decision has not been approved by the General Conference/Division Executive Committee, the other church entity shall reimburse the net amount of damages, court costs, fees of legal counsel, and fees of accountants or other experts paid by the General Conference/division.

BA 40 Seventh-day Adventist Trademark Policy

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*. This policy shall also apply to other Seventh-day Adventist entities, organizations, and individuals that wish to utilize trademarks owned or controlled by the General Conference. It shall be the policy of the General Conference to obtain maximum legal protection under applicable law in harmony with 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 registered in the name of 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 in the United States on behalf of the General Conference Corporation 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 maximizing trademark protection shall be paid in full by any department, subsidiary, or related organization of the General Conference initiating the process or utilizing the trademark with the understanding that ownership at all times shall be vested in the General Conference Corporation. Any denominational entity wishing to register any General Conference trademarks shall consult and coordinate with the General Conference Office of General Counsel prior to any registration of any such marks outside of the United States.

BA 40 25 Unauthorized Use—It shall be the responsibility of the divisions to monitor and review any unauthorized use of trademarks registered in the name of the General Conference Corporation. In the event that a registered trademark or name is being used without authority, the division shall initiate the Trademark Protection Procedures outlined in BA 40 50 in order to protect the proprietary interests of the Church as well as its good name. Approval by the General Conference Corporation shall be obtained prior to the commencement 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 do not conflict with General Conference-owned trademarks, legal rights, or policy of the General Conference. By action of their governing board, they may determine policies for the use of those marks by other denominational entities. The General Conference Office of General Counsel shall provide assistance and direction to non-General Conference entities as necessary.

BA 40 37 Use of Trademarks Owned by Other Denominational Entities—If a denominational entity wishes to use a trademark that is owned or already in use by another entity, other than the General Conference, the entity must first obtain permission from the entity that owns or is using the trademark.

BA 40 40 Use of Marks Owned by the General Conference Corporation—Trademarks that are owned by the General Conference Corporation include, 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” when used to define any aspect of the Seventh-day Adventist denomination. (A complete list

can be found in the *Seventh-day Adventist Yearbook*.) Use of trademarks may be authorized as follows:

1. Church entities that have denominational status and are included 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 or for-profit endeavors, except as approved by the General Conference Corporation.

2. Local churches and companies may use these trademarks in their names and ministries following approval of status by the local conference or local mission/field/section. Such trademarks shall not be utilized in commercial or for-profit endeavors, except as approved by the General Conference Corporation.

3. Deceased church members who were in regular standing upon death may have the denominational logo placed on their tombstones as an emblem of belief. The size of such logo should not be larger than 3 x 3 inches (8 x 8 centimeters).

4. Church members, supporting ministries, and business or professional groups are allowed to use trademarks owned by the General Conference Corporation only with its express written approval. Applications for such use shall be made to the General Conference Corporation through the Office of General Counsel. Granting permission 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 or local mission/field/section or other denominational entity that the lay or professional group requesting trademark usage be granted the license;

b. The activities of church members, supporting ministries, and business or professional groups 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 not be utilized for commercial or for-profit endeavors, 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 it owns 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 trademarks owned by the General Conference Corporation, including the names Seventh-day Adventist, Adventist (or their equivalents in other languages), and the logo. Any unauthorized use of the trademarks (see BA 40 05) shall be reported to the officers of the division. 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 and Office of General Counsel, may recommend redress through the courts. 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. 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.

BA 40 57 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 50 Institutional Organizations

BA 50 05 Composition of Constituencies—The composition of constituencies of institutions shall reflect the policies of the respective church organization that established the institution or its parent. A majority of constituency members for a General Conference institution shall be persons who serve as members of the General Conference Executive Committee. At a minimum, this majority shall include officers of the General Conference and its divisions plus members of the General Conference Executive Committee residing in the division where the General Conference institution is located. In addition, the bylaws of General Conference institutions shall include a provision that a special constituency shall be convened upon receipt by the board chair, of such a request having documented approval of fifty percent or more of the General Conference Executive Committee members who are members of the institution's constituency.

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 or three years; union field institutions, 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 the standing committees for said meetings shall be provided after the general pattern as outlined in the General Conference *Working Policy* for setting up the standing committees for union conference sessions. In the case of the institutions, segments of the constituency such as General Conference, division, 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 meetings. The ranking officer of the General Conference present, or in the case of a local institution, the ranking officer of the union conference, shall serve as chair 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/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 55 30 Division Policies—In harmony with these principles each division executive committee should develop its own policy of board of management and local board or house committee responsibilities and relationships in such detail as the circumstances within the division and the conditions in the institutions may indicate.

BA 60 Human Relations

BA 60 05 Basic Principles—Seventh-day Adventists believe in the universal fatherhood of God and the brotherhood of man 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 has made the Church multiracial, multiethnic, and gender inclusive. The Church is enriched by such membership and by the valuable contribution to its mission of both men and women of different nationalities and races as they serve as laypersons and employees at various levels of the Church.

The Church rejects any system or philosophy which discriminates against anyone on the basis of race, color, or gender. The Church bases its position on principles clearly enunciated 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 Savior 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” (7T 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” (COL 386).

BA 60 10 Official Position—The world Church supports nondiscrimination in employment practices and policies and upholds the principle that both men and women, without regard to race and color, shall be given full and equal opportunity within the Church to develop the knowledge and skills needed for the building up of the Church. Positions of service and responsibility (except those requiring ordination to the gospel ministry*) on all levels of church activity shall be open to all on the basis of the individual’s qualifications.

1. Membership and office in the local church, and at various levels of administration, shall be available to anyone who qualifies, without regard to race, color, or gender.

2. The appointment of individuals to serve as Bible instructors or chaplains, or in departmental or pastoral responsibilities, shall not be limited by race or color. Neither shall these positions be limited by gender (except those requiring ordination to the gospel ministry*).

3. In educational institutions there shall be no bias on the basis of race, color, or gender in the employment of teachers or other personnel nor in the admission of students.

4. Hospitals and other health care institutions shall make no distinction on the basis of race, color, or gender in admitting patients or in making their facilities available to physicians, interns, residents, nurses, and administrators who meet the professional standards of the institution.

5. All organizations and institutions shall provide employment and advancement opportunities without regard to race, color, or gender to persons who qualify.

6. Employment opportunities, membership on committees and boards, and nomination to office shall not be limited by race or color.

Neither shall these opportunities be limited by gender (except those requiring ordination to the gospel ministry*).

*The exception clause, and any other statement above, shall not be used to reinterpret the action already taken by the world Church authorizing the ordination of women as local church elders in divisions where the division executive committees have given their approval.

*The exception clause, and any other statement above, shall not be used to reinterpret the action already taken by the world Church authorizing the ordination of women as local church elders in divisions where the division executive committees have given their approval.

7. Where problems of race, color, or gender exist, workshops and seminars on human relations should be conducted. If advisable, conferences or missions/fields/sections, unions and/or divisions may form a committee to address issues in human relations.

8. The commitment of the Church to fair and equal treatment of men and women, without regard to race or color, shall be reflected in employment practices and policies regarding hiring, layoff, discharge, training and promotions, and remuneration. Benefits and allowances for individuals and families shall be established by each division based on the principle of fairness, and without gender bias.

9. Administrators, departmental directors, pastors, educators, local church officers, and others in positions of leadership in the Church shall uphold this position and support these principles as a part of the gospel and God's special message for the world.

BA 65 Interdivision Travel

BA 65 05 Travel by General Conference Employees—1. *Requests from Divisions*—When the officers of a division make a request for a visit of a General Conference employee, the recipient division shall contact the head of the General Conference department or service entity directly to formalize the arrangements. Authorization for travel shall be given by the department head, in harmony with the terms of reference regarding Interdivision Travel for the cost center involved and communicated to the division officers by the department head.

2. *General Conference Initiated Requests*—When the General Conference officers feel that the work in a division would be benefited by a visit from General Conference personnel, or when General Conference departments have individuals available for interdivision visits or when suggestions come in from division department directors that a visit would be appreciated, the head of the General Conference department concerned shall inform the division officers, making suggestions as to the directors available for and the time of such visits. No commitments shall be made by the department to the division concerned until the officers of the division make an official request for the visit.

3. *Planning the Visit*—a. Provision shall be made for General Conference employees to spend sufficient time in the field to enable them to make a real contribution to the work in the division.

b. Division executive committees, in planning for visits of General Conference employees, shall give due consideration to the various needs of the whole field and plan for a balanced development of the work as a whole, recognizing also that only a limited number of General Conference employees are available for visits abroad.

4. *Official Correspondence*—After the General Conference department director has communicated to the division officers the authorization for the visit, the individual concerned shall carry on the necessary correspondence with the division regarding the arrangements for the visit.

5. *Travel Expenses*—Travel expenses of General Conference employees are borne by the General Conference.

BA 65 10 Travel by Other Denominational Employees—1. *Requests from Divisions*—a. When the officers of one division feel that the work in that division would be benefited by a visit from an employee in another division, they shall take up the matter with the officers of the division concerned to determine if the employee is available and whether the visit would be in the best interest of the work.

b. If the division officers and the officers of the employing organization are willing to release the employee for a visit to another division, the decision will be recorded by the sending division and a copy of the same sent to the calling organization.

2. *Requests Initiated by the Sending Division*—a. At times it is beneficial for an employee in one 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 officers of the sending division 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 sending division.

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 concerned 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 R 15 15 and R 15 25), it is the responsibility of the sending division to ensure that appropriate insurance coverage is provided. In all cases, including denominational employees, it is the responsibility of the sending organization 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 division officers receive requests from entities within their unions, conferences, missions/fields/sections, and/or regions/field stations for individuals who are unknown to them, in order to protect the good name of the Church and avoid divisive elements, the officers of the division are requested to contact the office of the sending division and request a background check and recommendation regarding the invited person's loyalty and commitment to the Church's message and mission before an invitation is extended.

BA 65 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. (For travel in the North American Division, see the North American Division *Working Policy*, C 11 30, paragraph 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.

BA 65 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 Chapter R.)

BA 70 Retention and Safeguarding of Records

BA 70 05 Records Management—1. 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 unnecessary preservation of unneeded materials, each organization will find it advantageous to establish a records management program.

2. Administrators of 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 need or varying legal requirements, 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 B 10) with sizeable 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 Vital Records—1. All organizations and institutions shall give special attention to the permanent 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, and also church properties that are of an intellectual nature, such as trademarks and copyrights.

2. The secretary of each division shall forward to the General Conference Office of Archives, Statistics, and Research the following:

a. A true copy of governing documents, including bylaws, of all those division organizations and legal bodies within the division of which the division executive committee or division officers form the constituency, are owners, or are members.

b. Division executive committee minutes.

3. General Conference institutions shall provide to the Office of Archives, Statistics, and Research a true copy of their governing documents, including bylaws, whenever amended.

4. The treasurer/chief financial officer (or other designated officer) of each division shall index, identify, and file property records as follows:

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 division's territory, and documents of an intellectual nature relating to church properties, such as trademarks and copyrights. At the discretion of the division, documents relating to local churches, primary schools, and residences may instead be maintained by union, conference, or mission/field/section organizations.

b. A list or index of such documents, with a brief description of relevant information such as location, name of legal body holding title, original cost, date acquired, and summary of major improvements or additions shall be maintained, and a copy transmitted annually to the General Conference Office of Archives, Statistics, and Research.

5. A designated officer of the Treasury of the General Conference shall forward to the General Conference Office of Archives, Statistics, and Research copies and data relating to property holdings of the General Conference Corporation and of General Conference institutions as specified in paragraph 4. above.

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 BA 70 25, *Literary and Other Intellectual Property Interests*.)

BA 70 25 Literary and Other Intellectual 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 General Conference of Seventh-day Adventists or other legal church entity. The General Conference Corporation or other 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. *Exclusions*—This policy is not intended to cover sermons and graduate study materials.

3. *Exception*—The General Conference Corporation or other legal 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 Board of Trustees of the Corporation or other 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 or local mission/field/section, union, or division shall be responsible for the implementation of this policy in the 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 72 Information Technology

BA 72 05 Philosophy, Background, and Objectives—Technology is an integral part of the life of a denominational organization. Information Technology (IT) resources shall be used appropriately to maximize the mission of the Church. Every organization has a unique set of risks, priorities, and constantly evolving technology choices; thus, organizations must plan for IT governance, data security, data privacy, and policies and procedures.

BA 72 09 Information Technology Governance—Organizational officers are responsible over all areas of information technology (IT) operations, including its policies and procedures to ensure that the organization’s IT priorities are balanced, resources are provided, and risks are managed.

BA 72 10 Computer Use Policy [Repealed Annual Council 2021]

BA 72 14 Data Security—Organizations shall implement technical and organizational measures to ensure data availability, integrity, and confidentiality.

BA 72 15 Hosting of Sites and Web Services with Personal Information and Other Non-public Data [Repealed Annual Council 2021]

BA 72 19 Data Privacy—Organizations shall comply with applicable data privacy rules and regulations concerning the collection, processing, and storage of data that is personally identifiable (e.g. membership information, government identification numbers, health data, etc).

BA 72 20 Social Media and Social Networking [Repealed Annual Council 2021]

BA 72 25 Policies and Procedures—Organizations shall establish and implement policies and procedures in compliance with applicable rules and regulations within the organization’s jurisdiction. Policies shall address, at a minimum, the following items:

1. Acceptable use of church-owned information technology property and accounts
2. Organization’s right to monitor use of its information technology
3. Technology authorization and procurement
4. Data management, security, and privacy
5. User education and awareness
6. Use of social media and social networking

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 through the regular channels up to the first organizational level that includes, as one of its subsidiaries, the organization with which it wishes to place the call. (See also E 45.) Only by following this procedure shall any organization place a call outside its own area of administrative responsibility. However, a 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 that division. (See BA 75 10.)

BA 80 *Seventh-day Adventist Yearbook*

BA 80 05 *Seventh-day Adventist Yearbook*—The General Conference shall each year publish a directory of the organizational units and institutions that comprise the Seventh-day Adventist Church.

BA 80 10 Content of the Yearbook—The *Seventh-day Adventist Yearbook* is primarily intended to identify the many and varied organizations, other than local churches/congregations, through which the Church advances its mission. It shall include the following:

1. The current statement of Fundamental Beliefs of Seventh-day Adventists.
2. All denominational organizational units (i.e., the General Conference and its divisions, all union conferences, union missions/sections, unions of churches, local conferences, local missions/fields/sections, and any attached regions/field stations), including their geographic boundaries, as voted by the appropriate executive committees.
3. Institutions, services, and corporations as follows:
 - a. All denominationally operated secondary and postsecondary institutions accredited by the Accrediting Association of Seventh-day

Adventist Schools, Colleges, and Universities (see FE 20 35, paragraph 8).

b. All healthcare institutions whose governance meets the criteria set out in the Plan of Operation for Health Care Institutions (see FH 25 10).

c. Other institutions, services, organizations, and corporations that are wholly owned or controlled by denominational organizational units.

d. Other institutions and corporations with not less than a majority of their corporate membership, constituency, or shareholders composed either of entities (or their designated officers) described under paragraphs a. through c. above or of persons who are directors, trustees, officers, employees, or members of executive committees or operating boards of organizations described under paragraphs a. through d.

e. Other organizations, whose inclusion or exclusion from the *Seventh-day Adventist Yearbook* is under question because of the types of activities involved, or because they do not fit the specific terms of paragraphs a. through d. above, shall have the matter decided by the General Conference officers in consultation with the respective division officers and the Office of General Counsel.

4. Leadership personnel: officers, associate officers, departmental directors and associate departmental directors of denominational organizational units, and all executive officers employed by institutions, services, and corporations listed in the *Seventh-day Adventist Yearbook*.

5. Persons holding General Conference credentials.

BA 80 15 Data Collection—All denominational entities shall cooperate with the General Conference Office of Archives, Statistics, and Research in collecting information for the *Seventh-day Adventist Yearbook*. Divisions, in consultation with the General Conference, shall be able to nominate information that shall not be made publicly available.

BA 85 Annual Statistical Report

BA 85 05 Annual Statistical Report—The 1865 General Conference Session voted that “the secretaries of the several conferences [shall] furnish ... statistics, specifying the number of ministers and licentiates, the number of churches, the number of the membership, and the total amount of their funds, etc.” Accordingly, the General

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Conference shall publish an Annual Statistical Report, including statistics of membership, congregations, institutions, employees, and church finances.

BA 85 10 Data Collection—All denominational entities shall cooperate with the General Conference Office of Archives, Statistics, and Research in collecting information for the Annual Statistical Report.

C

DIVISION ADMINISTRATION

C 05 Division Territories*

C 05 05 East Central Africa Division Territory—Burundi, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Uganda, and the United Republic of Tanzania.

C 05 15 Euro Asia Division Territory—Afghanistan, Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Republic of Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.

C 05 20 Inter American Division Territory—Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Colombia, Costa Rica, Cuba, Curacao, Dominica, Dominican Republic, El Salvador, French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Montserrat, Nicaragua, Panama, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sint Maarten, Suriname, Trinidad and Tobago, Turks and Caicos Islands, United States Virgin Islands, Venezuela (Bolivarian Republic of), the French overseas collectivities of Saint Barthelemy, Saint Martin, and the Netherland's special overseas municipalities of Bonaire, Sint Eustatius, and Saba.

C 05 23 Inter-European Division Territory—Andorra, Austria, Belgium, Bulgaria, Czech Republic, France, Germany, Gibraltar, Holy See, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Portugal, Romania, San Marino, Slovakia, Spain, and Switzerland.

C 05 25 North American Division Territory—Bermuda, Canada, Federated States of Micronesia, Guam, Johnston Island, Marshall Islands, Midway Islands, Northern Mariana Islands, Palau, United States

*Because the Seventh-day Adventist Church does not involve itself in political affairs, the reader should attach no special significance to the presence of certain names in the list or the absence of others.

of America, Wake Island, and the French possession of Saint Pierre and Miquelon.

C 05 30 Northern Asia-Pacific Division Territory—Democratic People’s Republic of Korea, Japan, Mongolia, Republic of Korea, and Taiwan.

C 05 35 South American Division Territory—Argentina, Bolivia (Plurinational State of), Brazil, Chile, Ecuador, Falkland Islands (Malvinas), Paraguay, Peru, and Uruguay, with adjacent islands in the Atlantic and Pacific Oceans.

C 05 37 South Pacific Division Territory—American Samoa, Australia, Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Norfolk Island, Papua New Guinea, Pitcairn, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, and Wallis and Futuna Islands.

C 05 40 Southern Africa-Indian Ocean Division Territory—Angola, Botswana, Comoros, Lesotho, Madagascar, Malawi, Mauritius, Mayotte, Mozambique, Namibia, Reunion, Saint Helena (including Ascension and Tristan da Cunha Islands), Sao Tome and Principe, Seychelles, South Africa, Swaziland, Zambia, and Zimbabwe.

C 05 45 Southern Asia Division Territory—Bhutan, India, Maldives, and Nepal.

C 05 50 Southern Asia-Pacific Division Territory—Bangladesh, Brunei Darussalam, Cambodia, Indonesia, Lao People’s Democratic Republic, Malaysia, Myanmar, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, Timor-Leste, and Viet Nam.

C 05 60 Trans European Division Territory—Aland Islands, Albania, Bosnia and Herzegovina, Croatia, Denmark, Estonia, Faeroe Islands, Finland, Greece, Greenland, Guernsey, Hungary, Iceland, Ireland, Isle of Man, Jersey, Latvia, Lithuania, Montenegro, Netherlands, Norway, Poland, Serbia, Slovenia, Svalbard and Jan Mayen Islands, Sweden, the former Yugoslav Republic of Macedonia, United Kingdom of Great Britain and Northern Ireland, and the southern portion of Cyprus.

C 05 65 West-Central Africa Division Territory—Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Congo, Cote d’Ivoire, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

C 05 70 Middle East and North Africa Union Mission (Attached) Territory—Algeria, Bahrain, Egypt, Iran (Islamic Republic of), Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Qatar, Saudi Arabia, Sudan, Syrian Arab Republic, Tunisia, Turkey, United Arab Emirates, Western Sahara (Western Sahara is a contested area not universally recognized as a separate country or region.), Yemen, and the northern half of Cyprus.

C 05 75 Israel Field (Attached) Territory—Israel.

C 05 80 Chinese Union Mission (Attached) Territory—China including Hong Kong and Macao Special Administrative Regions.

C 10 Division Working Policy

C 10 05 Division Working Policy—Each division executive committee shall prepare and publish a working policy for the division, its departments, and the organizations and institutions within its territory, in harmony with the Constitution and *Working Policy* of the General Conference.

C 10 10 Alternate Term for “Mission”—In fields where it is deemed advisable, the respective division executive committees may adopt an alternative term for “mission” in the designation of the union or local organization, and where this is done it is suggested that the term “mission conference” or “association” might be employed.

C 15 Division Councils

C 15 05 Division Council Plan—The rapid growth of the Church in the divisions makes it desirable that every means available be used to unify the work and to ensure that it is conducted throughout the world as a harmonious whole.

There is need to develop in all categories of employees a proper sense of responsibility for the conduct of the work, and confidence in the policies governing the administration of the work, as well as confidence in the leaders chosen to direct the work. Divisions where it is considered necessary are therefore encouraged to follow the plan of holding regular division councils.

C 15 10 Representation—Division councils are not delegated sessions because divisions are not constituted bodies but sections of the

General Conference. Division councils are enlarged meetings of the division executive committee, which in addition to the usual members of the committee, are attended by other representatives. These should be persons who are able to benefit from, and contribute to, the success of the councils and should include representatives from union and local fields, various other classes of employees and selected laypersons. They participate, with the right to vote, in the discussion and general work of the council, which includes the appointment of such officers and departmental directors/secretaries as are ordinarily appointed on such occasions, and the adoption of policies and plans governing the conduct of the work throughout the division.

The selection of additional representatives shall be made by the executive committees in the case of union conferences, but in the case of union missions/sections their selections shall be in the form of recommendations for approval by the division executive committee. The full division executive committee will decide in advance the basis with regard to numbers and travel and other expense, on which representatives shall attend.

C 15 15 Authority—Since these councils are not delegated sessions, technically the actions taken at such meetings have the same force as those taken by the division executive committee at its regular meetings. It will always be recognized, however, that such actions were taken when wide counsel from the division was available to influence the decisions reached.

C 20 Procedures for Replacement of Division Officers

The following procedures shall be followed 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 IX, Sec. 4.; Bylaws, Article III, Sec. 1. and 3.). Both the General Conference and the division concerned shall therefore be involved in the election between sessions of a new division president. The division officers shall consult with the General Conference executive officers, concerning mutually agreed upon potential candidates for nomination.

3. The full division executive committee under the chair of the General Conference President, or his designee, acting as the nominating committee, 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 representation 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 executive 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. The division officers shall consult with the General Conference executive officers, concerning mutually agreed upon potential candidates for nomination. When a name has been recommended, the division executive committee, acting as the nominating committee, shall submit the name 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 Division to Plan—Each division shall plan surveys of the various aspects of the work in its 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 ranking officer within the division or a General Conference representative as determined by the General Conference.

C 30 Union Conference Session

[Repealed Annual Council 2019]

C 35 Local Conference/Mission/Field Session

[Repealed Annual Council 2019]

C 40 Conference or Mission/Field/Section Church

Isolated members should unite with the conference or mission/field/section 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 mission/field/section church, which is not designed to function in place of the local church. Although conference or mission/field/section 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 mission/field/section church is not intended to provide a church home for conference or mission/field/section employees. Ministers and employees should unite with the local churches in the community in which they reside.

The conference or mission/field/section president shall be the presiding elder of the conference or mission/field/section 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 mission/field/section. Any business normally conducted by a local church and its board shall, in the conference or mission/field/section church for which in the nature of the case there is no board, be conducted by the conference or mission/field/section committee. They shall also appoint the delegates from the conference or mission/field/section church to attend their respective sessions.

C 50 Responsibility for International Service Employees

C 50 05 From Homeland to Field of Service—In the providence of God the Seventh-day Adventist Church has been established in almost every country of the world. With this development there has grown up a large and capable group of Christian employees, who have been willing to go as pioneers to strengthen the gospel cause in other lands. The members of the church, impelled by the great commission of Matthew 28, have been and are willing to send these self-denying messengers to needy fields abroad and to support them in their work there.

C 50 10 From Everywhere to Everywhere—As the church develops in each new territory, it in turn should and does also become a home base, supplying means and personnel to help meet the needs of an ever-expanding world mission program. Thus, around the earth and across the barriers of nation and race new links are forged that strengthen the world Church and unite it more firmly. It is in the purpose of God for workers to go from everywhere to everywhere and even where employees from other countries are no longer needed, there should continue to be an exchange of employees in the degree necessary to preserve the international and universal character of the Church.

C 50 15 Sending Division—The sending of international service employees imposes upon the sending organization the obligation of caring for these employees. These employees have responsibilities to discharge to their families—the education of children, the support of parents, and other obligations. The General Conference and sending divisions have recognized their responsibility for the care of these employees and have developed policies to enable them to meet these responsibilities.

C 50 20 Receiving Division—It is the responsibility of the receiving division to direct the work of the international service employees within its territory.

C 55 Interchange of Employees Between Divisions

The Church is strengthened when its employees understand its worldwide mission. Opportunities for service in different sections of the world increase the vision and efficiency of the employees as well as imparting new inspiration and a spirit of unity in the Church.

Divisions are therefore encouraged to arrange through the General Conference for the exchange of some employees between divisions where language, customs, and immigration laws make this possible, the plan to be applicable to institutional and departmental employees as well as to administrative employees and ministers.

Where permanent exchanges between employees are impossible, study should be given to the possibility of arranging for the temporary transfer of certain employees to other fields, where such transfers can be of benefit in experience to the employees and helpfulness to the fields concerned.

C 60 Developing and Training Employees

C 60 05 Training of National Employees—The divine commission directs the disciples of our Lord to go and teach all nations. This is a worldwide call to worldwide service. Just as the gospel is for all men who will hear, so the work of carrying the glad tidings is laid upon all who believe. It is the policy of this denomination in every land, therefore, to train and develop every consecrated, loyal Seventh-day Adventist who gives promise of growing into a position of responsibility and leadership.

Facilities similar to those developed in fields where the work has become strong are to be provided in other countries as rapidly as resources and conditions warrant. Schools, colleges/universities, sanitariums, publishing houses, come with the growth in members and means. Opportunities are thus given for the youth in different parts of the world to prepare for labor among their own and nearby peoples. The training of a strong corps of true hearted, efficient national leaders is of vital importance in every division. Without this we cannot hope to carry the gospel to every creature.

As the indigenous employee grows in experience and ability, he/she becomes qualified for larger leadership. His/Her services become available and valuable to the world field, regardless of the division of his/her origin. Thus, with the growth of our constituency in all lands, with the training of national employees in each field, and with the interchange of outstanding leaders between divisions, the cause of God will increase in strength and unity throughout the world.

C 60 10 Financial Assistance for Accompanying Spouse—When divisions send individuals who are married to other divisions for advanced education, it is recommended that consideration be given by the sending division to provide financial assistance so that the spouse may accompany the sponsored individual.

C 60 15 Advanced Education of Employees—Obligation to Home Division—Rising standards and the growing needs of the work make it necessary at times for divisions to send employees to some other division for advanced training, frequently involving large investment, plus the loss of the employee's service. In order to safeguard their interests, some divisions 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 some other division. The investment made by divisions in such employees should be recognized, and other divisions should avoid calling them prior to the fulfillment of their contracts. Exceptions may be made only on the basis of negotiations between the divisions concerned and the General Conference.

C 60 20 Education of National Nurses—Wherever possible national nurses should be assisted in receiving educational preparation in nursing for positions of responsibility on the Bachelor of Science degree level and/or Sister Tutor level or corresponding national levels.

Educational facilities outside the division should be used primarily for study beyond Bachelor of Science degree level or Sister Tutor level when not provided in the division concerned.

C 60 25 Establishing New Schools of Nursing Outside the North American Division—Inasmuch as the initiation of new schools of nursing involves significant commitments for the future in both funds and personnel, the authorization for such a school shall reside with the division administration in consultation with the General Conference.

C 60 30 Financing of National Employees for Medical Service—Where facilities are available within the field, divisions are encouraged to lay plans whereby financial aid may be provided for educating selected national youth to be trained as physicians. Where young people are studying medicine on their own initiative the division health ministries director, or someone appointed by the division to do so, should maintain close contact with these students, encouraging them to prepare for service within the denomination.

An adequate program should be initiated for providing technicians, dietitians, physical therapists, etc., from among the national youth.

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 or local missions/fields/sections 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 individuals so designated shall be shared between the participating organizations on a basis to be determined by the union committee. The salary rates shall be comparable to those paid to ministerial interns.

C 65 20 Eligibility—Requirements for eligibility to these internships shall include the satisfactory completion of the prescribed course, preferably after a four-year college/university course in Accounting or

Business Administration; and recommendation from the faculty of the college/university 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 under the control of the union committee, and under the direct supervision of the respective 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 70 Polygamy

It is clearly God's plan that man should live in a state of monogamy, that a man should have only one living wife. Any contravention of this plan results in confusion and the lowering of the moral standards that should govern human society, and especially the Church. The practice of polygamy on the part of many non-Christian peoples for whom we are laboring is in itself a challenge to Christian principles and constitutes a ground of compromise if permitted in the Christian church. The denomination has therefore adopted the following policy:

1. A man found living in a state of polygamy when the gospel reaches him shall upon conversion be required to change his status by putting away all his wives save one before he shall be considered eligible for baptism and church membership.

2. Men thus putting away their wives shall be expected to make proper provision for their future support, and that of their children, as far as it is within their power to do so.

3. We recognize that the message finds people in certain countries living in a state of polygamy, where tribal customs subject a wife who has been put away to lifelong shame and disgrace, even to the point of becoming common property, her children also becoming disgraced thereby. In all such cases the church is to cooperate with the former husband in making such provision for these wives and children as will provide for their care and protect them from disgrace and undue suffering.

4. We recognize the right of a wife who has been put away by a polygamous husband to marry again.

5. Wives of a polygamist, who have entered into the marriage in their heathen state, and who upon accepting Christianity are still not permitted to leave their husbands because of tribal custom, may upon approval of the local and union committees become baptized members of the church. However, should a woman who is a member of the church enter into marriage as a secondary wife, she shall be disfellowshipped and shall not be readmitted to the church unless she separates from her polygamous husband.

C 75 Denominational Aviation

C 75 05 Divisions Operating Aviation Programs—Divisions that have aviation programs shall have policies for the administration and operation of all denominational aviation programs within their respective territory that shall include compliance with applicable safety regulations, pilot licensing requirements, and appropriate insurance coverage. (See S 60.) General Conference institutions that have aviation programs shall follow the policies of the division in which the institution is located.

C 75 10 International Service Employee Pilot Checkouts—International service employees who are expected to operate an airplane in denominational service shall be required to meet qualifications as set by the calling division.

C 75 15 Flight Training Programs—All denominational flight training programs shall be approved by the authorizing division/union and shall be covered with appropriate insurance. (See insurance requirements in S 60 10.)

C 75 20 Airport/Hangar Insurance—All denominational organizations operating airport facilities shall include in their insurance

arrangements hangar keepers, liability insurance, and full insurance for any accidents that may occur on the airport property. (See S 60 40.)

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—The following Union Conference Model Constitution and Bylaws shall be followed as closely as possible by all union conferences. Those sections of the model constitution and bylaws that appear in bold print are essential to the unity of the Church worldwide and shall be included in the constitution and bylaws as adopted by each union conference. Other sections of the model constitution and 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 text in bold print, final approval for such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee.

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 union conference is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12).

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 enacted by the executive committee of the _____ Division or 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, initiatives, and actions adopted and approved by the General Conference of Seventh-day Adventists at its 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 and local missions/fields/sections 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 union 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 (2/3) 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 and bylaws shall not be amended except to conform to the union conference model constitution and bylaws 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 and bylaws 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 and bylaws 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 and bylaws. Such amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and voting.

**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 membership/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 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. In case regional conditions make it imperative to postpone the calling of the constituency meeting, the union conference executive committee, in a regular or special meeting, shall have authority to make such postponement, not to exceed one year, giving notice to all constituent organizations. In the event that the executive committee exercises its authority to postpone a constituency meeting, it shall also have the authority to set the subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed five calendar years from the date of the postponed constituency meeting. Notice of the time and place of the meeting of the delegates representing the members shall be given by:

*The membership/constituency meeting is a business meeting of the membership of this union conference. These meetings may also be called membership/constituency sessions.

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 failure to call a constituency meeting by the _____ Union Conference 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 and missions/fields/sections 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. Virtual Attendance at Constituency Meetings: Generally, regular and specially called constituency meetings are to be held in person and onsite. However, delegates when requested by the executive committee, and if permitted by local law, may participate by means of an

electronic conference or similar communications by which all persons can hear each other at the same time, and participation by such means shall constitute presence in person and attendance at such a meeting.

Sec. 4. 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 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 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 the election of a secretary has been completed, the new secretary, if present at the constituency meeting, shall replace the secretary *pro tem*.

Sec. 5. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 11. and 12. 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. 6. Quorum: At least _____ percent of the delegates authorized hereinafter under Sec. 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. 7. Proxy Voting: All delegates must be present in person at any constituency meeting, or participating by electronic means, in order to be eligible to vote. There shall be no voting by proxy.

Sec. 8. 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 or local mission/field/section, institution, the Division, or the General Conference of Seventh-day Adventists.

Sec. 9. 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. Votes cast remotely shall have the same validity as if the delegates met and voted onsite.

Sec. 10. 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. 11. Election/Appointment and Term of Office: a. Elections: All union conference officers and members of the executive committee who are not *ex officio* members shall be elected by the delegates at a 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 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.

The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, 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*; 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6) conviction of or guilty plea for a crime.

Sec. 12. Election of Local Mission/Field/Section Officers and Term of Office: a. **Elections:** The president, secretary, and treasurer/chief financial officer of local missions/fields/sections within the territory of this union conference shall be elected by the union constituency meeting or by the union executive committee between constituency meetings.

b. **Term of Office:** Local mission/field/section 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 (see definition of “for cause” in Sec. 11, paragraph b. above).

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

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

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

within the respective conference or mission/field/section or from among those who are employees of the member organization.

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

Sec. 2. Delegates At-Large—Delegates at-large to a union conference constituency meeting include:

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 or local missions/fields/sections, 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.

d. A person who is not elected to a new term of office at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

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

(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 conference constituency meeting the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

To facilitate the business of the session, constituency meeting committees may convene by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time. **These committees 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 or local mission/field/section, ____ 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 one of the first items 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. 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 union.

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. 11. and 12. in the current term, excluding non-ex officio members

of the executive committee, **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 or missions/fields/sections 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 constituency meetings, including the authority to remove for cause (see definition of “for cause” in Article II, Sec. 11. above), persons who have been elected at a union constituency meeting, including officers of the union conference or local missions/fields/sections, directors of departments/services, chief administrators of institutions, and 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 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 union conference 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 and Their Duties

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, 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 of the union 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 union or division 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/Associations/Services Structure: Union conference 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/services at the division or the General Conference of Seventh-day Adventists.

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: The financial statements of this union conference shall be audited 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 conference executive committee or an officer, employee, or agent of the union 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 union 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, 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 constitution and 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 constitution and 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.

D 15 Union Mission/Section Model Operating Policy

D 15 05 Union Mission/Section—The following Union Mission/Section Model Operating Policy shall be followed as closely as possible by all union missions/sections. 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/section. 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. Where specific cases require modification to text in bold print, final approval for such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee.

Amendments to the Union Mission/Section 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/Section of Seventh-day Adventists

Article I—Name

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

Article II—Purpose

The purpose of this union mission/section is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12).

Article III—Relationships

The _____ Union Mission/Section 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/section shall be in harmony with the working policies and procedures enacted by the executive committee of the _____ Division or the General Conference of Seventh-day Adventists. This union mission/section shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and approved by the General Conference of Seventh-day Adventists at its sessions.

Article IV—Geographic Territory

The territory of this union mission/section shall consist of _____.

Article V—Membership/Constituency

The membership of this union mission/section shall consist of such local conferences or local missions/fields/sections 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 regular or special union constituency meeting.

Article VI—Principal Office

The principal office for the transaction of the business of the _____ Union Mission/Section 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/section shall hold a regular quinquennial membership/constituency meeting* at such time

*The membership/constituency meeting is a business meeting of the membership of this union mission/section. These meetings may also be called membership/constituency sessions.

and place as the executive committee of the union mission/section 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. In case regional conditions make it imperative to postpone the calling of the constituency meeting, the division executive committee, in a regular or special meeting, shall have authority to make such postponement, not to exceed one year, giving notice to all constituent organizations. In the event that the executive committee exercises its authority to postpone a constituency meeting, it shall also have the authority to set the subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed five calendar years from the date of the postponed constituency meeting. 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/section at least four weeks before the date of the session, or
- b. A method approved by the _____ Union Mission/Section Executive Committee, provided all member units receive notice with sufficient time to select delegates, or
- c. **A method approved by the _____ Division Executive Committee, in the event of inaction or failure to call a constituency meeting by the _____ Union Mission/Section Executive Committee.**

Sec. 2. Special Meeting: a. The executive committee of this union mission/section 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 and missions/fields/sections within the union mission/section, 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 mission/section 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. Virtual Attendance at Constituency Meetings: Generally, regular and specially called constituency meetings are to be held in person and onsite. However, delegates when requested by the executive committee, and if permitted by local law, may participate by means of an electronic conference or similar communications by which all persons can hear each other at the same time, and participation by such means shall constitute presence in person and attendance at such a meeting.

Sec. 4. Chair and Secretary for Constituency Meetings: The president of this union mission/section 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.

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. 5. Regular Meeting Business: The business of the regular constituency meeting will include the election/appointment of personnel for various positions (see Sec. 11. and 12. 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/section 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. 6. 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. 7. Proxy Voting: All delegates must be present in person at any constituency meeting, or participating by electronic means, in order to be eligible to vote. There shall be no voting by proxy.

Sec. 8. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this union mission/section 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 mission/section in which they have been designated to represent a local conference or local mission/field/section, institution, the Division, or the General Conference of Seventh-day Adventists.

Sec. 9. 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. Votes cast remotely shall have the same validity as if the delegates met and voted onsite.

Sec. 10. 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. 11. Elections/Appointments and Term of Office: a. Elections: The president, secretary, and treasurer/chief financial officer of this union mission/section shall be elected by the division executive committee rather than by the session of this union mission/section. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers for this union mission/section, if not determined by the delegates at the union constituency meeting, shall be referred to the union

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 union 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 union executive committee or a special constituency meeting.

The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, 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*; 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6) conviction of or guilty plea for a crime.

Sec. 12. Election of Local Mission/Field/Section Officers and Term of Office: **a: Elections:** The president, secretary, and treasurer/chief financial officer of local missions/fields/sections within the territory of this union mission/section shall be elected by the union constituency meeting or by the union executive committee between constituency meetings.

b. Term of Office: Local mission/field/section 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 (see definition of “for cause” in Sec. 11, paragraph b. above).

(Note: Sec. 12. above is applicable to union missions/sections in whose territory there is a local mission/field/section.)

Article VIII—Representation at Constituency Meetings

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

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

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

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

Sec 2. Delegates At-Large: Delegates at-large to a union mission/section constituency meeting include:

a. The current members of the executive committee of this union mission/section.

b. Such other persons from the union mission/section staff, institutions owned and operated by the union, institutions operated by the division and located within the union territory, and local conferences or local missions/fields/sections, as may be recommended by the union mission/section 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/section. The number of such delegates shall not exceed ten percent of the total number of delegates otherwise provided for.

d. A person who is not elected to a new term of office at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this union mission/section 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 union mission/section constituency meeting, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

To facilitate the business of the session, constituency meeting committees may convene by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time. **These committees 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 or local mission/field/section, ____ representative(s) from each union mission/section-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 at least _____ and not more than _____ members, including the president of the _____ Division, or his designee, who shall serve as 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 union.

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, excluding non-ex officio members of the executive committee, 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/Section of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than _____ members, the actual number to be determined by the _____ Division Executive Committee. The president, the secretary, and treasurer/chief financial officer, and the presidents of constituent conferences or missions/fields/sections 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 mission/section 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 mission/section, unless replaced at a special constituency meeting, is delegated the authority to act on behalf of the constituents between constituency meetings, including the authority to remove, for cause (see definition of “for cause” in Article VII, Sec. 10 above), persons who have been elected at a union constituency meeting including officers of local missions/fields/sections, directors of departments/services, chief administrators of institutions, and members of boards and committees whose election or appointment is a result of constituency meeting or executive committee meeting action and to fill, for the remaining portion of the term of office, any vacancies thus created. (The offices of union mission/section 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 office 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/section 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 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 this operating policy, 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 mission/section executive committee shall constitute a quorum.

Article XI—Officers and Their Duties

Sec. 1. Executive Officers: The executive officers of this union mission/section 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 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.

The union mission/section executive officers shall be appointed by the division yearend meeting/council, or by the division executive

committee, 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 executive committee of the union mission/section 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/section 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/section 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 division officers. 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/section 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/section, 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/section 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/Associations/Services Structure: Union mission/section 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/services at the division or the General Conference of Seventh-day Adventists.

Article XIII—Other Organizations

Sec. 1. Unincorporated Organizations: The _____ Union Mission/Section 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 mission/section.

Sec. 2. Corporations: The _____ Union Mission/Section 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/section shall be:

a. Such portion of tithe as it shall be assigned by policy and receive from its respective conferences or missions/fields/sections.

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/section, as specified by policy, and all other funds shall be used in harmony with the 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. This union mission/section 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/section 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/Section 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/Section 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/section 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/Section 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 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: The financial statements of this union mission/section shall be audited at least annually by an auditor chosen in harmony with General Conference *Working Policy*; and the records of this union mission/section 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/section may be dissolved only by action of the division executive committee.

In the event of the dissolution of this union mission/section 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/section 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 mission/section executive committee or an officer, employee, or agent of the union mission/section 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/section, 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 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 and Bylaws 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/Section 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/Section 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—The following Union of Churches Model Constitution and Bylaws shall be followed as closely as possible by all unions of churches with conference status. Those sections of the model constitution and bylaws that appear in bold print are essential to the unity of the Church worldwide and shall be included in the constitution and bylaws as adopted by each union of churches. Other sections of the model constitution and 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 text in bold print, final approval for such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee.

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 or union of churches.

Article II—Purpose

The purpose of this union of churches is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12).

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 enacted by the executive committee of the _____ Division or 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, initiatives, and actions adopted and approved by the General Conference of Seventh-day Adventists at its 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 union 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 current union of churches 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 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

The bolded text of this constitution and bylaws shall not be amended except to conform to the union of churches model constitution and bylaws 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 and bylaws 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 and bylaws from time to time at a union of churches constituency meeting provided any such changes are in harmony with the spirit and intent of the model constitution and bylaws. Such amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and voting.

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 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 membership/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 membership/constituency meeting is a business meeting of the membership of this union of churches. These meetings may also be called membership/constituency sessions.

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.** In case regional conditions make it imperative to postpone the calling of the constituency meeting, the union of churches executive committee, in a regular or special meeting, shall have authority to make such postponement, not to exceed one year, giving notice to all constituent organizations. In the event that the executive committee exercises its authority to postpone a constituency meeting, it shall also have the authority to set the subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed five calendar years from the date of the postponed constituency meeting. 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 failure to call a constituency meeting 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) **It is requested by _____ percent of the constituent churches of the union of churches through their business meetings.**
- 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. Virtual Attendance at Constituency Meetings: Generally, regular and specially called constituency meetings are to be held in person and onsite. However, delegates when requested by the executive committee, and if permitted by local law, may participate by means of an electronic conference or similar communications by which all persons can hear each other at the same time, and participation by such means shall constitute presence in person and attendance at such a meeting.

Sec. 4. 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 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 the election of a secretary has been completed, the new secretary, if present at the constituency meeting, shall replace the secretary *pro tem*.

Sec. 5. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 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. 6. Quorum: At least _____ percent of the delegates authorized hereinafter under Sec. 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. 7. Proxy Voting: All delegates must be present at any constituency meeting, or participating by electronic means, in order to be eligible to vote. There shall be no voting by proxy.

Sec. 8. 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. 9. 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. Votes cast remotely shall have the same validity as if the delegates met and voted onsite.

Sec. 10. 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. 11. 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 a 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.

The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, 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*; 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6) conviction of or guilty plea for a crime.

Article III—Representation at Constituency Meetings

Sec. 1. Regular Delegates: Member organizations of this union of churches 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 males and females.

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, institutions owned and operated by the union, as may be recommended by the union of churches 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.

d. All employees holding credentials or ministerial licenses issued by this union of churches.

e. A person who is not elected to a new term of office at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this union of churches 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 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.

To facilitate the business of the session, constituency meeting committees may convene by means of an electronic conference or similar

communications by which all persons participating can hear each other at the same time. **These committees 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, 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 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. 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 union.

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. 11. in the current term, excluding non-ex officio members of the executive committee, 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 _____ 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 constituency meetings, including the authority to remove for cause (see definition of “for cause” in Article II, Sec. 11. above), persons who have been elected at a union constituency meeting, including officers

of the union of churches, directors of departments/services, and 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 of churches 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 union of churches 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 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 in session, 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 of the union 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 union or division 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/Associations/Services Structure: Union of churches 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/services at the division or the General Conference of Seventh-day Adventists.

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 appoint an employee compensation and expense review committee whose tasks are outlined in General Conference *Working Policy*.

Sec. 3. Independent Audit: The financial statements 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 constitution and 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 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 of churches. Other sections of the constitution and 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.

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. Where specific cases require modification to text in bold print, final approval for

such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee.

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 or union of churches.

Article II—Purpose

The purpose of this union of churches is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12).

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 enacted by the executive committee of the _____ Division or 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, initiatives, and actions adopted and approved by the General Conference of Seventh-day Adventists at its 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 regular or special 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 a regular quinquennial membership/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. In case regional conditions make it imperative to postpone the calling of the constituency meeting, the division executive committee, in a regular or special meeting, shall have authority to make such postponement, not to exceed one year, giving notice to all constituent organizations. In the event that the executive committee exercises its authority to postpone a constituency meeting, it shall also have the authority to set the subsequent regular constituency meeting at

*The membership/constituency meeting is a business meeting of the membership of this union of churches. These meetings may also be called membership/constituency sessions.

such time and place as it shall see fit, not to exceed five calendar years from the date of the postponed constituency meeting. 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, or
- c. **A method approved by the _____ Division Executive Committee, in the event of inaction or failure to call a constituency meeting 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 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 constituent churches of the union of churches through their business meetings.
- 4) It is requested 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 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. Virtual Attendance at Constituency Meetings: Generally, regular and specially called constituency meetings are to be held in person and onsite. However, delegates when requested by the executive committee, and if permitted by local law, may participate by means of an electronic conference or similar communications by which all persons can hear each other at the same time, and participation by such means shall constitute presence in person and attendance at such a meeting.

Sec. 4. 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.

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. 5. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 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 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. 6. 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. 7. Proxy Voting: All delegates must be present in person at any constituency meeting, or participating by electronic means, in order to be eligible to vote. There shall be no voting by proxy.

Sec. 8. 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. 9. 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. Votes cast remotely shall have the same validity as if the delegates met and voted onsite.

Sec. 10. 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. 11. Elections/Appointments and Term of Office: a. Elections: The president, secretary, and treasurer/chief financial officer of this union of churches shall be elected by the division executive committee rather than by the session of this union of churches. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers for this union of churches, 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.

The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, 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*; 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6) conviction of or guilty plea for a crime.

Article VIII—Representation at Constituency Meetings

Sec. 1. Regular Delegates: Member organizations of this union of churches 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 males and females.

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, institutions owned and operated by the union/division/General Conference, as may be recommended by the union of churches 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.

d. A person who is not elected to a new term of office at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this union of churches 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 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.

To facilitate the business of the session, constituency meeting committees may convene by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time. **These committees 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, 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 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) 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. 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 union.

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. 11, in the current term, excluding non-ex officio members of the executive committee, 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.

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 president, the secretary, and treasurer/chief financial officer shall be members ex officio of the executive committee. 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 constituency meetings, including the authority to remove for cause (see definition of “for cause” in Article VII, Sec. 11. above), persons who have been elected at a union constituency meeting, including directors of departments/services and 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. 11. 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 of churches 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 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 this operating policy, 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 churches 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 in session, 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 yearend meeting/council, or by the division executive committee, 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 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 of the union 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, and to furnish copies of such 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 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 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/Associations/Services Structure: Union of churches 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/services at the division or the General Conference of Seventh-day Adventists.

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 tithes 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. Tithes are 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 and expense 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: The financial statements 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—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 XVII—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 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 and Bylaws 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—The following Local Conference Model Constitution and Bylaws shall be followed as closely as possible by all local conferences. Those sections of the model constitution and bylaws that appear in bold print are essential to the unity of the Church worldwide and shall be included in the constitution and bylaws as adopted by each local conference. Other sections of the constitution and 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 text in bold print, final approval for such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee.

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 conference is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12).

Article III—Relationships

The _____ Conference is a member unit of the _____ Union Conference or Union Mission/Section of the 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 conference shall be in harmony with the working policies and procedures enacted by the executive committee of the _____ Division or the General Conference of Seventh-day Adventists. This conference shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and approved by the General Conference of Seventh-day Adventists at its 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 conference 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 and bylaws shall not be amended except to conform to the local conference model constitution and bylaws 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 and bylaws 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 and bylaws 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 and bylaws. Such amendments shall require an affirmative vote of two-thirds (2/3) of the delegates present and voting.

**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 change the location of the principal office on a temporary basis.

Article II—Membership/Constituency Meetings

Sec. 1. Regular Meeting: This conference shall hold a regular quinquennial membership/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 Conference or Union Mission/Field Executive Committee, or General Conference Executive Committee in the case of conferences directly attached to the General Conference, may give notice for such a meeting and designate the time and place. In case regional conditions make it imperative to postpone the calling of the constituency meeting, the union conference or union mission/section executive committee, in a regular or special meeting, shall have authority to make such postponement, not to exceed one year, giving notice to all constituent organizations. In the event that the executive committee exercises its authority to postpone a constituency meeting, it shall also have the authority to set the subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed five calendar years from the date of the postponed constituency meeting. 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 conference at least four weeks before the date of the session, or

*The membership/constituency meeting is a business meeting of the membership of this conference. These meetings may also be called membership/constituency sessions.

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 failure to call a constituency meeting 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 business meetings, 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 conference.

b. In the absence of a timely response by the conference 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. Virtual Attendance at Constituency Meetings: Generally, regular and specially called constituency meetings are to be held in person and onsite. However, delegates when requested by the executive committee, and if permitted by local law, may participate by means of an electronic conference or similar communications by which all persons can hear each other at the same time, and participation by such means shall constitute presence in person and attendance at such a meeting.

Sec. 4. 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 this 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 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 the election of a secretary has been completed, the new secretary, if present at the constituency meeting, shall replace the secretary *pro tem*.

Sec. 5. Regular Meeting Business: The business of the regular constituency meeting shall include the election/appointment of personnel for various positions (see Sec. 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. 6. Quorum: At least _____ percent of the delegates authorized hereinafter under Sec. 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. 7. Proxy Voting: All delegates must be present in person at any constituency meeting, or participating by electronic means, in order to be eligible to vote. There shall be no voting by proxy.

Sec. 8. 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,

institution, the Union, the Division, or the General Conference of Seventh-day Adventists.

Sec. 9. 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. Votes cast remotely shall have the same validity as if the delegates met and voted onsite.

Sec. 10. 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. 11. Election/Appointment and Term of Office: a. **Election:** All conference officers and members of the executive committee who are not *ex officio* members shall be elected by the delegates at a 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. Other positions to be filled by election may include the chief administrator(s) and board members of conference 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.

The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, 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*; 4) failure to maintain regular standing as a member of the Seventh-day

Adventist Church; 5) theft or embezzlement; or 6) conviction of or guilty plea for a crime.

Article III—Representation at Constituency Meetings

Sec. 1. 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 and include males and females.**

Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this conference include:

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

b. Members of the _____ Union Mission/Section or Union Conference Committees who may be present at any constituency meeting of this conference. The number of such delegates shall not exceed ten percent of the total number of delegates otherwise provided for.

c. All employees holding credentials or ministerial licenses issued by this conference.

d. 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.

e. A person who is not elected to a new term of office at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 3. Church Membership Requirement: 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.

To facilitate the business of the session, constituency meeting committees may convene by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time. **These committees 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 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 _____ Union, 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. 11, in the current term, excluding non-ex officio members of the executive committee, 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 conference 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/Section or Union 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 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, 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/Section or Union 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 conference constituency may indicate in its bylaws the minimum percentage of laypersons on the conference 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 constituency meetings, including the authority to remove for cause (see definition of “for cause” in Article II, Sec. 11 above) **persons who have been elected at a conference 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 a conference 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 constituency meeting election. **If a new president is to be elected, the president of the _____ Union Mission/Section or 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 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 conference 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, including the chair or vice-chair, shall constitute a quorum.

Article VI—Officers and Their Duties

Sec. 1. Executive Officers: The executive officers of this 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 union executive committee, the constituency in session, 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, the _____ Division, and the General Conference of Seventh-day Adventists, work in harmony with the union executive 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 union officers. The secretary shall also be responsible for providing information as may be requested by the president or by the conference, union, or division 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 and the president and shall serve in an advisory relationship to the field.

Sec. 2. Departments/Associations/Services Structure: Conference 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/services at the division or the General Conference of Seventh-day Adventists.

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 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 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 Conference or Union Mission/Field Section 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 and

expense review committee whose tasks are outlined in General Conference *Working Policy*.

Sec. 3. Independent Audit: The financial statements 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 investigative, 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, 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 constitution and 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 constitution and 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.

D 25 Local Mission/Field/Section Model Operating Policy

D 25 05 Mission/Field/Section—The following Local Mission/Field/Section Model Operating Policy shall be followed as closely as possible by all missions/fields/sections. 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/section. 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. Where specific cases require modification to text in bold print, final approval for such modifications to any text in bold print must be studied and approved by the General Conference Executive Committee after receiving a recommendation from the division executive committee and the General Conference Administrative Committee.

Amendments to the Mission/Field/Section 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/Section
of Seventh-day Adventists**

Article I—Name

This organization shall be known as the _____ Mission/Field/Section of Seventh-day Adventists, hereinafter referred to as the mission/field/section.

Article II—Purpose

The purpose of this mission/field/section is to make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12).

Article III—Relationships

The _____ Mission/Field/Section is a member unit of the _____ Union Conference or Union Mission/Section 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/section shall be in harmony with the working policies and procedures enacted by the executive committee of the _____ Division or the General Conference of Seventh-day Adventists. This mission/field/section shall pursue the mission of the Seventh-day Adventist Church in harmony with the Fundamental Beliefs, programs, initiatives, and actions adopted and approved by the General Conference of Seventh-day Adventists at its sessions.

Article IV—Geographic Territory

The territory of this mission/field/section shall consist of _____.

Article V—Membership/Constituency

The membership/constituency of this mission/field/section shall consist of such churches as have been or shall be properly organized in any part of the territory served by the mission/field/section and

accepted by vote of the delegates assembled at any regular or special mission/field/section constituency session.

Article VI—Principal Office

The principal office for the transaction of the business of the _____ Mission/Field/Section is fixed and located at _____, _____. The executive committee of the _____ Union Conference or Union Mission/Section may change the location of the principal office.

Article VII—Membership/Constituency Meetings

Sec. 1. Regular Meetings: This mission/field/section shall hold a regular quinquennial membership/constituency meeting* at such time and place as the executive committee of the mission/field/section, in counsel with the officers of the union conference or union mission/section, shall designate. In the event that the mission/field/section executive committee fails to call a regular constituency meeting within the quinquennial period, the _____ Union Conference or Union Mission/Section Executive Committee, or General Conference Executive Committee in the case of missions/fields/sections directly attached to the General Conference, may give notice for such a meeting and designate the time and place. In case regional conditions make it imperative to postpone the calling of the constituency meeting, the union conference executive committee, in a regular or special meeting, shall have authority to make such postponement, not to exceed one year, giving notice to all constituent organizations. In the event that the executive committee exercises its authority to postpone a constituency meeting, it shall also have the authority to set the subsequent regular constituency meeting at such time and place as it shall see fit, not to exceed five calendar years from the date of the postponed constituency meeting. Notice of the time and place of the meeting of the delegates representing the members shall be given by:

*The membership/constituency meeting is a business meeting of the membership of this mission/field/section. These meetings may also be called membership/constituency sessions.

a. A notice printed in the official publication of the mission/field/section at least four weeks before the date of the session, or

b. A method approved by the _____ Mission/Field/Section 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 failure to call a constituency meeting by the _____ Mission/Field/Section Executive Committee.**

Sec. 2. Special Meeting: a. The executive committee of this mission/field/section 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 business meetings, 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 mission/field/section.

b. In the absence of a timely response by the mission/field/section 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/section 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. Virtual Attendance at Constituency Meetings: Generally, regular and specially called constituency meetings are to be held in person and onsite. However, delegates when requested by the executive committee, and if permitted by local law, may participate by means of an electronic conference or similar communications by which all persons

can hear each other at the same time, and participation by such means shall constitute presence in person and attendance at such a meeting.

Sec. 4. Chair and Secretary for Constituency Meetings: The president of this mission/field/section shall serve as chair and the secretary of this mission/field/section shall serve as secretary for constituency meetings of this mission/field/section. 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.

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. 5. Regular Meeting Business: The business of the regular constituency meeting will include the election/appointment of personnel for various positions (see Sec. 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 mission/field/section 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. 6. 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. 7. Proxy Voting: All delegates must be present in person at any constituency meeting, or participating by electronic means, in order to be eligible to vote. There shall be no voting by proxy.

Sec. 8. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this mission/field/section 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/section 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. 9. 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. Votes cast remotely shall have the same validity as if the delegates met and voted onsite.

Sec. 10. 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. 11. Elections/Appointments and Term of Office: a. **Elections:** The president, secretary, and treasurer/chief financial officer of this mission/field/section shall be elected by the union constituency meeting rather than by the session of this mission/field/section. The election of departmental directors, associate departmental directors, associate secretaries, or associate treasurers for this mission/field/section, if not determined by the delegates at the mission/field/section constituency meeting, shall be referred to the mission/field/section executive committee for appointment. The mission/field/section constituency meeting shall also elect the members (other than *ex officio*) of the mission/field/section executive committee and, where required by the governance documents of mission/field/section 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.

The phrase “for cause” when used in connection with removal from an elected or appointed position, or from employment, 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*; 4) failure to maintain regular standing as a member of the Seventh-day Adventist Church; 5) theft or embezzlement; or 6) conviction of or guilty plea for a crime.

Article VIII—Representation at Constituency Meetings

Sec. 1. Regular Delegates: All delegates duly accredited by any one of the organized churches of the mission/field/section. 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 and include males and females.**

Sec. 2. Delegates At-Large: Delegates at-large to a constituency meeting of this mission/field/section include:

a. The current members of the executive committee of this mission/field/section.

b. Members of the General Conference, the _____ Division and the _____ Union Mission/Section or Union Conference Executive Committees who may be present at any constituency meeting of this mission/field/section. The number of such delegates shall not exceed ten percent of the total number of delegates otherwise provided for.

c. All employees holding credentials or ministerial licenses issued by the _____ Union or the mission/field/section.

d. 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 delegates otherwise provided for.

e. A person who is not elected to a new term of office at a constituency meeting does not thereby lose delegate status at the current constituency meeting.

Sec. 3. Church Membership Requirement: All delegates appointed to represent the members of this mission/field/section 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 mission/field/section constituency meeting, the executive committee shall provide for such temporary committees as may be necessary to conduct the preliminary work for the session.

To facilitate the business of the session, constituency meeting committees may convene by means of an electronic conference or similar communications by which all persons participating can hear each other at the same time. **These committees 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 at least _____ and not more than _____ members, including the president of the _____ Union, or his designee, who shall serve as 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 mission/field/section.

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. 11. in the current term, excluding non-ex officio members of the executive committee, 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 mission/field/section executive committee and for the boards of mission/field/section institutions whose bylaws indicate that board members for the entity are elected at a mission/field/section constituency meeting.

Article X—Executive Committee

Sec. 1. Membership of the Executive Committee: The executive committee of the _____ Mission/Field/Section of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of from five to fifteen members, as determined by the union executive committee. The president, secretary, and treasurer/chief financial officer shall be ex officio members of the executive committee. The officers of the _____ Union Mission/Section or Union Conference, the _____ Division, and the General Conference of Seventh-day Adventists are members ex officio of the mission/field/section 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 may indicate in this operating policy the minimum percentage of laypersons on the mission/field/section executive committee.)

Sec. 2. Delegated Authority: The executive committee of this mission/field/section, unless replaced at a special constituency meeting, is delegated the authority to act on behalf of the constituents between constituency meetings, including the authority to remove, for cause (see definition of “for cause” in Article VII, Sec. 11. above), persons who have been elected at a mission/field/section constituency meeting including directors of departments/services, chief administrators of institutions, and members of boards and committee 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 mission/field/section president, secretary, and treasurer/chief financial officer are always filled by action of the union executive committee.) The removal of those named under Article VII, Sec. 11. shall require the affirmative vote of two-thirds (2/3) of those voting at a mission/field/section 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 of office 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/section 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 a mission/field/section 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 secretary upon the

written request of any three 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 this operating policy, 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 mission/field/section executive committee shall constitute a quorum.

Article XI—Officers and Their Duties

Sec. 1. Executive Officers: The executive officers of this mission/field/section 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 union executive committee, the constituency in session, and/or the mission/field/section 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 mission/field/section executive officers shall be appointed by the union at the time of its sessions, or by the union executive committee between union sessions 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 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 of the mission/field/section in consultation with the secretary and the treasurer/chief financial officer. He shall act as chair of constituency meetings and of the mission/field/section executive committee and serve in the general interests of the mission/field/section as the constituency and the 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/section president is to be absent from the field for prolonged periods of time, the mission/field/section 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 of the mission/field/section after consultation with the president. It shall be the duty of the secretary to keep the minutes of the constituency meetings and of the executive committee meetings, and to furnish copies of such to all members of the executive committee and to the union officers. The secretary shall also be responsible for providing information as may be requested by the president or the mission/field/section, union, or division executive 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 of the mission/field/section 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/section, 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/section 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/Associations/Services Structure: Mission/Field/Section 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/services at the division or the General Conference of Seventh-day Adventists.

Article XIII—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this mission/field/section 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/section

b. Appropriations from the _____ Union Mission/Section or Union Conference or the _____ Division.

c. Special donations and funds, legacies, gifts, devises, and bequests made to it.

Sec. 2. Policies: The portion of tithe which is reserved for this mission/field/section, as specified by policy, and all other funds shall be used in harmony with the 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. This mission/field/section shall pass on monthly to the _____ Union Mission/Section or Union Conference the specified tittle percentage, all mission/field/section 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/section 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/Section of Seventh-day Adventists in regular or special accounts in such banks or savings institutions as the mission/field/section executive committee shall designate and shall be withdrawn only by persons authorized by resolution of the mission/field/section executive committee.

Sec. 4. Financial Statements: The _____ Mission/Field/Section 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 Conference or Union Mission/Section 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/Section 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: The financial statements of this mission/field/section shall be audited at least annually by an auditor chosen in harmony with General Conference *Working Policy*; and

the records of this mission/field/section 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/section may be dissolved only by action of the union executive committee.

In the event of the dissolution of this mission/field/section 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/section 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/section executive committee or an officer, employee, or agent of the mission/field/section 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/section, 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/Section or Union Conference Executive Committee, 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 and Bylaws 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/Section 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/Section or Union Conference Executive Committee in order to comply with changes to the Mission/Field/Section Model Operating Policy as voted by the General Conference Executive Committee in its annual meetings.

E

DENOMINATIONAL EMPLOYEES—ACCREDITING, TRANSFERRING, EMPLOYMENT REGULATIONS

E 03 Employment of Personnel

In the employment of persons in every capacity, whether in an office environment, institution, or otherwise, great diligence shall be used to employ qualified persons who are members of the Seventh-day Adventist Church, in regular standing, in harmony with division working policy and consistent with national, state, or provincial laws; who exert a positive influence along spiritual lines for building up the work; and who adhere to Church standards and principles in all facets of their lives.

E 05 Credentials and Licenses

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 division 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.

E 05 10 Employees in Ministerial/Pastoral Roles—1. a. Ministerial Credential—Issued to ministerial employees who have demonstrated a divine call to ministry and have been ordained to the gospel ministry.

b. Ministerial License—Issued to ministerial employees who have demonstrated a divine call to ministry which is recognized by a conference or mission/field/section with an assignment as a spiritual leader, pastor, chaplain, or evangelist.

2. a. Commissioned Minister Credential—Issued to the following unless they hold ministerial credentials and except as provided in E 05 15; associates in pastoral care; Bible instructors; General Conference,

division, union, and local conference or local mission/field/section treasurers/chief financial officers and departmental directors including associate and assistant directors; institutional chaplains; presidents and vice presidents of major institutions; and auditors (General Conference director, associates, area and district directors). These individuals should have significant experience in denominational service (usually five years or more) and demonstrate proficiency in the responsibilities assigned to them. It is recommended that an appropriate commissioning service be conducted when an employee is granted a Commissioned Minister Credential. Similar personal qualities, knowledge, commitments, skills, and standards of examination outlined in L 50 shall apply to a candidate for commissioning, whether male or female, notwithstanding the variances of authority and responsibility between a commissioned and ordained minister.

b. Commissioned Minister License—Where applicable, issued to employees listed in paragraph 2. a. above with less than five years in denominational service.

3. Licensed ministers are on the path toward ordination to the gospel ministry. (See L 25.) It is not the normal practice to ordain an individual who has not been classified as a licensed minister. (See L 25 30 and L 35.) Commissioned ministers holding licenses or credentials are not normally on the path toward ordination to the gospel ministry.

E 05 15 Employees in Administrative and Support Roles—Issued to employees in administrative and support roles whose work assignment involves other than ministerial/pastoral roles and functions or who do not qualify for ministerial credentials/licenses.

1. *Administrative Ministries Credential*—Issued to employees in leadership positions who have significant denominational experience (usually five years or more). These individuals have demonstrated proficiency in the responsibilities assigned to them and are salaried employees in the denominational remuneration scale. These may include General Conference, division, union, conference, and institutional officers and administrators, directors, and associate directors.

2. *Administrative Ministries License*—Issued to employees in leadership positions who have less than five years in denominational service, including General Conference, division, union, conference, and institutional officers and administrators, directors, and associate directors.

3. *Missionary Credential*—Issued to employees with significant experience in denominational service (usually five years or more), who demonstrate proficiency in the responsibilities assigned to them. These will include regularly employed institutional and office employees, and, in divisions where commissioned ministerial credentials are not used, Bible instructors.

4. *Missionary License*—Issued to employees with less than five years in denominational service including regularly employed field, institutional, and office employees, and, in divisions where commissioned ministerial licenses are not used, Bible instructors.

E 05 20 Employees in Education—A denominational K-12 teaching certification process is administered by each division. It stipulates minimum academic qualifications and continuing education requirements for teachers in Seventh-day Adventist schools. Employing organizations shall verify that church membership is in regular standing, for Seventh-day Adventist teachers, and that, for all teachers, there has been a history of appropriate ethical and moral conduct. A criminal background check shall also be conducted. A teaching certificate shall not be issued to any person who has been convicted of a felony or who has exhibited unethical or immoral conduct that would put children at risk, such as, but not limited to, child abuse, or that would otherwise be unacceptable for such a position. A certificate may be revoked or suspended for any reason that is cause for dismissal as provided for in the appropriate education code.

1. *Criteria*—a. *Commissioned Ministry of Teaching Credential*—Issued to teachers and other professional educators with a life-long commitment to and significant experience (usually six years or more) in the Seventh-day Adventist system of education with demonstrated proficiency in assigned responsibilities. Such teachers and professional educators will also exhibit a keen sense of Christian responsibility for nurturing and leading souls to Christ, for consistently upholding Christ as the focal point of all curricula and instruction, and for demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.

b. *Commissioned Ministry of Teaching License*—To licensed/certificated teachers/educators with three years or more of satisfactory service, who have a commitment to long-term service in Seventh-day Adventist education, who support the fundamental beliefs of and are in

regular standing in the Church, and who practice a Seventh-day Adventist lifestyle.

c. **Ministry of Teaching License**—Generally issued to entry level teachers or teachers initiating their work in Seventh-day Adventist education. This is a provisional status for all newly employed Seventh-day Adventist teachers.

d. In some divisions other appropriate terms or license designations may be necessary.

2. **Procedures**—a. Candidates eligible for Commissioned Ministry of Teaching credentials and licenses shall be reviewed and recommended by their respective employing bodies (K-12 or college 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 licenses and credentials shall be in harmony with the provisions of E 10.

E 05 25 Literature Evangelists—1. **Literature Evangelist Credential**—Issued to regular full-time literature evangelists who have met the requirements set by the division. (See FP 70 05).

2. **Literature Evangelist License**—Issued to beginners in the literature ministry after they have given three months of satisfactory service and who have a commitment to long-term service in literature evangelism. (See FP 70 10.)

E 05 30 Other Employees—1. **Employment Certificate**—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**—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 35 Special Identification Papers—In areas where for special reasons certain employees require identification other than the regularly issued denominational credentials and licenses, divisions concerned may authorize the issuing of special identification papers to meet local needs.

E 05 40 Honorary/Emeritus Credentials—Honorary/Emeritus credentials, corresponding to the credentials they held while in active service, may be granted to retirement beneficiaries who are members of the Seventh-day Adventist Church. (See E 10 60.)

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 By Local Conference—By the local conference to its employees, including literature evangelists where appropriate and those entitled to papers in conference institutions except as otherwise provided by action of the division executive committee.

E 10 15 By Mission/Field/Section—By the mission/field/section to its employees, including literature evangelists where appropriate, and those entitled to papers in mission/field/section institutions, except as otherwise provided by action of the division executive committee. Credentials and licenses for local mission/field/section executive officers shall be issued by the appropriate union conference or union mission/section.

E 10 20 By Union Conference or Union or Churches Conference—Credentials are issued by the union conference/union of churches conference to its employees, to employees entitled to papers in union institutions, to other employees within its territory as may be provided for by action of the division executive committee, and to the executive officers of missions/fields/sections or regions/field stations.

E 10 25 By Union Mission/Section or Union of Churches Mission—Credentials are issued by the union mission/section or union of churches mission to its employees, to employees entitled to papers in union institutions, to other employees within its territory as may be provided for by action of the division executive committee, and to the executive officers of missions/fields/sections or regions/field stations. Credentials for union mission/section or union of churches mission executive officers shall be issued by the appropriate division.

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 35 By Division—By the division to its employees, with the exception of the division executive officers, to executive officers of union missions/sections and employees of division institutions.

E 10 40 By General Conference—By the General Conference to employees under General Conference direction including ex-presidents of the General Conference and the executive 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 International Service Appointees—By the General Conference to international service employees to cover the period of their preparation and travel to the field.

E 10 55 Personnel Returnees/Chaplains—By the General Conference for one year to returned international service 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 good standing.

E 10 60 Honorary/Emeritus Credentials—1. Honorary/Emeritus credentials shall be issued by union conferences and union missions/sections to retired denominational employees who are entitled to such credentials, and who reside within the territory of their unions, except for those provided for in E 10 65.

2. Retired employees who reside within fields that are attached directly to divisions, and who are entitled to receive honorary/emergitus credentials, shall be issued their honorary/emergitus credentials by the divisions in which they reside.

3. International service 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 or union mission/section in which they reside. Honorary/Emeritus credentials may be issued to them by the union conference or union mission/section 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 honorary/emeritus credentials from the General Conference. Honorary/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 International Service Employees—When employees are called to serve in divisions outside their home divisions, their spouses may be granted appropriate papers. Division executive committees shall determine under what conditions spouses of employees shall receive papers in their respective divisions.

E 10 80 Employees—Credentials/Licenses shall be issued, upon commencement of employment, to denominational employees and to those under the supervision of conferences, missions/fields/sections, regions/field stations, or denominationally-owned institutions. Credentials/Licenses terminate at the time employment with the issuing organization, for any reason, has ended. 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 To 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 up to three years by arrangement with the previous employing organization.

E 10 90 Chaplains—Seventh-day Adventist chaplains are first and foremost Seventh-day 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 (see FA 30 for additional guidance).

1. *Employment in Denominational Organizations*—Denominational employers of chaplains are encouraged to select candidates who meet the requirements for ecclesiastical endorsement of the division in which they serve. A conference or mission/field/section organization which issues a license or credential to a denominationally employed chaplain is requested to register such credential with the office of the division Adventist Chaplaincy Ministries director.

2. *Employment in Nondenominational Organizations*—A Seventh-day Adventist minister who seeks employment as a Seventh-day Adventist chaplain in a nondenominational organization is entitled to have his/her credential continued during that employment, subject to his/her meeting established requirements for retaining credentials. Individuals without a current license or credential must meet the qualifications for a credential/license as a prerequisite for ecclesiastical endorsement. These credentials/licenses shall normally be issued by the local conference or local mission/field/section in whose territory the chaplain serves. A conference or mission/field/section organization which issues a credential/license to a Seventh-day Adventist minister, who is employed as a chaplain in a nondenominational institution or organization, shall register such credential with the office of the division Adventist Chaplaincy Ministries director.

E 10 95 Bible Society Employees—A Seventh-day Adventist minister, who is invited to serve the United Bible Society or comparable institution 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 minister changes his denominational employment to work other than that for which a ministerial credential/license is ordinarily issued, his 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 shall be informed as to his 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 nondenominational), 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 (see E 35).

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 international service employee in another division; administers the annual leave when the international service employee is entitled to such; assumes responsibility for the employee when he/she is 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 International Service Employee *Working Policy*, 100.15.05.)

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 International Service Employee *Working Policy*, 100.38):

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 international service.

3. Resident status shall include the legal right to employment in the country, and the right to participate in the national insurance/social security 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 executive 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 international service employee is identified under the same criteria as appears in paragraphs 1. to 5. above.

7. A spouse of a national, who is employed on a local hire basis in a division other than his/her base division is not eligible for international service employee status based on the provisions for granting modified division status. Such changes are made only within the policies that apply to international service employees. (See International Service Employee *Working Policy*, 100.30.05.)

E 15 25 Situations Involving Dual Citizenship [Repealed Annual Council 2018]

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 international service, be processed under the provisions of 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 and 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 international service employee or spouse. The family adopted division country is the country chosen by an international service employee and spouse when the international service 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 international service and may not be changed unless there is a change of citizenship or a loss of resident status. (See International Service Employee *Working Policy*, 100.15.20.)

E 15 50 Host Division—The host division is the division to which an individual is called for international service and which is responsible for administering the international service policies applicable to that employee while in the host division territory. (See International Service Employee *Working Policy*, 100.15.35.)

E 15 55 Host Division Country—The host division country is the country in the host division territory in which an international service employee serves. (See International Service Employee *Working Policy*, 100.15.40.)

E 15 60 Change of International Service Employment to Intradivision Employment—If the international service employee takes out citizenship in a host division country, his/her international service employment status ceases and any future employment in that country is on a local employment basis.

E 20 Independent Transfers

E 20 05 Definition—An independent transfer is effected 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 of an international service employee who meets the necessary criteria (see E 15 20 and *International Service Employee Working Policy*, 100.15.20) to adopt another division country as his/her adopted division country. In the case of such an employee who remains in continuous international service employment, a personnel return is voted for record-keeping purposes only. An independent transfer is processed to the chosen division.

3. The choice of an international service employee who meets the necessary criteria (see E 15 20 and *International Service Employee Working Policy*, 100.15.40) to adopt the host division country as his/her adopted division country. Such a choice is followed by processing a personnel return and an independent transfer to the host division where the employee then serves on a local employment basis.

4. The choice of an international service employee to take out citizenship in the host division country. This decision terminates his/her international service employee status. Such a choice is followed by processing a personnel 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, the 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 from the administration of the division from which the individual is transferring.

5. The individual 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 him/her.

8. The division from which the individual is transferring shall forward his/her service record 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 expense 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 leaves nor for financial assistance for travel to the home division.

E 20 25 Subsequent Transfers—1. *To the Home Division on an International Service Call Basis*—If an employee is called from the adopted division to return to the home division on an international service 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 4.) 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, the call shall be recorded as on special arrangement. The called individual may have subsequent service earned in the home division validated by the adopted division provided both divisions maintain defined benefit retirement plans and the following conditions are met (see Z 25 70):

- a. The employee is vested in the adopted division. Any rare exception shall be approved by the adopted division.
- b. The call is for a specific period of time.
- c. The employee, through the home division, requests that subsequent service in that division be validated by the adopted division.
- d. The adopted division accepts the request.
- e. The home division pays into the retirement plan of the adopted division the retirement contribution for each month of service in the home division, according to the adopted division retirement plan policy.
- f. The home division accepts responsibility for moving costs and agrees to return the employee to the adopted division.

3. *To the Home Division Without Benefit of an International Service Call*—The employee shall serve on a local basis if he/she returns without

benefit of a call. (See Z 20 15 and Z 25 70.) He/She may request that the home division accept the transfer of the service credit accrued in the adopted division and that it be added to the service record in the home division provided both divisions maintain defined benefit retirement plans. If the home division approves the request:

a. A record of the request, the division approval, and consequent transfer shall be made by the adopted division.

b. The transfer of the service credit from the adopted division to the home division shall be permanent and may not be transferred back to the adopted division.

c. If required by the home division, payment into the retirement fund of the home division shall be made by the employing organization in the home division on the same basis as if the employee had been employed locally during those years.

4. *International Service 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 international service, but shall come under the terms of paragraph 2. above, or T 45, National Employees Returning. If the spouse of an international service 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 international service employee, such as appointee/annual leave/personnel return travel and related allowances, which are not tied to specific employment, and shall not be eligible for assignment to any international service budget code. He/She shall not be eligible for base country deposit, expatriate allowance, remuneration enhancement, 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 international service employee who marries a citizen of the host division country. (See International Service Employee *Working Policy*, 500.100.)

E 20 30 Service Credit for Career International Service Employees Prior to Vesting in Adopted Division—An employee with a minimum of 20 years of international service credit who effects an independent transfer to a third division after completing such service may

request, provided both divisions maintain defined benefit retirement plans, that subsequent service credit in the adopted division be transferred to the base division if because of disability the employee fails to meet vesting requirements. In the case of an employee's death, the beneficiary may make such a request. The request to transfer service credit shall require the approval of both the adopted and base divisions. (The appropriate provisions of E 20, Independent Transfers, and Z 20, Employees Who Effect an Independent Transfer, shall also apply.)

E 20 35 Retirement Benefits—The distribution of responsibility for the payment of retirement benefits by the divisions in which the employee has served shall be determined by the retirement plan policy. (See also Z 20.)

E 25 Calling Employees for International Service

E 25 05 Procedure in Calling—General Conference Secretariat shall gather information regarding possible candidates to fill calls. This information will be studied, and recommendations made to the Mission Personnel Processing Committee.

E 25 10 General Conference 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 an employee shall be initiated by them. This information should be placed with the General Conference Secretariat for presentation to the Mission Personnel Processing Committee, and the committee action conveyed by the General Conference Secretariat inviting an individual to international service shall be the basis of negotiation.

E 25 15 All Calls Through General Conference—Calls for employees from one division to another shall be made through General Conference Secretariat. General Conference Secretariat shall communicate the action of the 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, local mission/field/section, or region/field station 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 placed with General Conference Secretariat for presentation to the 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 recommendation 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, mission/field/section, region/field station, or institution is to go to the employee directly. Letters of call for employees shall be sent by General Conference Secretariat to the division secretary, who shall forward the call to the appropriate union conference or union mission/section secretary. The union conference or union mission/section secretariat shall send the letter of call for the employee to the local conference officer, superintendent, or head of union institution to pass on to the employee. The letter to the candidate should reach his/her hands in every case, but it is the privilege of a union, local conference, local mission/field/section, region/field station 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, local conference, local mission/field/section, or region/field station 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 General Conference Secretariat Gives Official Notice—It shall be the duty of General Conference Secretariat to write to the candidate (as per plan outlined in E 25 20), 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, local conference, local mission/field/section, or region/field station 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 him/her, 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 25 35 Remuneration Assistance When Call is Withdrawn—When a call has been received and accepted by an individual and he/she has been health cleared but for some reason the calling organization subsequently withdraws the call, the organization withdrawing the call shall be responsible to assist the individual up to a maximum of six months' remuneration at the base division denominational rate if it is established that the called individual had given up or terminated employment in preparation for the appointment. If the individual finds employment within the denomination prior to the expiration of the six-month period, the balance of the six months' remuneration shall be paid to the employing organization. If the individual finds employment outside of the denomination, before the six-month period ends, remuneration from the denomination will cease as soon as the new employment begins. (See *International Service Employee Working Policy*, 300.05.05.)

E 30 Adopted Division Status for Individuals Never Employed by Their Home Division

E 30 05 Service in a Third Division—An individual who has never been employed denominationally in the home division, but has on his/her own responsibility transferred to a second division where he/she may or may not be denominationally employed, may be called for service in a third division with the second being recognized as the adopted (base) division provided the following requirements are met:

1. The home division has no investment in, nor agreement to sponsor, such an individual for service in its own territories.

2. The individual has indicated his/her intent to make the second division the adopted division, either by having acquired citizenship in a country of the second division, or by having acquired permanent resident status there which can be maintained while in international service and which gives the right to employment in the country, to participation in the national insurance/social security plan of the country, and to eventual citizenship. The individual must have been resident in the country for at least the qualifying period of residency as required by the immigration department.

E 30 10 Service in the Home Division—When a call is placed for an individual who qualifies for international service in terms of E 30 05 to serve in the home division, it shall be on the basis of a regular call with full international service status. However, an individual who holds citizenship in the country to which he/she is called shall serve on a local employee basis, except as provided for in E 20 25, paragraph 4.

E 30 15 Service in the Home Division on Special Arrangement—If an individual who qualifies for international service in terms of E 30 05 is called from the adopted division to serve in the home division under home division remuneration policies, the call shall be recorded as on special arrangement. The called individual may have subsequent service earned in the home division validated by the adopted division provided both divisions maintain defined benefit retirement plans and the following conditions are met (see Z 25 70):

1. The employee, through the home division, requests that subsequent service in that division be validated by the adopted division.
2. The General Conference approves the request.
3. The adopted division accepts the request.
4. The home division concurs and pays into the retirement plan of the adopted division the retirement contribution for each month of service in the home division according to the adopted division retirement plan policy.
5. The home division accepts responsibility for moving costs and agrees to return the employee to the adopted division.

E 35 Children of Parents on International Appointment/Assignment Homeland/Base Division Country

A child born to or transferred with his/her parents who are on official denominational, government, or corporate international appointment/assignment to a foreign country shall be considered for policy purposes as having the same homeland as the parents (see E 15 05). However, the child may choose to have the foreign country designated as his/her homeland if all the following conditions can be met:

1. The parents shall have served in the country on an official appointment/assignment basis (if denominational, on a call basis) for a minimum of three years.

2. The child shall have taken a minimum of three years of secondary study and 75 percent of any post-secondary undergraduate studies in the country.

3. The child shall be a citizen of the country.

4. The child's first denominational employment shall be in the country.

5. The designation of the country as the child's homeland shall be recommended by his/her denominational employer through the appropriate denominational channels and approved by the Mission Personnel Processing Committee. If approved, the choice shall be considered irrevocable except as provided for in policy. (See E 15 20.)

E 40 Transferred Division Territory—Employee Status

When a new division is organized or when there is a transfer of territories from one division to another, the status of the employee is as follows:

1. The division assuming responsibility for the home country of an employee will be the employee's base division.

2. An employee whose first employment was in a country other than his/her home country but without benefit of a call through the controlling committee of the home country and who has continued to work in that country may request that the division assuming responsibility for the adopted country be his/her adopted division

provided the employee has citizenship in that country or permanent resident status under the criteria set out in E 15 20.

3. An employee whose first employment was in a country other than his/her home country, as defined in paragraph 2. above, and who later was called to another country but has not returned to the home country to work, and has considered the country of his/her first employment as the adopted country, may request that the division assuming responsibility for the adopted country be his/her adopted division provided the employee has citizenship in that country or permanent resident status under the criteria set out in E 15 20.

4. Requests in terms of paragraphs 2. and 3. above must be made within one year of the time the employee is notified in writing by the division of the provisions of this policy.

5. The retirement plan responsibility for employees shall be that of the base division as defined above.

E 45 Calling Employees for Intradivision Service

E 45 05 Preliminary Contact—Persons in responsible positions shall be free to make inquiry and seek counsel from officers of institutions or organizations regarding the suitability of potential hires and to ascertain whether or not their release could be arranged. 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 chair of the board or the president of the conference or mission/field/section or the superintendent of the region/field station in which conference, mission/field/section, region/field station, or institution the employee is employed.

E 45 10 Within the Union—Within a union, interchange of employees between local conferences, local missions/fields/sections, regions/field stations, or institutions shall be made through the union.

E 45 15 Between Unions—The union desiring an employee from a sister union shall request the division executive committee to secure the release of the employee.

E 45 20 Division Responsibility—When it seems necessary to make inquiry regarding an employee's qualifications or the propriety of a transfer, the division executive committee shall do so through the union

and local conference, local mission/field/section, region/field station, or institution where the individual is employed before passing on a call.

E 45 25 Letter of Call—Proper Channels—In no case shall the call be made directly to the individual, but through the union and local conference, local mission/field/section, region/field station, or institution in which he/she is laboring. The letter of call for the employee shall be sent by the division secretary to the union president or designated officer, and, where applicable, with copy of the covering letter also being sent to the local conference or local mission/field/section president, region/field station superintendent, or designated officer, or head of the union institution. Where applicable, the union officer shall send the letter of call for the employee to the local conference, local mission/field/section, or region/field station officer, or the head of the union institution, together with such counsel respecting the call as the officer may desire to pass on to the employee. If and when the letter of call has been placed in the hands of the employee, the officer of the employing organization shall communicate with the officer of the calling organization giving the information that the employee has received the call. After such word has been received, the officers of the calling organization shall be privileged to correspond or otherwise make contact with the employee.

E 45 30 Departmental Calls—When word has been received from the union, local conference, local mission/field/section, or region/field station 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 him/her, 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 transfer of employees, an unselfish and broad-minded spirit should be exercised, and, after the division executive committee has passed on the call, the responsible leaders should see to it that the call reaches the desired employee in order that he/she may become a factor in the decision affecting his/her own work. However, if in the judgment of the union or local 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 deferred until communication can be entered into with the division leaders.

E 45 40 Irregular Approach—Clear evidence of an irregular approach to an employee before the call reaches him/her shall be considered by the division executive committee as a justifiable reason for declining to pass on the call.

E 45 45 Employee Initiating Call—Regulations governing transfers among organizations shall in no wise preclude the right of the individual employee to make known his/her desire or burden to arrange a change of field.

E 45 50 Minimum Terms—Divisions may set minimum periods that employees must serve within a union territory before they are called to another union, unless the calling union obtains the consent of the union in which the employee is employed. In the case of local and union departmental leaders, the normal term of service should be a minimum of two terms at the local level and one term at the union level. Some modification might be considered in transfers within the same department between conferences, missions/fields/sections, regions/field stations, and/or unions. This policy does not apply to international service calls.

E 45 55 Employee Properly Released—No institution, conference, mission/field/section, or region/field station shall hire an employee until he/she is properly released from the institution or conference, mission/field/section, or region/field station by which he/she has been employed.

E 45 60 Calls for Teachers—Divisions may adopt a policy whereby an organization in one union placing a call for a teacher or salaried employee working in a denominationally operated school in another union, including teachers in sanitarium/hospital schools of nursing and nursing school staffs in collegiate schools of nursing, must first secure the consent of the organization employing such employee when the call is placed after a specific date of each year as determined by division policy.

However, every effort should be made on the part of school administrators to cooperate in filling emergency calls which may arise at any time in the field of service for teachers or employees working in denominational schools. Calling divisions should, however, anticipate as early as possible their needs for educational employees so that their calls may be processed before deadlines set for the calling of such employees.

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 one year 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 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, mission/field/section, or region/field station employees.

E 45 80 Employees Who Resign—In the case of employees who voluntarily withdraw from denominational employment, 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 international service employees, see International Service Employee *Working Policy*, 700.44.20 and 500.115.)

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 completion of the leave.

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 he/she is on leave of absence.

E 50 Tenure of Office

Nominating committees at all conference or mission/field/section sessions are counseled to observe such guiding principles as are set forth by the Spirit of Prophecy with reference to the continuance of individuals 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.”—GW 419-421.

The gospel ministry is the most important work ever entrusted to human beings, and those who are called 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 the call to 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 to engage cheerfully in full time ministerial service when called to do so again.

There are those in elected and appointed positions who are not ministerially trained but who have been called to the Lord’s work in more specialized areas. This would include treasurers/chief financial officers and some areas of departmental service. Although they may be willing to accept other positions within the organization for which they are qualified, sometimes the organization is small and there are few positions open or available. Divisions are encouraged to give study to the specific situations in their divisions and look at options, including assistance for retraining of individuals for other areas of work or more comprehensive termination settlements where other denominational employment is not available for those not elected to a new term of office.

E 55 Removal from Elected Office

If during the term for which an employee was elected, such employee is unable to fully discharge his/her work responsibilities, the executive committee of the employing body or appointing entity shall have the

authority to effect separation of employment of such employee before expiration of the term for which he/she was elected.

E 60 Conference or Mission/Field/Section President

Inasmuch as the conference or mission/field/section president stands at the head of the gospel ministry in the conference or mission/field/section and is the chief elder or overseer of all the churches, a conference or mission/field/section president shall be an ordained minister.

E 65 Employees Released From General Conference Responsibilities

[Repealed Annual Council 2019]

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. The service record 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. There shall be duplicate copies, either standard form or digital format, that are durable and secure.

E 70 10 Definition of Employee—All individuals receiving remuneration from denominational organization payrolls are, for the purpose of the E 70 policy, considered employees.

E 70 15 Responsibility for Service Records—Responsibility for keeping the service records is as follows:

1. *International Service Employees*—Assistant Secretary, General Conference Secretariat (Service Records Office).
2. *General Conference Staff*—Director of General Conference Human Resources.

3. *Division Staff*—Division Secretary.
4. *Union, Local Conference, or Local Mission/Field/Section Staff*—Union, Local Conference, or Local Mission/Field/Section Secretary.
5. *Primary (Elementary) and Secondary Church School Staff*—Local Conference or Local Mission/Field/Section Secretary.
6. *Secondary School (Academy) Staff*—Principal of Secondary School.
7. *College and University Staff*—President/Personnel Director of College and University.
8. *Health Care Institution Employees*—Administrator/Manager or Human Resources Director of Health Care Institution.
9. *Publishing House Employees*—President/Manager or Human Resources Director of Publishing House.
10. *Other institution employees not included above*—Chief Administrative Officer/Human Resources Director of the institution.

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.

Divisions designing their own form shall follow the format of the General Conference service record form as much as possible. All digital service record printouts shall follow the standard format as authorized by General Conference Secretariat. Personal information deemed non-essential according to national and/or local laws(s) shall be excluded from the service record.

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. **Copy to the Employee**—Each employee shall be given a copy of his/her cumulative service record not less than every two years.

E 70 25 Sensitive Information—Subject to country laws and regulations, personal data such as race, gender, national origin, ethnic

origin, and age, if collected, shall not be made available to personnel making hiring or promotion decisions.

E 70 30 Preserving and Transferring Service Records—1. *Organizational Responsibility*—The organization specified under E 70 15 shall be responsible for beginning/obtaining and maintaining a service record for each employee under its direction.

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 service record, one for its files, one for the employee, and forward the original or certified copy to the new employer. In the automated system the service record printout copies prepared for the files and the new employer shall be certified by the responsible officer.

4. *Discontinuance of Denominational Service*—When an employee discontinues denominational service for other than retirement reasons, the organization shall record in the official office copy of the appropriate committee minutes and on the service record an appropriate action relating to the discontinuance of service and the particulars of any financial settlement made.

5. *Retirement*—When an employee who is eligible for benefits from the retirement plan retires permanently from denominational service, the service record together with the retirement application and the particulars of any settlement which may have been made with the employee shall be forwarded to the secretary of the Division Retirement Plan committee. In the automated system all computer printed copies of service records shall be certified by the responsible officer.

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 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 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 (see S 34 10). 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 shall be recorded in the service record regardless of length of service, age, full/part time work, or student status. Exception: Students employed by an educational institution.

2. *Literature Evangelists*—a. Annual Summaries—The conference or mission/field/section publishing director shall file a copy of the annual literature evangelist summary with the conference or mission/field/section 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 or mission/field/section.

b. Copies of Summaries to Union/Division—Copies of the local conference or local mission/field/section summaries as gathered by the union publishing directors shall be filed with the union secretary and Publishing Ministries of the division, the offices of which shall preserve these for permanent record.

3. Chaplains—The division Adventist Chaplaincy Ministries Director will be responsible for keeping current a history of ministry assignments for each duly endorsed chaplain serving in a non-denominational institution or organization. If the chaplain re-enters denominational employment, Adventist Chaplaincy Ministries will forward a copy of the ministry assignment history to the new employer.

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, Holidays, and Medical Leave

Denominational employers should develop guidelines for determining vacations, holidays, and medical leave for regular employees, that are in harmony with division working policy and consistent with national, state, or provincial 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 10 Side Lines—Conference, mission/field/section, region/field station, and institutional employees shall refrain from all side lines of business and give themselves wholly to denominational work and the ministry of the gospel.

E 80 20 Faithful Return of Tithe—Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members must see in church workers an unequivocal fidelity to basic principles. Such commitment needs to be exercised in respect of all the standards of Christian living. Because of its importance as a principle, and the spiritual experience it represents, the faithful returning of tithe, like faithfulness to other basic beliefs of the Church, becomes a condition of employment for all Seventh-day Adventist employees. Consequently, no church organization shall employ a Seventh-day Adventist who is not returning a faithful tithe. Further, such employees as are known to be unfaithful in returning tithe shall not be transferred to another denominational organization.

E 80 25 Not to Seek Gifts—Employees shall not in any way seek personal gifts from church members. 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.

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 transfer to another conference, mission/field/section, or region/field station.

E 80 40 Authorization for Study—While it is desired that every employee be encouraged to make continuous effort for self-improvement, especially through correspondence courses, no full-time conference, mission/field/section, or region/field station 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 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 that organization and its role in denominational structure. Individuals, who by virtue of their position or based on their place of employment are invited to serve as members on boards/committees of entities/organizations that are not listed in the *Seventh-day Adventist Yearbook*, must secure approval from their relevant governing body/administrative committee and disclose their membership on such boards/committees.

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, 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, 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 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. On an annual basis the employer shall provide 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.

2. *By Administrators, Department Directors and Trustees*—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 administrator, department director, member of the board/executive committee, and any other person authorized to handle resources of the organization. (The employing organization may determine that other individuals shall also be required to submit annually a statement of acceptance and compliance.) 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 and/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 _____’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.

Name	Position/Title	Date
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E 87 Sexual Misconduct in Church Relationships Involving Denominational Employees, Volunteers, and Endorsed Chaplains

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. Such persons should respect all individuals. 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 denominational 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 to respond effectively to allegations of sexual misconduct against denominational employees, volunteers, and endorsed chaplains. The General Conference strongly recommends that all levels of church organizations and institutions establish procedures to address sexual misconduct.

2. *Implementation*—Organizations shall ensure implementation of such procedures and shall also take reasonable steps to inform members, denominational employees, volunteers, students, and others of these procedures. All Church organizations must determine and comply with the abuse reporting requirements of their local jurisdiction. 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 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. *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, jokes, images, 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.

2. *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.

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 seriously. 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 one of the executive officers of the local entity or the designated individual as outlined in local policy.

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 designated individual.

4. *Protection of All Involved*—The confidentiality of those involved, accused and accuser, including family members, 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 General Conference *Working Policy, Seventh-day Adventist Church Manual*, applicable personnel policies, or employment contracts.

6. *Unbiased Considerations*—To protect the integrity of the proceedings outlined in this policy, the designated individual 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 individuals who are or appear to be biased, prejudiced, predisposed, or have a conflict of interest, shall be replaced or excluded from appointment.

7. *Review Procedures*—It is imperative that all 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 or the designated individual.

E 87 25 Review Process—Each division and General Conference institution, in consultation with the General Conference, shall develop a process appropriate for its territory which outlines steps that are to be followed where a complaint or an allegation of misconduct is reported. These steps may include a preliminary fact-gathering process, an investigative process, a hearing process, a disciplinary process, and an appeal process.

E 87 30 Education and Prevention—The General Conference and its divisions, in partnership with Adventist Risk Management, General Conference Human Resources, and the General Conference Office of General Counsel, seeks to educate employees, volunteers, and endorsed chaplains that sexual misconduct is disapproved by the Church and violates the laws of the land. To carry out this educational goal, they shall publish this policy for its office and field, institutions, boards, and church-related entities and affiliates; develop appropriate instructions/standards for moral conduct and the prevention of sexual misconduct; and endeavor to inform all employees, volunteers, endorsed chaplains, and members of the process of bringing a complaint of sexual misconduct.

FA

ADVENTIST CHAPLAINCY MINISTRIES—DEPARTMENTAL POLICIES

FA 05 Purpose

The purpose of Adventist Chaplaincy Ministries and the mission of the Seventh-day Adventist Church are one: “to proclaim the everlasting gospel” and therefore restore broken humanity to wholeness in relationship with God. Christ modeled that restorative ministry (MH 143) and entrusted continuation of His work to the Church. Adventist Chaplaincy Ministries seeks to establish a global network of Adventist chaplains who care responsibly for the spiritual well-being of all those in their assigned circle of influence. Adventist chaplains extend the outreach of the Church as a valid and viable expression of ministry for the Church. Adventist Chaplaincy Ministries provides guidance for applying General Conference established standards for chaplaincy ministry to the world field.

FA 10 Desired Outcome

Adventist Chaplaincy Ministries (ACM) envisions the following:

1. A network of ACM directors with denominational ecclesiastical endorsement and a minimum of five years’ experience as full-time, employed, and endorsed chaplains, and who function where needed at various Church organizational levels;
2. Outreach of the Church extended in reaching the unreached for Christ through various chaplaincies;
3. All Adventist clergy designated as “chaplain” in full compliance with ecclesiastical endorsement and/or certification standards and policies;

4. Each division with established accredited graduate educational training programs for chaplaincies and an Adventist Clinical Pastoral Care Education (ACPCE) center;
5. A continuous flow of trained chaplains from entry to supervisory levels in the chaplaincies; and
6. Pastoral care and religious support provided specifically for Adventists serving in military forces and law enforcement agencies.

FA 15 Services and Resources

FA 15 05 Functions—General Conference Adventist Chaplaincy Ministries (ACM) performs essential services and provides the following key resources for the world field:

1. Strategic planning for ACM concerns and interests;
2. Standards and policies for Adventist chaplaincies;
3. Ecclesiastical endorsement and recommendation for ordination of chaplains employed by General Conference institutions, as well as chaplains in divisions with no endorsing policies, and professional board certification of all Seventh-day Adventist chaplains;
4. Accreditation of chaplain training centers and chaplain programs;
5. Accountability of chaplains and integration with the denomination;
6. Resources and training for chaplaincy ministries;
7. Consultation and liaison activities; and
8. Advocacy of chaplaincy, professional publications, and educational materials.

FA 15 10 Training Programs—Standards for chaplains are determined by a collaboration of Adventist Chaplaincy Ministries (ACM), General Conference Education and Health Ministries departments, and the Ministerial Association. These standards are established through the following:

1. Accredited courses of study that meet academic standards for applicants to enter chaplaincies. That study should be graduate courses in a core curriculum that focuses on chaplaincy and leads to certification, or a graduate degree in chaplaincy.

2. Adventist Clinical Pastoral Care Education (ACPCE) centers that provide a clinical and cohesive denominational approach to specialized chaplaincy education.

3. Board Certification for those chaplains who have completed supervised practicum of chaplaincy skills.

Additional requirements, guidance, and information are provided in the *Handbook of Seventh-day Adventist Ministerial and Theological Education* and the ACM Standard Operating Procedure, which are available on request from ACM.

FA 20 Operations

FA 20 05 Staffing—Adventist Chaplaincy Ministries shall have a director and associate director(s) as needed. Qualified personnel shall be elected on the basis of their expertise and experience in leading and caring for chaplains and their ministries. Adventist Chaplaincy Ministries directors must have a current denominational Board Certification and a minimum of five years' full-time employment as a chaplain. The director, associate director(s), and staff will provide direction, promote opportunities for chaplaincies, and collaborate with church leaders to engage chaplains in the overall mission of the Church.

FA 20 10 Administration—1. *Overview*—Operationally and administratively, the department, through its director, is responsible to the president and his advisors for promoting plans and work outlined by the General Conference Executive Committee. A president's advisor meets regularly with the staff to listen, to give guidance, and to empower the staff to meet present and anticipated ministry opportunities. The General Conference ACM Committee oversees departmental work and promotes Adventist Chaplaincy Ministries within each division of the Church.

2. *General Conference Adventist Chaplaincy Ministries Committee*—a. *Responsibilities*—All aspects of ACM come under the jurisdiction of the General Conference ACM Committee. General Conference ACM Committee membership and terms of reference are approved by the General Conference Administrative Committee (ADCOM).

b. *Executive Committee*—General Conference ACM Committee members in residence at the General Conference office serve

as the executive committee which carries on the work of the General Conference ACM Committee between meetings of the full membership. Department operations are governed by the ACM Standard Operating Procedure, which is approved by the General Conference ACM Committee or executive committee. The ACM Standard Operating Procedure is available on request from ACM.

FA 20 15 World Advisories—A departmental world advisory is normally called at the beginning of each new quinquennium. During this time, the director, associate director(s), and staff meet with the division directors and a representative of the General Conference administration to discuss ministry needs and opportunities and to lay strategic plans for the next five years.

FA 20 20 Division Adventist Chaplaincy Ministries—1. *Administration*—Division Adventist Chaplaincy Ministries (ACM) administer ACM programs for their territories under the leadership of an ACM director and oversight of an ACM Committee. When applicable, an associate ACM director helps administer the program.

2. *Responsibilities*—Divisions have the following unique responsibilities for the ACM program:

a. Identify opportunities and assess requirements for chaplaincies in the public arena. Establish the Seventh-day Adventist Church as a faith group that is eligible for endorsing chaplains to serve in nondenominational institutions and organizations, whether privately or publicly operated. Determine if Adventist clergy qualify to work as chaplains.

b. Include a chapter on ACM in their working policy.

c. Establish an ACM Committee, define its terms of reference, designate a chair, and appoint members.

d. Establish standards for ecclesiastical endorsement of chaplains that meet or exceed legal or professional standards for the nation considered.

e. Designate an accredited Seventh-day Adventist university or seminary to offer an ACM-approved training program in chaplaincies for professional preparation of pastors within the division to meet requirements for entering the various chaplaincy ministries within and outside the denomination.

f. Develop and support an ACM-accredited Clinical Pastoral Care approved training program (CPE) for pastors seeking to enter the

various chaplaincy ministries and/or to enhance their pastoral functional skills.

g. Delegate authority for certification and ecclesiastical endorsement to those conferences or missions/fields/sections that oversee territories that comprise an entire nation. That delegated authority exists only for that national territory and requires periodic review, evaluation, and certification from the delegating ACM department.

h. Recommend credentials for chaplains whose official duties are in non-denominational settings. In those cases, a union or the division may issue the credentials and/or licenses.

i. Develop World/National Service Organizations (WSO/NSO) on the appropriate conference levels that will provide pastoral care and religious support to Adventists serving their national military forces, law enforcement agencies, and emergency agencies.

j. Conduct annual training programs specifically for Adventist chaplains in the division.

FA 25 Employment of Adventist Chaplains

FA 25 05 Chaplains in Denominational Institutions—When employed by a denominational institution, a chaplain is entitled to:

1. *Credentials/Licenses*—A ministerial credential/license or commissioned minister license with the same potential for ordination (ministerial credentials) or commissioned credentials as other Adventist clergy. (See E 10 90.) The ordination of chaplains follows the same path as any other Seventh-day Adventist minister. (See L 35, 40, 45, 50, 55.)

2. *Pay and Benefits*—The same pay and benefit scale as other Adventist ministers with the same credentials and experience level.

3. *Denominational Service Record*—The same credit toward service as other Adventist ministers.

4. *Retirement*—The same benefits as other Adventist ministers.

FA 25 10 Chaplains in Nondenominational Entities—When employed by a nondenominational entity, a chaplain is entitled to:

1. *Credentials/Licenses*—A ministerial credential/license or commissioned minister license with the same potential for ordination (ministerial credentials) or commissioned credentials as other Adventist

clergy. (See E 10 90.) The ordination of chaplains follows the same path as any other Seventh-day Adventist minister. (See L 35, 40, 45, 50, 55.)

2. *Pay and Benefits*—The chaplain will receive directly whatever pay and benefits are established by the nondenominational entity.

3. *Denominational Service Record*—The same credit toward service as other Adventist ministers. (See also Z 25 45, and Z 30 15.)

4. *Retirement*—Chaplain denominational retirement benefits, if any, are subject to the division retirement plan and pension laws in the jurisdiction of that nation. (See Z 30 15.)

5. *Eligibility*—Chaplains who leave or retire from nondenominational employment are eligible for reemployment consideration by the denomination. If they choose not to be reemployed and still maintain their accountability, standing, and involvement with the Church, then they can be granted honorary/emeritus credentials corresponding to the credentials they held while in active service. (See E 05 40.)

FA 30 Ecclesiastical Endorsement

All chaplains are pastors, though not all pastors are called to be chaplains. To become a chaplain, pastors must have advanced training, pastoral experience verified by current credentials, and ecclesiastical endorsement. Ecclesiastical endorsement from the Seventh-day Adventist Church is granted only to Adventist clergy. It is required to work as an Adventist chaplain in a denominational institution or to represent the Church as a chaplain in any public organization.

FA 30 05 Requirements—Ecclesiastical endorsement is the Church's affirmation that a person is seeking or serving in chaplaincy and has presented evidence of their calling and training for that ministry. An applicant must:

1. Hold a ministerial license or a commissioned ministry credential in regular standing in the Seventh-day Adventist Church, with a minimum of two years of pastoral experience;

2. Complete appropriate training for the specialized ministry (an undergraduate degree in theology or religion plus a master's degree in theology or religion from a Seventh-day Adventist educational institution or other approved program), and have the essential, pastoral experience as required; and

3. Maintain accountability with the endorsing denominational organization via an annual report.

FA 30 10 Categories—The Seventh-day Adventist Church grants ecclesiastical endorsement in the following categories: chaplains in healthcare, military, prison, education, and community/government.

FA 30 15 Application Process—The General Conference and divisions establish an application process for ecclesiastical endorsement and other professional certifications. The process is reviewed and certified by the General Conference Adventist Chaplaincy Ministries (ACM) Committee.

FA 30 20 Ecclesiastical Endorsement and Conference Issued Credentials—Ecclesiastical endorsements can be granted, amended, or revoked only by vote of the Adventist Chaplaincy Ministries (ACM) Committee.

Ministerial credentials authorize a qualified Adventist church pastor to perform the basic functions of the chaplain/pastoral office, and are issued by the secretariat of a division, union, or local conference within whose territory the chaplain works or will work. Ecclesiastical endorsement from ACM builds on that foundation and certifies that the pastor-applicant is also prepared for specialized ministry in one of the chaplaincies.

FA 30 25 Retention of Ecclesiastical Endorsement—In order to maintain their ecclesiastical endorsement, chaplains shall submit an annual report to the endorsing denominational organization and verify that credentials are current.

FA 30 30 Non-clergy Volunteers—Ecclesiastical endorsement is not granted to non-clergy, regardless of their education, experience, or other expertise. Non-clergy volunteers should be designated by a title that does not use the word, “chaplain.” Non-clergy volunteers who assist chaplains as spiritual caregivers in schools, prisons, military bases, or hospitals must be (1) sponsored, (2) trained in a program certified by Adventist Chaplaincy Ministries (ACM), and (3) supervised by chaplains in accordance with the local policies of the institutions served.

FA 35 Accreditation and Certification

FA 35 05 Definitions—Accreditation verifies that a specified degree/educational/training program is officially licensed by the

Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA) and recognized by General Conference Adventist Chaplaincy Ministries; it meets professional standards and adequately prepares a student for qualifying to enter a chaplaincy field.

Certification is a process that validates a chaplain is in compliance with standards and recognizes competency. General Conference Adventist Chaplaincy Ministries certifies Seventh-day Adventist ministers who have completed special training and achieved special skills.

FA 35 14 Adventist Chaplaincy Institute—Adventist Chaplaincy Institute (ACI) serves the world Church by fostering professional training and continuing education for Adventist clergy, chaplains, and non-clergy volunteers. ACI training programs are developed and established in collaboration with the Education and Health Ministries departments, the Ministerial Association, and Seventh-day Adventist institutions of higher learning. This integrated approach offers an array of educational opportunities in specialized ministry for denominational, private, and public organizations, such as:

1. Degrees in chaplaincy ministry at denominational universities.
2. Clinical Pastoral Education (CPE) at Adventist Clinical Pastoral Care Education training centers.
3. Continuing education units and hours.
4. Adventist Chaplaincy Ministries-sponsored chaplain association training conferences, seminars, and webinars for chaplains.

FA 35 20 Governance—Adventist Chaplaincy Institute (ACI) is a subordinate element of General Conference Adventist Chaplaincy Ministries (ACM) governed by an Administrative Council chaired by the ACM director. Terms of reference and membership for the ACI Administrative Council are recommended by the General Conference ACM Committee to the General Conference Administrative Committee (ADCOM) for approval. ACI operates in accordance with the ACI Manual, Adventist Chaplaincy Certification, SDA-CPE Accreditation Standards, and SDA-CPE Curriculum. Those documents are available on request from ACM.

FA 35 25 Functions—Throughout the world, a wide variety of cultures, legal requirements, and professional standards create considerable differences in chaplaincies. Church divisions comprise a varying number of nations. Within those divisions, frequent crossings

occur between national and ecclesiastical boundaries. Adventist Chaplaincy Institute (ACI) establishes a denominational standard of excellence that defines acceptable levels of professional skills for endorsed Adventist chaplains. ACI also provides the following functions:

1. Board certification of endorsed Adventist chaplains;
2. Board certification of Seventh-day Adventist Clinical Pastoral Education supervisor-trainers;
3. Accreditation of Seventh-day Adventist Clinical Pastoral Care Education training centers;
4. Partnerships with Adventist academic institutions; and
5. Standards for professional continuing education.

FA 35 30 Certification Board of Adventist Chaplaincies—The General Conference Certification Board of Adventist Chaplaincies (CBAC) is a subcommittee of the Adventist Chaplaincy Institute (ACI) and serves as the certifying agency for division chaplaincy programs and training, and performs the following functions:

1. Conducts periodic evaluations of ecclesiastical endorsement standards and procedures, and certifies they are operating in accordance with these standards of policy.
2. Reviews professional chaplaincy training programs to ensure they meet academic standards and are adequately preparing students to meet requirements for employment in denominational and public chaplaincies.
3. Accredits Adventist Clinical Pastoral Education Centers and recommends for Board Certification candidates to the Adventist Chaplaincy Ministries (ACM) Committee.
4. Certifies that other specialty training programs are meeting standards contextual to each division.

The CBAC gives the denomination professional standing that meets or exceeds worldwide norms of professionalism, educational training, and ethical code. It oversees, approves, and certifies that denominational chaplaincy and training programs operate to standards, and that an Adventist chaplain who has satisfactorily completed required training for a specialized field of chaplaincy demonstrates professional excellence as a chaplain.

The director of General Conference Adventist Chaplaincy Ministries (ACM), or his/her designee, serves on the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA) and

the International Board of Ministerial and Theological Education (IBMTE) to review curriculum and programs that are designed to train students for chaplaincy. Through CBAC, ACM reviews division ecclesiastical endorsement program standards and chaplaincy training programs.

FA 45 World/National Service Organization*

FA 45 05 Functions—The World/National Service Organization (WSO/NSO) is an integral element of Adventist Chaplaincy Ministries (ACM) and 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 Adventists serving their nations in all aspects of government service, in and out of uniform, including military forces and law enforcement agencies around the world. The organization works in cooperation with Public Affairs and Religious Liberty and performs the following functions:

1. Develops policies and programs pertaining to military and public service.
2. Supports Seventh-day Adventists in government service to develop and implement programs that will assist Adventists in making informed decisions based on biblical and ethical principles about issues around military and public service.
3. Prepares and circulates current information and publications concerning government/public service.
4. Assists Seventh-day Adventists serving in all aspects of government service, in and out of uniform with problems of conscience and accommodation of religious practice.
5. Develops and maintains effective working relationships with military and civilian government officials concerning Adventists in military-related, law enforcement, and government service.

*The World Service Organization services at the world level (General Conference). The World Service Organization at a national level is called the National Service Organization.

6. Obtains official recognition for non-combatants, alternate service for those who are conscientious objectors (opposed to all war) and provides leadership to the Medical Cadet Corps (MCC).

7. Provides a publication for Adventists serving in national military and law enforcement services.

8. Promotes a periodic offering for ACM and WSO/NSO.

9. Recognizes the service of Adventist veterans and engages their experience in assisting ACM in its work of informing church members about military service.

FA 50 Adventist Ministry to College and University Students (AMiCUS)

Adventist Ministry to College and University Students (AMiCUS) is a collaborative ministry of three departments: Adventist Chaplaincy Ministries (ACM), Education, and Youth Ministries. The General Conference Administrative Committee approves the membership and terms of reference of AMiCUS. Under the leadership of a general vice president, AMiCUS develops and promotes initiatives designed to meet the religious and spiritual needs of Adventist students on non-Adventist campuses.

In cooperation with leaders at various church levels, AMiCUS endeavors to (1) strengthen the faith commitment of students to Seventh-day Adventist beliefs and mission, (2) prepare students to deal with the intellectual challenges that arise in a secular environment, (3) develop the leadership abilities of students, (4) provide students with opportunities for Christian fellowship, and (5) train students for outreach, service, and witness on the campus, in the community, and in the world at large.

The AMiCUS Committee cooperates with the Adventist Volunteer Service and Adventist Mission by encouraging the involvement of Adventist students as volunteers. It also engages the support of Public Affairs and Religious Liberty in order to obtain, at the regional level, Sabbath exemptions for class assignments and examinations for Seventh-day Adventist students.

FA 50 05 Responsibilities—The Adventist Ministry to College and University Students (AMiCUS) Committee coordinates this global

ministry and, in consultation with leaders in the world divisions, seeks to:

1. Organize associations of Adventist students on public campuses.
2. Publish and distribute *College and University Dialogue*, a handbook, and other materials that support campus ministry.
3. Develop an annual budget to carry out its international ministry.

FA 50 10 Role of the World Divisions—Each division shall establish an Adventist Ministry to College and University Students (AMiCUS) Committee and assign an officer as chair with the responsibility of leading in the ministry to Adventist students on public college and university campuses. With support from the AMiCUS Committee at the General Conference and in coordination with union leaders in their territory, divisions seek to:

1. Foster the organization and activities of Adventist student associations in public campuses and to maintain a current list of them.
2. Hold regional meetings for these students.
3. Budget funds for the free distribution of *College and University Dialogue* and other needed materials.
4. Offer specialized training for campus chaplains and pastors in university centers.
5. Train students for outreach, service, and evangelism on their campuses, in their communities, and beyond.
6. Promote the involvement of Seventh-day Adventist university professors and other professionals as mentors in this ministry.
7. Connect these students with students attending Seventh-day Adventist colleges and universities.
8. Assist local leaders in establishing and maintaining good relations with administrators of public colleges and universities in which Adventists are students.
9. Engage the services of Public Affairs and Religious Liberty in preventing or solving Sabbath observance issues related to Seventh-day Adventist students in public campuses.
10. Provide coordination and guidance for this ministry to their counterparts in the unions and local fields, as well as conduct periodic assessments.

FA 50 15 Role of Adventist Chaplaincy Ministries—Adventist Chaplaincy Ministries focuses on three primary tasks as its part in supporting students:

1. Endorsing Adventist campus chaplains;
2. Providing professional development training for campus chaplains; and
3. Developing materials to support their ministry.

FA 55 Public Campus Ministries

[Repealed Annual Council 2020]

FB

CHILDREN’S MINISTRIES— DEPARTMENTAL POLICIES

FB 05 Purpose

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. Children’s Ministries seeks to develop the faith of children from birth through age fourteen, leading them into a loving, serving relationship with Jesus and a commitment to the Seventh-day Adventist Church.

FB 10 Desired Outcome

Children’s Ministries envisions the following:

1. Children growing in faith and having a close relationship with Jesus and others shown by a strengthened prayer life, daily Bible study, and service to others.
2. Children’s leaders and teachers trained through the ongoing leadership certification program and prepared to minister effectively to children.
3. Resources developed and produced that nurture the spiritual growth of children and equip children’s leaders and teachers.
4. Initiative implemented by divisions which effectively trained parents to disciple their children.
5. Greater alignment between Children’s Ministries and other departments achieved, which resulted in resources developed for divisions, unions, conferences, missions/fields/sections, and regions/field stations.
6. All divisions working collaboratively with Children’s Ministries in the design, implementation, and assessment of approaches which effectively developed spiritual growth and loyalty to the Seventh-day Adventist Church.

FB 15 Services and Resources

FB 15 05 General Conference Children's Sabbath School Leader/Teacher Training—The General Conference Children's Ministries director shall work in cooperation with Sabbath School and Personal Ministries in the training of division Children's Ministries leaders in implementing the children's Sabbath School curriculum.

FB 15 10 Division Children's Sabbath School Leader/Teacher Training—The implementation of the children's Sabbath School curriculum and the training of leaders and teachers who work with children's Sabbath Schools is a joint responsibility of the division Children's Ministries and Sabbath School and Personal Ministries departments. The division may choose either Children's Ministries or Sabbath School and Personal Ministries to implement the training.

FB 20 Operations

FB 20 05 Staffing—Children's Ministries is administered by a director and associate director(s) as needed and budgeted. The director and associate director(s) are elected on the basis of their expertise and experience in caring for the responsibilities encompassed by the work of the department. In their leadership, the director, associate director(s), and staff will provide a clear sense of direction which anticipates ministry opportunities now and in the future while unifying the efforts of the leaders at other levels of the Church involved with children's ministries.

FB 20 10 Administration—Operationally and administratively, the department, through its director, is responsible to the president and his advisors for promoting plans and work outlined by the General Conference Executive Committee. A president's advisor meets regularly with the staff to listen, to give guidance, and to empower the staff to meet present and anticipated ministry opportunities.

FB 20 15 World Advisories—A world advisory is normally called at the beginning of each new quinquennium. During this time, the director, associate director(s), and staff meet with the division directors and a representative of the General Conference administration to discuss ministry needs and opportunities and to lay strategic plans for the next five years.

FC

COMMUNICATION— DEPARTMENTAL POLICIES

FC 05 Philosophy

There are many forms of communicative media available to the Church today, and Communication is committed to using all of these means in sharing with the world the good news of salvation. Especially effective in accomplishing God's mission are media organizations and evangelistic ministries, working in cooperation with pastors and laypersons.

Because communication of the gospel is the responsibility of the entire Church, Communication is involved in all the programs of the Church; seeking to serve both administrators and departments with the skills it possesses to further these programs. Communication assists administrators and other Church leaders in communicating organizational policies and initiatives to both internal and external publics. In addition, the department interprets to administration the attitudes of these publics toward the Church. The department also provides crisis communication expertise and response systems.

Close liaison between a communication director and administration may be accomplished by membership on administrative councils, meeting by invitation with the executive committee or board, or frequent consultation with and briefing by the executive officer. During these exchanges, Communication personnel are able to perform a valuable service by advising regarding the possible effects of plans and programs on the mission of the Church.

FC 10 Vision

The vision of Communication is to present a favorable image of the Church, its mission, and its life and activities, as well as to assist the Church in being an effective witness of the loving and saving grace of Jesus Christ.

Activities of the department enable “Seventh-day Adventists to communicate hope by focusing on the quality of life that is complete in Christ.” Thus, the Church’s Communication department fulfills a role in effectively promulgating the everlasting gospel and building bridges of hope.

FC 15 Objective

The objective of the department is to reach society, both within the Church and externally, with an open, responsible, and hope-filled communication program through the effective use of contemporary technologies and methods of communication.

FC 20 Responsibility in Achieving the Objective

Communication has committed itself to a program of honest and accurate presentation to establish in the public mind that the Church is a Bible-based Christian church—active, progressive, humanitarian, responsible, respectable, friendly, growing, global, and personally helpful. The department’s commitment will be seen in motivating every Seventh-day Adventist to be an active contributor in communicating the values and mission of the Church.

FC 25 Functions and Services

The communication program includes:

1. News and information services, such as Adventist News Network (ANN), the appointed news agency of the Church.
2. A public relations program which includes promotion of awareness programs aimed at positively representing the Seventh-day Adventists within the community and implementing local and global Church identity programs; and
3. Effective use of media and contemporary communication systems and technologies.

FC 30 Corporate Global Coordination

Effectiveness of the communication ministry requires coordinating media exposure for the global Church. These include:

1. Assistance to communication departments and entities of world divisions in implementing global, corporate communication strategies; and
2. Cooperative involvement with the varied Church communication delivery systems and media entities.

FE

EDUCATION— DEPARTMENTAL POLICIES

FE 05 Seventh-day Adventist Philosophy of Education

FE 05 05 Premises—Seventh-day Adventists, within the context of their basic beliefs, acknowledge that:

1. God is the Creator and sustainer of the entire universe—animate and inanimate.

2. God created perfect human beings in His own image with power to think, to choose, and to do.

3. God is the source of all that is true, good, and beautiful, and has chosen to reveal Himself to humankind.

4. Humans, by their own choice, rebelled against God and fell into a state of sin that has separated them from God and each other, affecting the entire planet and plunging it into the cosmic conflict between good and evil. In spite of this, the world and human beings still reveal, albeit dimly, the goodness and beauty of their original condition.

5. The Godhead met the problem of sin through the plan of redemption. This plan aims to restore human beings to God's image and the universe back to its original state of perfection, love, and harmony.

6. God invites us to choose His plan of restoration and to relate to this world creatively and responsibly until He intervenes in history to bring forth the new heavens and the new earth that is promised in His Word.

FE 05 10 Philosophy—The Seventh-day Adventist philosophy of education is Christ-centered. Adventists believe that, under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in the Bible, in Jesus Christ, and in nature. The distinctive characteristics of Adventist education—derived from the Bible and the writings of Ellen G White—point to the redemptive aim of true education: to restore human beings into the image of their Maker.

Seventh-day Adventists believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting

His character as the ultimate norm for human conduct and His grace as the means of restoration.

Adventists recognize that human motives, thinking, and behavior have fallen short of God's ideal. Education, in its broadest sense, is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world-to-come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator, to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

FE 05 15 Aim and Mission—Adventist education prepares people for useful and joy-filled lives, fostering friendships with God, whole-person development, Bible-based values, and selfless service in accordance with the Seventh-day Adventist mission to the world.

FE 05 20 Agencies of Education—1. *Home*—The home is society's primary and most basic educational agency. Parents are the first and most influential teachers and have the responsibility to reflect God's character to their children. Moreover, the whole familial setting shapes the values, attitudes, and worldview of the young. The church and the school, along with society's other educational agencies, build on and supplement the work of the home. Effective educational work requires collaboration among the home, church, and school.

2. *Local Church*—The local church also has a major assignment in the lifelong educational enterprise. The congregation as a community of faith provides an atmosphere of acceptance and love in which it discipled those within its sphere of influence in a personal faith in Jesus Christ and in a growing understanding of the Word of God. This understanding includes both an intellectual aspect and a life in harmony with God's will.

3. *School, College, and University*—All levels of Adventist schooling build on the foundation laid by the home and church. The Christian teacher functions in the classroom as God's minister in the plan

of redemption. The greatest need of students is to accept Jesus Christ as their personal Savior and commit to a life of Christian values and service.

The formal and informal curricula help students reach their potential for spiritual, mental, physical, social, and vocational development. Preparing students for a life of service to their family, church, and the larger community is a primary aim of the school.

4. *Oversight*—The Church at all levels has oversight responsibility in its respective territories for the healthy functioning of lifelong learning in all three of the above venues. With reference to the school as an educational agency, its functions are ideally accomplished by institutions established by the Church for that purpose. The Church at large should make every effort to ensure that all Adventist children and youth have the opportunity to attend an Adventist educational institution. Realizing, however, that a large percentage of the Church's youth are not enrolled in Adventist schools, the world Church must find ways to achieve the goals of Adventist education through alternative means (e.g., after-school church-based instruction, church-sponsored centers on non-Adventist campuses, etc).

FE 10 The Role of Seventh-day Adventist Schools, Colleges, and Universities

The agencies of Seventh-day Adventist education listed above are in place and operative. The remaining sections of this document develop implications of the Adventist philosophy of education only for schooling. Implications for other agencies remain to be developed.

FE 10 05 Key Components—1. *The Student*—As a child of God, the student is the primary focus of the entire educational effort and should be loved and accepted. The purpose of Adventist education is to help students reach their highest potential and to fulfill God's purpose for their lives. Student outcomes constitute a significant guiding criterion in assessing the health and effectiveness of the school.

2. *The Teacher*—The teacher holds a central place of importance. Ideally, the teacher should be both a committed Adventist Christian and an exemplary role model of the Christian graces and professional competencies.

3. *Knowledge*—All learning is grounded on faith in a certain set of presuppositions or worldview. The Christian worldview recognizes a supernatural as well as a natural order. Adventists define knowledge more broadly than that which is merely intellectual or scientific. True knowledge encompasses cognitive, experiential, emotional, relational, intuitive, and spiritual elements. An acquisition of true knowledge leads to understanding which is manifested in wisdom and appropriate action.

4. *Curriculum*—The curriculum will promote academic excellence and will include a core of general studies needed for responsible citizenship in a given culture along with spiritual insights that inform Christian living and build community. Such citizenship includes appreciation for the Christian heritage, concern for social justice, and stewardship of the environment. A balanced, integrated curriculum will address the major developmental needs in the spiritual, intellectual, physical, social, emotional, and vocational realms. All areas of study will be examined from the perspective of the biblical worldview within the context of the great controversy theme.

5. *Instruction*—The instructional program of the classroom places appropriate emphasis on all forms of true knowledge, purposefully integrating faith and learning. Instructional methodology will actively engage the needs and abilities of each student, giving opportunity to put what is learned into practice, and be appropriate to the discipline and to the culture.

6. *Discipline*—Discipline in a Christian school is built upon the need to restore the image of God in each student and recognizes the freedom of the will and the work of the Holy Spirit. Discipline—not to be confused with punishment—seeks the development of self-control. In redemptive discipline, the student’s will and intelligence are engaged.

7. *School Life*—A blended emphasis of worship, study, labor, recreation, and relationships will characterize the total learning environment with careful attention given to balance. The campus community will be pervaded by joyful spirituality, a spirit of cooperation, and respect for the diversity of individuals and cultures.

8. *Assessment*—The Adventist school, college or university gives clear evidence that it subscribes to an Adventist philosophy of education. Such evidence is found in the written curriculum, in teaching and learning activity, in the campus ethos, and in the testimony of students, graduates, constituents, employees, and the community at large.

Assessment—whether of individuals or institutions—is redemptive in nature and always seeks God’s high ideal of excellence.

FE 10 10 Responsibilities and Outcomes—The Seventh-day Adventist Church has made a commitment to provide a broad education and spiritual formation for its children, youth, and young adults within the context of the Christian worldview. The Church extends this same opportunity to other children and youth of the community who share similar values and ideals. Adventist education seeks to maintain academic excellence in all teaching and learning activities.

1. *Elementary Schools*—The following are the responsibilities and expected outcomes of the Seventh-day Adventist elementary school system:

a. Responsibilities—The Adventist elementary school offers students:

- 1) A climate in which they can understand God’s will, commit their lives to Him, and experience the joy of helping others.
- 2) An organized program leading toward spiritual, physical, mental, social, and emotional development.
- 3) A basic core of skills and knowledge for everyday living appropriate to their age.
- 4) A wholesome appreciation and respect for the home, the church, the school, and the community.

b. Expected Outcomes—Students completing the elementary level at an Adventist school should:

- 1) Have had the opportunity to commit their lives to God through conversion, baptism, service, and a desire to do God’s will in every area of living.
- 2) Demonstrate competence in thinking, communication, and quantitative skills along with other academic areas foundational to schooling at the secondary level.
- 3) Manifest interpersonal skills and emotional growth necessary for healthy relationships with their peers, family, and community.
- 4) Know and practice basic principles of health and balanced living including a wise use of time and entertainment media.
- 5) Develop an appreciation for the dignity of labor along with a general awareness of career options appropriate to their interests and God-given abilities.

2. *Secondary Schools*—The following are the responsibilities and expected outcomes of the Seventh-day Adventist secondary school system:

a. *Responsibilities*—The Adventist secondary school builds on what has been achieved at the elementary level with a focus on values, choices, and Christ-like character, and offers students:

1) A formal and informal curriculum in which academic study, spiritual values, and daily life are integrated.

2) A broad academic and vocational program leading to productive living and satisfactory career choices.

3) Avenues whereby Christian faith is made relevant to their emerging needs, leading to more mature relationships with others and with God.

4) An opportunity to develop a Christian lifestyle of values, service, and witness.

b. *Expected Outcomes*—Students completing the secondary level at an Adventist school should:

1) Have had an opportunity to commit their lives to God and therefore manifest a maturing faith in Him characterized by personal devotion, public worship, service, and witness to others in fulfillment of the Church's mission.

2) Demonstrate competence in communication, quantitative skills, and creative thinking, along with other academic areas that are foundational to excellence in tertiary education and/or the world of work.

3) Demonstrate maturity and Christ-like sensitivity within the family circle, in the choice of friendships, in preparation for marriage, and in broad participation within their church and community.

4) Make good decisions and wise choices in ways that demonstrate their belief in the body as a temple of God. This includes careful use of time and discriminating selection of music, media, and other forms of entertainment.

5) Have developed a strong work ethic functioning competently in everyday life as well as within entry-level work experiences appropriate to their interests and God-given abilities.

3. *Tertiary Institutions*—The following are the responsibilities and expected outcomes of the Seventh-day Adventist tertiary level school system:

a. Responsibilities—Adventist institutions of higher education provide students a unique environment for the pursuit of learning in the arts, humanities and religion, sciences, and various professions, within the perspective of the Seventh-day Adventist worldview. Adventist higher education:

1) Gives preference to careers that directly support the mission of the Church.

2) Recognizes the importance of the quest for truth in all its dimensions as it affects the total development of the individual in relation both to God and to fellow human beings.

3) Utilizes available resources such as revelation, reason, reflection, and research to discover truth and its implications for human life here and in the hereafter, while recognizing the limitations inherent in all human endeavors.

4) Leads students to develop lives of integrity based upon principles compatible with the religious, ethical, social, and service values essential to the Adventist worldview.

5) Fosters—particularly at the graduate level—the mastery, critical evaluation, discovery, and dissemination of knowledge, and the nurture of wisdom in a community of Christian scholars.

b. Expected Outcomes—Students completing the tertiary level at an Adventist institution of higher learning should:

1) Have had the opportunity to commit themselves to God with a desire to experience and support the message and mission of the Seventh-day Adventist Church and to live a principled life in harmony with God’s will.

2) Exhibit proficiency in critical thinking, stewardship, creativity, appreciation of beauty and the natural environment, communication, and other forms of academic scholarship toward fulfillment of their vocations and lifelong learning.

3) Manifest social sensitivity and loving concern for the well-being of others in preparation for marriage and family life, citizenship within a diverse community, and fellowship within the community of God.

4) Maintain a consistent lifestyle that demonstrates a commitment to optimal health practices essential to effective adult living. This includes careful use of time and discriminating selection of music, media, and other forms of entertainment.

5) Answer God's call in the selection and pursuit of their chosen careers, in selfless service to the mission of the Church, and in building a free, just, and productive society and world community.

4. *Lifelong Learning*—Education goes beyond formal schooling. Lifelong learning should meet the needs of both professionals and nonprofessionals:

a. Among professional responsibilities are opportunities for continuing education for certification and career enrichment for educators, clergy, business and health care personnel, and others.

b. In the nonprofessional realm opportunities exist for programs in such areas as local church leadership, family life, personal development, spirituality, Christian growth, and service to the church and the community. Programs need to be developed that utilize both traditional teaching techniques and extension learning through media technology. Formal schooling combines with the other agencies of education in preparing the student for the joy of service in this world and the higher joy of wider service in the world to come.

FE 15 Objectives of Seventh-day Adventist Education

FE 15 05 Elementary and Secondary Education—The Seventh-day Adventist Church desires to provide for all its youth a general 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 church related 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 church related 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. (See also A 15 25.)

FE 15 07 Mid-Level Institutions—Seventh-day Adventist education also offers education that goes beyond secondary level but is less than a bachelor's degree. This education includes diploma teacher training, technical training in building and construction or other professional trades, and non-collegiate hospital-based schools of nursing (FE 30 15). In the context of the Church's philosophy of education, mid-level institutions prepare individuals for the world of work, civic and social responsibility, spiritual dedication, and economic self-sufficiency.

FE 15 10 Higher Education—The Seventh-day Adventist Church operates institutions of higher education for the purpose of providing special opportunities for Seventh-day Adventist youth who have satisfactorily completed secondary school instruction, and who are desirous of pursuing academic disciplines in the liberal arts, obtaining associate or baccalaureate degrees, preparing for lifework, or entering professional or graduate schools.

The church related institutions in their custodial, 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. (See also A 15 30.)

FE 15 15 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. 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. (See also A 15 30.)

FE 20 Educational Administration Outline

FE 20 05 The Department of Education—Purpose—General Conference Education has been entrusted with the overall coordination of the Church’s educational program, working through such administrative authority as is delegated by the various organizational entities of the world Church.

FE 20 10 College and University Boards—1. Purpose—The governing body of a college/university is its board of trustees (in some countries “Board of Governors/Directors” or “University Council,” hereafter referred to as “board” or “trustees”). It is accountable to stakeholders, particularly, students, their parents, and its Seventh-day Adventist Church constituency. The board’s role in governance, with

delegated authority by the constituency, encompasses many duties and responsibilities as incorporated in its constitution and bylaws, and fiduciary obligations in the context of government and accreditation standards. In brief, the board is responsible for strategic direction, alignment with mission and Seventh-day Adventist identity and values, and oversight of the college/university president/vice chancellor/rector, who in turn, is responsible for carrying out the priorities of the board and for managing the day-to-day administration and operations of the institution. Where national regulations require a local governing council, there must be unambiguous role definitions and functions reserved to the board of trustees, for example, the selection of university officers and governing council leadership by the board of trustees rather than by the local governing council.

In countries where the application of these procedures may seriously compromise the ongoing viability of an institution because of the requirements of government and educational agencies, it is recognized that the underlying principles will not differ, however, the application of those principles may vary.

2. **Composition and Structure of the Board of College and University Boards**—Subject to applicable civil laws and regulations, members of the governing boards of Seventh-day Adventist colleges and universities shall be members of the Seventh-day Adventist Church in regular standing. Others may serve in advisory capacities. The basic governance structure of the board includes the positions of board chair, board secretary (usually the college/university president), and board members. These should include division, union, local conference, or local mission/field/section leadership from the college/university territory, and other lay professionals who bring needed expertise in areas such as education, finances, innovation, diversity, fundraising, healthcare, etc. Board actions require a majority vote (or super majority for certain types of votes such as changes to bylaws or removal of officers, trustees, or members of the local governing council). The board performs due diligence through its committee structure and by trustees attending and being prepared for meetings. Depending on their expertise, most require trustees to chair or to serve on at least one committee of the board such as the following:

- Executive Committee
- Academic Committee

Budget, Finance, and Facilities Committee
Audit Committee
Student Services Committee
Ministerial and Theological Education Committee
Research Affairs Committee
Governance Committee
Development Committee
Mission Focus and Spiritual Life Committee
Quality Standards Committee (for health science universities)

3. Duties of the Board—The fiduciary and legal responsibilities of the board of trustees shall be set in the bylaws and include the duties of care, loyalty, and good faith.

a. Duty of Care—To take care of the institution by ensuring prudent use of its assets, including facilities, people, and goodwill such as:

1) To appoint and periodically evaluate a president that upholds the mission, beliefs, and practices of the Seventh-day Adventist Church (in some divisions, to recommend to the division executive committee who in turn appoints the president and other key university officers). Under the leadership of the board chair, offer advice and counsel to the president while delegating institutional management to the president.

2) To oversee processes for appointment and promotion of other administrators, faculty and staff to assure the mission, beliefs, and practices of the Seventh-day Adventist Church in institutional culture.

3) To act as the final authority for college or university business and legal and fiduciary decisions such as acquisition or divestment of principal assets of the institution, although the board may, through the bylaws, delegate certain specific powers and duties to others such as to university administration or the auditor.

4) To approve financial statements, the annual budget, set major program fees, approve the auditor, and receive the audit report.

5) To approve the initiation or closure of academic programs and the awarding of academic and honorary degrees.

6) To support and promote advancement, development, and fundraising; to promote goodwill in the community and beyond.

b. Duty of Loyalty—To ensure that the institution's activities and transactions are, first and foremost, advancing its mission; to

recognize and disclose conflicts of interest; and to make decisions that are in the best interest of the institution and its role in denominational structure (see E 85 Conflict of Interest and/or Commitment regarding service on more than one denominational board).

c. **Duty of Good Faith**—To act honestly and in good faith in the best interests of the institution; to ensure that the institution complies with applicable laws and regulations, its own bylaws, denominational working policy, and accreditation standards; to ensure adherence to the institution’s stated mission, strategic goals and objectives; to establish a policy-based governance system and approve policies related to programs and services in alignment with the mission of the Seventh-day Adventist Church; to receive annual reports regarding fulfillment of Accreditation Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA) accreditation recommendations.

d. To perform other duties and responsibilities as outlined in the institution’s constitution and bylaws and as required by local law.

FE 20 15 General Conference International Board of Education—1. *Purpose*—The General Conference International Board of Education is the primary vehicle through which the General Conference department of Education coordinates Seventh-day Adventist education. It is authorized to act in the areas that are indicated in this *Working Policy*. (Institutions and programs in Ministerial and Theological education are under the purview of the International Board of Ministerial and Theological Education.)

2. *Composition of the Board*—a. The membership of the General Conference International Board of Education shall be designated by the first Annual Council following the General Conference Session. The Education Director, with the Nominating Committee, shall serve to nominate the membership of this board.

b. The General Conference International Board of Education shall be composed of the following members:

*GC Vice President (advisor for education), Chair

*GC Vice Presidents, Vice-chairs (2)

*GC Education Director, Executive Secretary

*GC Education Associate Directors, Assistant Secretaries

*Members of the Executive Committee

*GC Undertreasurer

*GC Treasury Advisor

*GC Health Ministries Director

Board chair of General Conference-operated institution of higher learning (1)

*Presidents of General Conference-operated institutions of higher learning

*North American Division President

Division Education Directors (attending as authorized)

Up to five members, as selected by the Board

Ex officio members:

*General Conference President

*General Conference Secretary

*General Conference Treasurer/Chief Financial Officer

Division Presidents

Invitee:

Office of General Counsel Representative

c. Board members shall hold office between sessions of the first Annual Council following the quinquennial General Conference Session at which time elections take place.

d. Vacancies on the Board shall be filled by the Board for the unexpired term.

e. The Board shall hold regularly scheduled meetings at least once each year. The full Board, including the division directors of education, shall meet at least twice each quinquennium. The chair shall call meetings at such times and places as approved by the General Conference Administrative Committee.

f. A quorum shall consist of one third of the regular membership.

g. The Board may invite consultants to attend as deemed necessary.

3. *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. Its membership shall consist of those marked by an asterisk in paragraph 2. b. A quorum shall consist of seven members.

4. *Duties of Board*—The duties of the General Conference International Board of Education are:

a. To establish general guidelines, coordinate the interrelationship between division programs, and maintain general direction of the education program of the Church.

b. To develop and maintain a comprehensive long-range world master plan subject to regular updating and revision.

c. To approve the establishment or discontinuance of tertiary-level schools and programs, the upgrading of post-secondary institutions, the affiliation of schools across division boundaries, and the implementation of interdivision extended campus programs.

d. To develop funding plans for the support of Seventh-day Adventist education.

e. To require from division departments of education such reports as will enable the Board to perform its duties and functions.

f. To recommend to the division boards of education general personnel policies for teachers, administrators, and related school staff.

g. To coordinate implementation of any approved financial program to assist the school system.

h. To review, through the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, existing programs of instruction, research, and training for denominational service in the schools and advise them regarding desirable change.

i. To commission research on the needs and outcomes of Seventh-day Adventist education and to keep the divisions informed through periodic reports, releases, conferences, and other means.

j. To coordinate all interdivision programs of professional education.

5. *The Executive Secretary*—The Executive Secretary shall be the Director of General Conference Education. He/She, subject to the approval of the Board, shall:

a. Serve as the Secretary of the Board and have custody of its official minutes and seal.

b. Perform, exercise, and discharge the functions, powers, and duties of his/her office within the approved budget.

c. Administer all policies and activities prescribed by the Board.

d. Guide in the development and maintenance of a comprehensive long-range master plan for the Seventh-day Adventist

education program which shall be subject to regular updating and revision.

e. Communicate to the appropriate parties the actions of the Board.

f. Make an annual report to the Board and issue such other reports as the Board shall request or as may be required from time to time.

6. *Board Minutes*—Copies of the minutes of this Board shall be sent to all members. A copy of the minutes of each of the division boards of education shall be filed with this Board.

7. *Finances*—All appropriations and other moneys available to the Board shall be used for the objectives and purposes for which appropriated, subject to any terms, restrictions, limitations, or other requirements imposed. These funds shall be allocated by the Board.

8. *Right of Appeal*—Any action of the Board involving a specific institution or unit may be appealed by the same in writing within 120 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. The Board/Executive Committee in closed session shall then render its decision. In extreme and far reaching decisions, further appeal may be made to the General Conference Executive Committee.

9. *Changes and Amendments*—Any changes or amendments to the organization or working policies of the Board shall have a two-thirds vote of the members present at any duly called meeting. A vote to change or amend shall then be sent to the General Conference Administrative Committee for confirmation at a General Conference Annual Council.

FE 20 20 International Board of Ministerial and Theological Education—1. *Purpose*—The International Board of Ministerial and Theological Education (GCC-B) works in cooperation with the world divisions in providing overall guidance and standards to the professional training that Church-supported institutions offer to pastors, evangelists, theologians, teachers of Bible and religion, chaplains, and other denominational employees involved in ministerial and religious formation. Utilizing existing interconnected institutional boards, policies, standards, and procedures, the board seeks to achieve the following objectives in relation to graduate, undergraduate, and other types of ministerial and theological education:

a. Foster a dynamic theological unity in the world Church.

- b. Sharpen the focus on Seventh-day Adventist message and mission.
- c. Support the spiritual and professional development of faculty involved in ministerial programs.
- d. Promote professional excellence in ministerial training and practice.
- e. Nurture strong collaboration between church leaders, educational institutions, and faculty engaged in the training of ministry.
- f. Energize the spiritual life of Seventh-day Adventist educational institutions through committed faculty.

2. *Composition of the Board*—a. The members of the International Board of Ministerial and Theological Education shall be designated by the first Annual Council following each regular General Conference Session. The Annual Council Nominating Committee, in counsel with administration, the General Conference department of Education, and the Ministerial Association, shall nominate the membership of this board.

b. The International Board of Ministerial and Theological Education shall be composed of the following members, at least six of whom shall be women:

GC President or designee, Chair

*GC Vice President (advisor for education), Vice-chair

*GC Vice President (advisor for Ministerial Association), Vice-chair

*GC Education Director, Secretary

*GC Ministerial Association Secretary, Associate Secretary

*GC Vice President (advisor for Biblical Research Institute)

*GC Secretary

*GC Treasurer/Chief Financial Officer

*GC Adventist Chaplaincy Ministries Director (or designee)

*GC Biblical Research Institute Director

Division Presidents

*GC Education Associate Directors

*GC Ministerial Association Associate Representative

*One full professor, who teaches in an accredited ministerial and religious formation program

*See paragraph 4. for composition of Executive Committee.

Two chairpersons of undergraduate programs in ministerial and religious formation

Five presidents/deans of seminaries and universities offering denominationally recognized doctoral programs in ministerial formation

Two deans of graduate programs in ministerial and religious formation

Three faculty, who teach in ministerial and religion programs, accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, at or above the rank of associate professor

Six individuals experienced and active in ministerial formation (pastors, chaplains, Bible instructors, etc)

Up to four additional members, as selected by the board

Invitee:

Office of General Counsel Representative

c. Board members shall hold office for five years.

d. Vacancies on the board shall be filled by the board for the unexpired term.

e. Each world division shall designate one consultant to the board who will attend meetings as authorized by the employing organization.

3. *Meetings*—The board shall hold regularly scheduled meetings at least once each year. A quorum shall consist of one-third of the regular membership.

4. *Executive Committee*—The executive committee of the board shall consist of the members marked with an asterisk under paragraph 2. above, plus up to nine members selected by the board. The executive committee shall meet as necessary between the sessions of the board and shall operate within the powers designated to it by the board. A quorum shall consist of one-third of the members.

5. *Duties of the Board*—a. To establish the general goals and objectives for Seventh-day Adventist undergraduate and graduate education for pastors, evangelists, theologians, teachers of Bible and religion, chaplains, and other denominational employees involved in ministerial and religious formation in the world field.

b. To establish a basic series of subject areas and requisite content as well as to develop guidelines and core standards for faculty

selection and student entry into programs that will meet the needs of the field and foster the mission of the Church through undergraduate and graduate programs for denominational employees involved in ministerial and religious formation.

c. To provide guidelines to be used by the division boards of Ministerial and Theological Education to endorse faculty, including the design of the faculty application procedure for denominational endorsement.

d. To arrange for surveys and to grant recognition to new programs designed to prepare denominational employees involved in ministerial and religious formation, as recommended by the respective division Board of Ministerial and Theological Education, and then to recommend the new programs to the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

e. To facilitate the exchange of endorsed faculty from among the recognized programs offered in the world divisions.

f. To affirm the faculty authorized to teach in these programs at General Conference educational institutions through the process of denominational endorsement voted by this board. This endorsement may be valid for up to five years, as long as the faculty member is teaching in the program for which he/she was endorsed and may be renewed.

g. To recommend to the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities the criteria for the accreditation of seminaries, schools, and departments offering undergraduate and graduate programs designed to prepare denominational employees involved in ministerial and religious formation, and to cooperate with the Association in conducting accreditation visits.

6. *Accreditation*—Seminaries, schools, and departments offering undergraduate and graduate programs for denominational employees involved in ministerial and religious formation shall follow the process of accreditation outlined by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

7. *Handbook*—The goals, objectives, standards, criteria, and procedures relating to the duties of this board are included in the *Handbook of Seventh-day Adventist Ministerial and Theological Education*.

8. *The Secretary*—Subject to the approval of the board, the secretary shall perform the following executive responsibilities:

- a. Administer all policies and activities prescribed by the board.
- b. Record and have custody of the official minutes.
- c. Communicate to the appropriate parties the actions of the board.
- d. Advise in the development and maintenance of a comprehensive master plan for institutions and programs designed to prepare denominational employees involved in ministerial and religious formation.

9. *The Associate Secretary*—Subject to the approval of the board and in consultation with the Secretary, the Associate Secretary shall assist him/her in the fulfillment of his/her duties.

10. *Staff of the Board*—The elected members of the General Conference department of Education and of the Ministerial Association shall serve as the staff of the board.

11. *Right of Appeal*—Any action of the board involving a specific institution or program may be appealed by the same in writing, through the respective division Board of Ministerial and Theological Education, within 120 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. The board, in closed session, shall then render its decision. In extreme and far-reaching decisions, further appeal may be made to the General Conference Executive Committee.

12. *Changes and Amendments*—Any changes or amendments to the organization or policies of the board shall have a two-thirds majority vote of all the members present at any duly called meeting. A vote to change or amend shall then be sent to the General Conference Administrative Committee prior to confirmation at an Annual Council.

FE 20 25 Division Boards of Ministerial and Theological Education—1. *Purpose*—The division boards of Ministerial and Theological Education provide, within their respective territories, oversight, supervision, guidance, and coordination to the preparation that Church supported institutions offer to pastors, evangelists, theologians, teachers of Bible and religion, chaplains, and other denominational employees involved in ministerial and religious formation. Working in cooperation with the International Board of Ministerial and Theological Education and educational institutions through interconnected boards,

policies, standards, and procedures, these boards seek to achieve the following objectives in relation to graduate, undergraduate, and other types of ministerial and theological education:

- a. Foster a dynamic theological unity in the world Church.
- b. Sharpen the focus on Seventh-day Adventist message and mission.
- c. Support the spiritual and professional development of faculty involved in ministerial programs.
- d. Promote professional excellence in ministerial training and practice.
- e. Nurture strong collaboration between church leaders, educational institutions, and faculty engaged in the training of ministry.
- f. Energize the spiritual life of Seventh-day Adventist educational institutions through committed faculty.

2. Composition of the Division Boards—*a.* The members of each division Board of Ministerial and Theological Education shall be designated by the division executive committee at its annual meeting following each regular General Conference Session. The division nominating committee, in counsel with administration, the department of Education, and the Ministerial Association, shall nominate the membership of this board.

b. Each division Board of Ministerial and Theological Education shall be composed of the following members, at least three of whom shall be women:

- Division President or designee, Chair
- Division Vice President or Secretary, Vice-chair
- Education Director or Ministerial Association Secretary, Secretary
- Ministerial Association Secretary or Education Director, Associate Secretary
- Division Secretary
- Division Treasurer/Chief Financial Officer
- Adventist Chaplaincy Ministries Director
- Appropriate representation from union/conference leadership
- Appropriate representation from faculty who teach in ministerial and religion programs, accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, of which at least four are at or above the rank of associate professor
- Pastors and front-line denominational employees

Active laypersons

Up to two additional members, as selected by the board

c. Board members shall hold office for five years.

d. Vacancies on the board shall be filled by the division executive committee for the unexpired term.

3. Meetings— The board shall hold regularly scheduled meetings at least once each year.

4. Executive Committee—The board may appoint an executive committee to meet as necessary between sessions of the board and to operate within the powers designated to it by the board.

5. Duties of the Board—
a. To establish division-specific goals and objectives of Seventh-day Adventist training for leaders in ministerial and religious formation which are congruent with those established by the International Board of Ministerial and Theological Education.

b. To authorize programs for the development of leaders in ministerial and religious formation as follows:

1) Designate the institution(s) in which education for leaders in ministerial and religious formation will be offered.

2) Review and recommend to the International Board of Ministerial and Theological Education new undergraduate and graduate programs designed to prepare leaders in ministerial and religious formation, as proposed by institutional boards where such programs are to be offered.

c. To consult with leaders and faculty of institutions, schools, and departments offering programs for students in pastoral ministry, theology, Bible/religion teaching, and chaplaincy, in order to:

1) Provide guidelines for the selection of faculty in such programs.

2) Establish requirements for admission of students into these programs.

3) Stipulate subjects, in addition to those determined by the International Board of Ministerial and Theological Education, as may meet the division's specific needs for such students.

4) Provide guidance to each institution on the design of the overall curriculum for the training of leaders in ministerial and religious formation.

5) Design, in consultation with the field, the internship for each of the areas referenced in paragraph 5. c. above.

6) Establish a program of quality assurance and monitor expectations necessary for employment.

7) Encourage the employment by denominational entities only of those persons who have completed training conducted by institutions offering programs as outlined by this board.

8) Develop guidelines for the educational development of individuals employed in ministry who have not completed training in denominational institutions.

d. To respond to the recommendation(s) received from the institutional search committee for candidates to serve as seminary president, dean of school of theology, or religion/theology department chair. This search committee, appointed on the joint initiative of the institutional head and institutional board chair, shall include adequate representation from the institution, church leadership, and this board. Final action on filling the vacancy will be taken by the institutional board.

e. To affirm the faculty authorized to teach in these programs through a process of denominational endorsement implemented by this board, as recommended or authorized by the International Board of Ministerial and Theological Education. This endorsement may be valid for up to five years, as long as the faculty member is teaching in the program for which he/she was endorsed, and it may be renewed.

f. To cooperate with the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities in conducting accreditation visits to institutions offering degree programs in Bible/religion/theology.

6. Alternative Procedures—Divisions wishing to operate under alternative procedures to those described under paragraphs 5. c., 5. d., and 5. e. above may do so provided the following is observed:

a. The alternative procedures lead to the achievement of the same objectives as those of the international and the division boards of Ministerial and Theological Education (see paragraphs 1. a. to 1. f. above).

b. The proposed alternative procedures are submitted to and authorized by the International Board of Ministerial and Theological Education before they are implemented.

7. *Right of Appeal*—Within 120 days of the division Board of Ministerial and Theological Education issuing a decision, the involved institution may request reconsideration of the decision by the division

Board of Ministerial and Theological Education provided the request is based on new information. Such review may be supported by representation of no more than three persons appearing before a meeting of the division Board of Ministerial and Theological Education. The division Board of Ministerial and Theological Education in executive session shall then render its final decision. If, after the final decision is rendered by the division Board of Ministerial and Theological Education, the matter is not resolved, written appeal by the institution may be made to the International Board of Ministerial and Theological Education which shall have discretion to determine whether to accept the appeal for review.

FE 20 30 Committee on Seventh-day Adventist Health Professional Education—1. *Purpose*—The General Conference Executive Committee on Seventh-day Adventist Health Professional Education, operating with delegated authority from the General Conference International Board of Education, is responsible for developing standards and guidelines and coordinating the Church's post-secondary degree programs for the training of health professionals.

2. *Functions*—This committee shall exercise the following main functions:

a. Establish, recommend, and monitor educational standards in health professional programs such as medicine, nursing, and public health, considering international needs and resources.

b. Evaluate, screen, and endorse, for the International Board of Education, proposed new doctoral and equivalent programs in health professional fields.

c. Assist the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities in appointing accrediting teams, which will include health specialists, to conduct evaluations of health professional programs at colleges, universities, and hospitals.

3. *Membership*—a. The membership of this committee shall be appointed by the International Board of Education soon after each regular General Conference Session, with the counsel of the directors of the General Conference departments of Education and Health Ministries.

b. The membership of this committee shall include the following persons:

General Conference Health Ministries Director, Chair

General Conference Health Ministries Associate Director, Vice-chair

General Conference Education Director, Secretary
Deans of Seventh-day Adventist schools of medicine (3)
Deans or directors of graduate nursing programs (2)
Deans or directors of graduate programs in other health areas (4)
Health professional lay members not employed by the Church (2)
Representation from divisions with large numbers of health
profession programs not already represented (Up to 6)

Invitees:

General Conference Associate Health Ministries Directors,
General Conference Associate Honorary Health Ministries
Directors, General Conference Associate Education Directors

c. Committee members shall hold office until the first Annual Council following the next quinquennial General Conference Session, at which time elections take place.

d. Vacancies on the committee shall be filled by the General Conference Executive Committee for the unexpired term.

4. *Meetings*—This committee shall meet in conjunction with the first Spring Meeting following General Conference Session and every alternate year thereafter during a quinquennium. Other meetings during the course of the quinquennium will be scheduled as needed.

FE 20 35 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 owned by Seventh-day Adventist Church entities. It also reviews and endorses the accreditation of secondary schools and mid-level institutions owned by the Church, as recommended by the Commissions on Accreditation of the divisions (see FE 20 40). The Commission on Accreditation of each division is responsible for the denominational accreditation of primary schools owned by the Church in its territory. 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. To be recognized as an official Seventh-day Adventist educational institution, each Seventh-day Adventist educational institution shall seek accreditation from the Accrediting

Association of Seventh-day Adventist Schools, Colleges, and Universities prior to the commencement of operations.

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, General Conference Education
- *Executive Secretary, an associate director, General Conference Education
- *The General Conference vice presidential advisor(s) for education
- *Treasury advisor
- *Associate directors of the General Conference Education
- *The division directors of education (attending as authorized)
- One college/university board chair
- One college/university president
- One college/university academic vice president/dean
- One college/university registrar or admissions officer
- One college/university finance officer
- One college/university dean/department chair of education
- One union director of department of education
- One conference or mission/field/section superintendent/director of department of education
- General Conference Adventist Chaplaincy Ministries Director (or designee)
- Three individuals with international experience in Adventist education at least two persons engaged in education not employed by the Church
- Ex officio members:
 - General Conference President
 - General Conference Secretary
 - General Conference Treasurer/Chief Financial Officer
- Invitees:
 - Adventist Risk Management representative

*Members of the Executive Committee

General Conference Auditing Service representative
Office of General Counsel representative

b. Vacancies shall be filled by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities for unexpired terms.

3. *Staff*—The director and the associate directors of the General Conference department of Education serve as the staff of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

4. *Procedure*—The staff of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall, in consultation with the divisions' directors of departments of education, appoint committees responsible for the evaluation of tertiary institutions. These evaluation committees shall usually include a member of the General Conference department of Education staff. *The Handbook of Accreditation*, produced by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, will assist institutions and evaluation committees in accomplishing the purposes of denominational accreditation.

Not later than two months after completing an evaluation visit, the chair of the evaluation committee involved shall submit to the executive secretary of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities a written report of the visit, accompanied by the committee's recommendation regarding the terms of (re)accreditation of the institution and its programs. The recommendation may include the requirement of an interim visit or another option. A copy of the evaluation committee's report will also be sent to the division department of education director as well as to the chief administrator and board chair of the institution visited.

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, at its next meeting, will review and act upon the recommendation received from the evaluation committee. The decisions of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall be communicated to the chair of the board of the institution involved, to its chief administrator, and to the department of education director of the respective division. The chair and the executive secretary of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall issue and mail

the appropriate certificate of accreditation. Only those institutions holding current denominational accreditation shall be eligible to receive denominational subsidies.

5. *Focused Evaluation Visit*—In addition to the full evaluation and the interim evaluation visits conducted by an evaluation committee appointed by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, in consultation with the department of education director of the respective division, may approve an evaluation visit to focus on and respond to any of the following:

a. An invitation extended by the administration and/or the board of an accredited institution seeking counsel on an issue of institutional concern.

b. Substantive change in the pattern of governance of the educational institution which negatively affects its operation or the quality of its programs.

c. The receipt of reliable information, providing evidence of significant institutional noncompliance with accreditation criteria since the last evaluation visit, which leads the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities to conclude that a focused evaluation visit is advisable.

In response to paragraphs b. and c. above, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities chair and executive secretary will send a letter of inquiry to the board chair and the chief administrator of the accredited institution, with a copy to the division department of education director, outlining the issue at hand and requesting a formal response within 30 days. On the basis of the response received, and in consultation with the division department of education director, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities staff will decide whether the answer clears the issue or whether additional information is required and/or a focused evaluation visit is warranted. If the staff agrees to recommend a focused evaluation visit, all members of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities will be contacted, and a two-thirds vote of members casting a ballot will be required to proceed with the visit within 60 days of the action. Travel expenses for the focused evaluation visit will be the

responsibility of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. The written report of the focused evaluation visit, with recommendations, will be considered by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities for appropriate action.

6. *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 Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

b. The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities may invite consultants to attend as deemed necessary.

c. The Executive Committee of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities shall consist of those members marked by an asterisk in paragraph 2. a. above. It shall meet as necessary between the sessions of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and shall operate within the powers delegated to it by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

7. *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*.

8. *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* and the *Seventh-day Adventist Yearbook*, and publicized through other means.

9. *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.

FE 20 40 Commissions on Accreditation—Each division shall have a Commission on Accreditation. The membership of these commissions shall be nominated by the division department of education, appointed

by the division executive committee, and endorsed by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. The director and associate directors of the General Conference department of Education shall be ex officio members of all division commissions on accreditation. In the case of an entity attached directly to the General Conference, the Commission on Accreditation shall be appointed by the respective Oversight Committee or, in the absence of such an Oversight Committee, by the General Conference Administrative Committee.

The general functions and duties of the commissions shall include the following:

1. To establish guidelines for the denominational accreditation of secondary schools, mid-level institutions, and primary schools, pre-schools, and early childhood education centers owned and operated by the Seventh-day Adventist Church, and the programs in their territory, including criteria and procedures for evaluation visits. These guidelines, criteria, and procedures shall become operational once they have been reviewed and approved by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

2. To appoint survey, evaluation, and inspection committees, as may be needed. Travel expenses shall be covered by the employing organization and entertainment by the institution visited. In special cases, the Commission on Accreditation shall make the necessary arrangements.

3. To forward to the executive secretary of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities the names of the secondary schools and mid-level institutions recommended by the Commission on Accreditation for (re)accreditation, along with the respective accreditation terms.

4. To periodically reevaluate the quality and effectiveness of existing institutions and programs.

5. To utilize the “AAA” or “Adventist Accrediting Association” name and logo as approved by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

FE 20 45 Nondenominational Accreditation—1. Officialization by an agency, bureau, or department of government shall be undertaken only with the approval of the division, upon recommendation of the union conference or union mission/section in which the school is located.

2. Accreditation by nongovernmental agencies or organizations shall be sought only with the approval of the union conference or union mission/section in which the school is located, upon recommendation of the board of control of the school, or as division policies may direct, except for General Conference institutions, in which case accreditation or change in status with accrediting agencies shall be sought only with the approval of the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

FE 20 50 Affiliation Procedures—When an affiliation between two Seventh-day Adventist tertiary institutions is being established, the following procedure shall be implemented:

1. Upon authorization of their respective boards of trustees, two tertiary institutions establishing an affiliation should request their respective division boards of education and/or commissions on accreditation (in the case of General Conference institutions, the General Conference International Board of Education) to approve the affiliation.

2. If the division boards of education and/or commissions on accreditation recommend the affiliation, the affiliating institution will forward one signed affiliation document to the General Conference International Board of Education for approval.

3. The General Conference International Board of Education will review:

- a. The substantiated needs of the affiliated institution,
- b. The impact of the agreement on the affiliating institution,
- c. The impact of the affiliation in relation to the current world

needs in tertiary education.

4. In preparing the affiliation document, the two institutions concerned should consider the following and incorporate them into an affiliation contract:

- a. The needs of the affiliated institution,
- b. An outline of the program(s) to be established,
- c. Service to be received/rendered by both institutions,
- d. Responsibilities of each institution and other parties

concerned,

e. Financial commitments of all the parties involved in the affiliation.

FE 20 55 Division Board of Education—1. *Purpose*—Each division shall appoint a division board of education to coordinate the

denominational activities and programs conducted in its territory. (If convenient, divisions may appoint two boards of education—one for the elementary and secondary levels and another for the post-secondary level.) These division boards of education report to their division executive committees and, on post-secondary matters as specified by policy, to the General Conference International Board of Education.

2. *Membership*—The membership of these boards shall be appointed by the division executive committee with the division president or his designee serving as chair and the division director of education as executive secretary. The membership shall include representatives from union departments of education, major educational institutions, and the General Conference Education liaison for that division.

3. *Meetings*—These boards shall meet in full session at least once each year. Meetings of the executive committee of the boards may be called on authorization of the division executive committee.

4. *Functions*—The functions of the division boards of education shall be in harmony with the educational policies of the International Board of Education and shall include the following:

a. To develop plans, guidelines, policies, standards, and practices for all the educational institutions, programs, and activities in their territories.

b. To advise division leadership in the development of the educational budget.

c. To approve the establishment of new and the closure of existing educational institutions, and the upgrading of schools in their territories.

d. To coordinate the selection and development of textbooks, manuals, guides, and other publications as needed.

5. *Authority Delegated by the International Board of Education*—Division boards of education shall be authorized by the International Board of Education, upon request by the division board of education with demonstration of eligibility, to approve, revise, and close undergraduate programs; and to approve and, as necessary, close undergraduate professional institutions that offer programs of study leading to certificates, preparation for licensure, or other credentials below the graduate level. This authorization shall be ongoing as the division board of education continues to meet the requirements for eligibility. To be

authorized by the International Board of Education to perform these functions, the division board of education must:

a. Demonstrate through its policies and practices that its mission and scope are consistent with International Board of Education and International Board of Ministerial and Theological Education policies for assuring the theological faithfulness and academic quality of its educational programs.

b. Demonstrate standards and processes for performing these functions at levels that are generally accepted for international higher education in accordance with International Board of Education and International Board of Ministerial and Theological Education policies, and policies of the division's respective governmental agency as required.

c. Provide written procedures that describe, officially and publicly:

1) The division's policies, processes, and procedures that govern decision-making for these functions.

2) The levels of approval available, scope of approval that may be granted, and evaluation standards and criteria used for decisions for approval, revision, and closure of programs and institutions.

d. Maintain policies and procedures for self-evaluation by programs and institutions, in addition to on-site review by visiting teams that include representation from the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and International Board of Ministerial and Theological Education.

e. Establish specific goals and objectives for Seventh-day Adventist education within the division which are congruent with those of the International Board of Education.

f. Approve post-secondary undergraduate programs, with authorization from the International Board of Education, as follows:

1) Designate the institution(s) in which specific programs of study will be offered.

2) Review proposals from tertiary institutions and approve undergraduate programs.

3) Report to the International Board of Education approval of undergraduate programs prior to their start up.

g. Consult with General Conference Education and administrators and faculty of higher education institutions in order to:

1) Provide guidelines for the selection of faculty in undergraduate programs.

2) Establish requirements for admission of students into undergraduate programs.

3) Stipulate undergraduate programs, as necessary, in consultation with the International Board of Education, to meet the needs of the world Church.

4) Provide guidance to each institution on the design of the overall curriculum for undergraduate programs.

5) Establish, in consultation with the International Board of Education, a system of quality assurance that demonstrates accountability within the division and to the world Church; and establish a system of self-scrutiny by the division board of education and the tertiary institutions of the division for monitoring processes and outcomes of program decisions for approval, revision, and closure.

6) Maintain separate guidelines, policies, and processes for the establishment of undergraduate professional institutions that offer programs of study leading to certificates, preparation for licensure, or other credentials below the graduate level.

h. Cooperate with the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities in conducting accreditation visits to tertiary institutions.

i. Support and hold educational institutions accountable for responding to the recommendation(s) received from the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

6. *Exemptions from International Board of Education/International Board of Ministerial and Theological Education Site Visits for New Programs*—A site visit will be scheduled for proposed academic programs, unless one of the following criteria is met:

a. The institution

1) is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities under Form B, with the external academic review processes which that designation entails and

2) already offers well-established programs in the given modality within the discipline of the proposed program at the same academic level (e.g., bachelor's, master's, doctoral) of the new program.

b. The division request for the approval of new undergraduate degrees has been granted by the International Board of Education or the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities has granted systems review approval for the institution. Professional degrees in theology, education, medicine/healthcare are not automatically exempt from a site visit.

7. *Right of Appeal*—Within 120 days of the division board of education issuing a decision, the involved institution may request reconsideration of the decision by the division board of education provided the request is based on new information. Such review may be supported by representation of no more than three persons appearing before a meeting of the division board of education. The division board of education in executive session shall then render its final decision. If, after the final decision is rendered by the division board of education, the matter is not resolved, written appeal by the institution may be made to the International Board of Education which shall have discretion to determine whether to accept the appeal for review.

8. In countries where the application of these procedures may seriously compromise the ongoing viability of an institution, because of the requirements of government and educational agencies, it is recognized that while the underlying principles will not differ, however, the application of those principles may vary.

FE 20 60 The Union Board of Education—1. In every union there shall be organized a union board of education.

2. This board shall be made up of the following members: the union director of education, the conference or mission/field/section education superintendents, the local conference or local mission/field/section secretary treasurer, the members of the union committee, the president, academic dean, dean of students, and directors of elementary and secondary teacher education of the college serving the union, the principals of the senior academies, and the local and/or union elementary supervisors.

3. The union president shall be the chair ex officio of this board.

4. The board shall have regular times of meeting, at least one meeting a year.

5. The functions and responsibilities of the union board of education shall be as follows:

a. To act as an advisory committee for the union committee on all types of educational problems, policies, standards, and practices.

b. To advise union leadership in the development of the educational budget.

c. To authorize the teaching of secondary subjects in intermediate schools and junior and senior unaccredited academies.

6. Actions of the union board of education, before becoming operative, shall be approved by the union committee.

7. In order to be valid, the actions, policies, and standards adopted by the union board of education must be in harmony with the educational policies of the General Conference.

FE 20 65 Home and Parent Education—The promoting and fostering of home and parent education shall be a regular part of the work of the departments of education at the General Conference, union, and local conference or mission/field/section levels. Classes in home and parent education shall be conducted in the churches; and Home and School institutes, in the conferences or missions/fields/sections.

FE 25 Establishing New or Elevating Existing Secondary Schools, Colleges, and Universities

In order to coordinate the denomination's educational effort, and to avoid misunderstandings, plans to establish new or expand existing schools shall not be implemented or publicized prior to final approval by the appropriate governing bodies.

FE 25 05 Colleges and Universities—The recommendation of the General Conference department of Education and the approval of the division and General Conference committees, through their respective boards of education, shall be required for locating and establishing new educational institutions or raising to a higher educational level all denominationally operated junior colleges, colleges or universities.

Divisions desiring to establish a college or 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. Requests to the General Conference department of Education for authorization to establish a college or 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, the projected changes should be clearly indicated in the inspection report along with present and projected scholastic levels expected of students attending the school.

Recommendation to the General Conference or division boards of education by the General Conference department of Education for approval of the request to establish or upgrade an existing educational institution shall, if granted, constitute permission to operate within the described limitations for a two-year probationary period. During the school year immediately following the two-year probationary period the administrative officers of the university, college or secondary school shall make application through channels for accreditation and/or approval by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

FE 25 10 Secondary Schools—The approval of the division executive committee is required for the founding of secondary schools, the elevation of a junior academy or high school to a senior academy or high school status, or the reorganization of a day school to a residence operation. The following procedure shall be followed:

1. A local conference, local mission/field/section, or region/field station wishing to open a new secondary school or to elevate an elementary school or junior academy to the status of an academy or high school or to make a boarding school from an existing day school shall make application to the union conference or union mission/section department of education with supporting data indicating the present and projected enrollment, the educational program proposed, the housing currently available and projected, the adequacy of financial support available, and such other data as may be called for in the application.

2. Union conference or union mission/section approval shall be granted only after the conference, mission/field/section, or region/field station has satisfied the union board of education and the union committee that the proposed new school shall, within two years, satisfy the requirements of the minimum standards currently voted by the Accrediting Association of Seventh-day Adventist Schools, Colleges,

and Universities for schools of the level for which the application is being made.

3. Upon approval of the conference, mission/field/section, or region/field station application for a new or existing school's elevation to academy or high school status by the union conference or union mission/section committee, the application with supporting documents and official request for the appointment of a survey committee shall be forwarded to the division. The survey committee will conduct an on-the-spot inspection to determine the advisability of accepting or deferring action on the application.

4. The division executive committee, in counsel with its department of education, will appoint an inspection committee, including the division director of education, representation from the General Conference department of Education whenever possible, the director of the department of education of the union conference or union mission/section initiating the request, a representative of the administrative staff of the nearest Seventh-day Adventist college or university, and the president and superintendent of education of the conference, mission/field/section, or region/field station superintendent initiating the application.

5. After convening at the site of the proposed new or altered secondary school, the survey committee will forward the results of their study and recommendations to the division department of education. After consideration by the division department of education, official departmental recommendation for disposal of the application to establish or elevate a school will be forwarded to the division executive committee for final action and notification of the conference, mission/field/section, or region/field station originating the application.

6. Approval of the application to operate an academy or a high school, if given, shall be for a two-year probationary period. A junior academy applying for permission to offer eleventh grade (or equivalent) must be offering twelfth grade within a two-year period. At the end of the two-year probationary period, application must be made for accreditation and recognition by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities through the division commission on secondary education.

FE 25 15 Joint Operation of Secondary Schools—In the joint operation of academies and/or secondary schools where more than one

conference, mission/field/section, or region/field station within a union elects to operate an academy, the following policy shall apply:

1. Joint operation of secondary schools by conference, mission/field/section, or region/field station shall be only by authorization of the division executive committee. Application for a joint operation should be channeled through the division department of education to the division executive committee.

2. Such joint operation will be based on a carefully worded, well understood, written plan approved by each of the participating organizations.

3. A single operating board should function as in any academy. Membership of the board should be constituted by the number of representatives mutually agreed upon by each organization participating in the operation. The chair and vice chair shall be determined by the union committee.

4. Operating subsidies, capital improvement assessments, and all other financial assessments shall be distributed according to the previously agreed upon basis, such as according to membership or title income of each organization.

5. Conference or Mission/Field/Section superintendents of education or region/field station superintendent for each organization with the union director of education will by virtue of their office be members of the joint operating board. Relations with the union will be the same as if operated by a single conference, mission/field/section, or region/field station.

FE 30 Schools of Nursing

FE 30 05 Organization and Administration—1. Nursing education is one of the delegated functions of the board of the educational or medical institution concerned. The initiation of a nursing school, the pattern on which it is to develop, the standards on which it will be conducted, major changes in the plan of instruction, employment of the leading personnel, approval of its financial policies and its budgets, are all matters of direct concern to the board and will be dealt with only on board approval. Such schools must satisfy the minimum set of standards established by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

2. Once the nursing school is established, student admissions, matters of educational and instructional procedure, curriculum content, class schedules, graduation, and work hours of students are matters under the administration of the faculty.

3. All schools of nursing should operate on a budget, which will appear as part of the general budget of the college or hospital concerned.

FE 30 10 Collegiate Schools of Nursing—Collegiate schools of nursing are under the direction of the educational institutions of which they are a part. Administration of that portion of the collegiate school's activities accomplished in the hospital will be the joint responsibility of the college and the hospital and will be conducted in harmony with the administrative policies of the institution.

FE 30 15 Noncollegiate Schools of Nursing—1. The noncollegiate school of nursing, while a function of and operated by the hospital concerned, is also an educational unit operated as such under policies set up by the general board of the hospital.

2. Such a school of nursing is under the administration of a dean or director assisted and counseled by a faculty which includes, besides the officers of the school of nursing, the medical director or the administrator or business manager of the hospital, the director of nursing instruction, lecturers and instructors in nursing subjects, preceptress, supervisors, and other personnel directly associated with the teaching of nurses. These, too, may apply for accreditation with the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

FE 32 Schools of Medicine, Dentistry, and Pharmacy

FE 32 05 Organization and Administration—1. Early consultation from the General Conference departments of Education and Health Ministries is required to prepare the application for establishing a school of medicine, dentistry, or pharmacy. Candidacy of such a school will be considered by the Committee on Seventh-day Adventist Health Professional Education and the International Board of Education only on approval of the institutional board and division board of education. Such schools must apply for and satisfy the minimum set of standards established by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities prior to initiation of the school.

2. Once the school of medicine, dentistry, or pharmacy is established and full accreditation has been obtained from the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, student admissions, matters of educational and instructional procedure, curriculum content, class schedules, graduation, and work hours of students are matters under the administration of the teachers and educational institution of which they are a part. Administration of that portion of the school's activities accomplished in the hospital(s) will be the joint responsibility of the college and the hospital(s) and will be conducted in harmony with the administrative policies of the institution, as outlined in a Memorandum of Agreement or contract with the hospital(s), including financial provisions.

3. All schools of medicine, dentistry, or pharmacy should operate on a budget, which will appear as part of the general budget of the college or university concerned.

FE 35 Relationship of Griggs University and International Academy to Other Schools

Academies and colleges shall accept the credits of Griggs University and International Academy as of comparable academic value to credits earned in the regular classroom. In bulletins and other publicity mediums, 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 beginning of the school year.

FE 40 Bible Teachers

The evangelistic and pastoral functions of classroom Bible teaching are recognized as vital and integral parts of the Seventh-day Adventist

ministry. In recognition of the importance of Bible teaching the following has been adopted:

1. Classroom Bible teaching is recognized as requiring particular abilities and professional training, and college students who give evidence of potential ability as Bible teachers are encouraged to add such training into the regular preparation for a place in the ministry.

2. The division education advisory committees shall set the standards for Bible teaching on various levels of instruction.

3. Committees responsible for granting licenses should consider granting a ministerial license to beginning Bible teachers who have had professional training for Bible teaching or the ministry.

4. Prospective secondary Bible teachers should spend some time in the pastoral evangelistic ministry before the beginning of, or concurrently with, their work in the classroom.

5. Beginning Bible teachers should have the opportunity of an apprenticeship in the classroom under the supervision of experienced instructors.

6. Conference, Mission/Field/Section, or Region/Field station administrations and controlling boards of institutions should foster the Bible teachers' growth by arranging for them to obtain experience in public evangelistic soul winning, either in connection with their work or during school vacation periods.

7. Bible teachers who meet the criteria for ordination and have given clear evidence of their call as ministers in public evangelistic soul winning, and in their influence and counseling on the campus and in the classroom, should be regarded as candidates for ordination.

FE 45 Admittance of Non-Adventist Children to Church Schools

Church schools should exercise extreme care to admit only those non-Adventist students who will fit into the school program and who can benefit from it. No non-Adventist students should be admitted from other schools without first receiving cumulative and/or scholastic records and character references.

FE 50 Affiliation with Other School Systems

Schools owned and operated by the Seventh-day Adventist Church shall secure approval from the union/division board of education and in the case of higher education, through to the International Board of Education, prior to effecting any affiliation or memorandum of understanding for coursework or a joint degree with a non-Adventist school system (elementary, junior high, senior high school, or higher education). The affiliation or memorandum of understanding will ensure alignment of Seventh-day Adventist philosophy, a biblical worldview, ensure legal protections as a faith-based institution, and provide evidence of significant benefit to the Adventist institution.

FE 55 Preschool Education

The Seventh-day Adventist Church believes that every child should receive home education with parental instruction wherever possible and as long as possible prior to enrollment in the formal school program. However, trends in government educational planning indicate the approach of compulsory preschool education. The General Conference department of Education shall make the following provision for the development of a program of kindergarten education (one year before the first grade) where such early preschool education is required or where deemed necessary.

FE 55 05 Kindergarten—1. When a conference, mission/field/section, or region/field station-authorized program of preschool kindergarten education is adopted, it shall become an integral part of the department of education of the conference, mission/field/section, or region/field station, and shall be fostered, controlled, and financed in the same way as the regular elementary education program.

2. Guidance personnel and teachers in college and university education departments shall encourage suitable individuals to qualify as kindergarten teachers.

3. The department of Education will establish standards for kindergarten facilities, equipment, and the instruction to be given.

4. Standards of certification for kindergarten teachers will be established by the department of Education.

FE 55 10 Nurseries and Day Care Centers—Day care centers and/or nurseries may be provided where desirable. These should be established in consultation with the department of Education and staffed by trained personnel who will emphasize spiritual and moral values. The department of Education shall prepare syllabi to include material from Ellen G White’s writings on child care and development.

FE 60 Teachers—Employment Conditions of Elementary School or Junior Academy

1. The employment, assignment, and transfer of teachers shall be by action of the conference or mission/field/section committee upon recommendation of the conference or mission/field/section educational committee in counsel with local school boards.

2. An elementary school or junior academy teacher who otherwise has met all the requirements for denominational certification shall be granted regular denominational employment after having successfully completed an introductory period of a minimum of two years of full-time service, unless otherwise required by law.

3. Teachers’ salaries shall be in harmony with the denominational wage scale, with annual increments in salary in accordance with the wage schedule for teachers until the maximum is reached.

4. Regular allowances such as rent subsidy, medical, etc. shall be granted to teachers.

5. Arrangements shall be made for teachers who desire denominational work during the summer to be employed on a regular twelve-month basis. (The regular annual period of employment for the church school teacher shall be not less than forty weeks, at least two weeks being used by the teacher in visiting the parents and children of the church in the interest of promoting Christian education.)

6. The local churches are to share in the expense of this program as set forth in paragraphs 3., 4., and 5. above, as may be agreed upon within the union, conference, mission/field/section, or region/field station.

7. Conferences, Missions/Fields/Sections, or Regions/Field Stations shall unite with churches in bringing schools, buildings and equipment up to denominational standards as rapidly as possible.

FE 65 Administrators and Teaching Staff— Employment in Colleges and Universities

FE 65 05 Procedures in College and University Personnel Appointments—1. Appointment of a president is made as follows, unless mandated otherwise by the laws of the country:

a. The board shall appoint a search committee which includes representation from faculty, administration, and constituency of the institution. The board chair or designee shall serve as chair of the search committee.

b. The search committee shall, after wide study and interviews, submit to the board a list of more than one name.

c. The board shall make the final selection and appointment.

2. Appointment of administrative officers, vice presidents, deans, and departmental chairs shall be made by the board upon the recommendation of the president. Before making the recommendation, the president shall consult with representatives of personnel affected by the appointment, and with the chair of the board.

3. Appointment and promotion of faculty shall be made by the board upon the recommendation of the president. Before making the recommendation, the president shall consult with the respective vice president, dean, departmental chair, and other appropriate personnel, including the chair of the board.

4. Restrictions 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 or continuous appointment of faculty shall be limited to members of the Seventh-day Adventist Church in regular standing, who meet the institutional qualifications. Exceptions to this policy shall be under the guidance of the governing board of the institution.

FE 65 10 Terms of Employment—Each institution shall adopt terms of employment for employees based on the principles outlined in

this policy. In the preparation of terms of employment, laws of the countries where the institutions are located, which address the same employment issues, shall be honored. However, in all cases, such terms of employment shall be in harmony with the fundamental beliefs of the Seventh-day Adventist Church. New teaching staff, approved by the board of the institution, shall be advised by the president (or vice president or dean of the school) regarding all conditions of employment. They shall, upon appointment, receive the institution's employee handbook and acknowledge receipt of the same.

A member of the teaching staff who intends to withdraw from the institution shall give written notice of that intention to the president at least three months before the end of the last school year in which the teacher intends to serve.

If the board, after being advised by the president, decides not to reappoint a full-time member of the teaching staff, the president shall notify him/her in writing at least three months before the end of the school year unless the decision is based on grounds outlined under FE 65 15.

FE 65 15 Separation—An administrator or a member of the teaching staff may be separated from the institution by the board for cause (see definition of “for cause” in B 45 20) or for inexcusable inefficiency or neglect of duty, for financial exigency, for misconduct, or for repudiation or defiance or subversion of the standards and the teachings of the Seventh-day Adventist Church as set forth in the statement of fundamental beliefs in the *Seventh-day Adventist Yearbook*.

When the president, with the endorsement of the board, has decided to discontinue the employment of an administrator or a member of the teaching staff, he/she shall follow the procedures which apply within the institution or the division. If the discontinued employee disagrees with the separation decision, he/she may seek redress under the grievance procedures applicable in the institution or division.

An administrator or a member of the teaching staff who is relieved of his/her employment with the institution for reasons not involving neglect of duty, inexcusable inefficiency, misconduct, or repudiation or defiance or subversion of the standards and fundamental beliefs of the Seventh-day Adventist Church, shall receive a severance allowance as set by his/her employing organization or division.

FE 70 In-Service Development Policy

1. The General Conference looks with favor upon the development of plans to give assistance to educational institutions in divisions which undertake to send teachers or school administrators to another division for teaching or for a combination of teaching and further study on a short-term basis.

a. A married teacher or school administrator sent to another division under the provisions of this policy shall be accompanied by his/her spouse.

b. The travel expenses of the spouse shall be paid on the same basis as that of the teacher or administrator.

c. The question as to whether children are to accompany their parents at denominational expense shall be negotiated by the division and the General Conference in each case.

2. Contractual arrangements shall be made in each case obligating the teacher or administrator to return to his/her own field to continue service.

3. The sending division (including the institution involved) shall bear two-thirds and the General Conference one-third of the transportation expenses, while the receiving institution shall provide full or partial salary according to the services rendered.

4. The respective divisions shall be authorized to select teachers or administrators who are considered eligible to come under the provisions of this policy and shall then refer their names to the General Conference department of Education for negotiation and placement, with final arrangements being approved by the General Conference.

FE 75 In-Service Training Assistance

1. Each division is encouraged to develop an in-service training policy to assist teachers in graduate study programs. This policy should determine the basic degree the teacher is expected to secure at personal expense and the level of graduate work on which assistance may be granted by sponsoring organizations. It should also specify the terms under which such assistance is provided including any obligation to the sponsoring institution.

2. It is recommended that when teachers are granted assistance for graduate work on a part time basis or during a break in the school program such as during summers the service obligation only extends to the following year of service.

If the teacher leaves the employ of the sponsoring institution the remaining service obligation shall become a financial obligation of the teacher or a calling organization based upon the percentage of the uncompleted service obligation and assistance provided.

3. A teacher who is approved for leave of absence for graduate study may receive as a maximum allowance, for which in all cases a written contract shall be entered into, an amount covering expenses allowed by division policy.

4. For such a teacher, a graduate study expense account shall be set up, in which shall be included all assistance given toward the graduate program, less any grants-in-aid allowance passed on to the sponsoring institution by the teacher.

5. Assistance granted teachers under this plan creates a service obligation to the sponsoring institution in harmony with the policies of the division and the contract entered into between the institution and the teacher. If the teacher leaves the employ of the sponsoring institution the uncompleted service obligation shall become a financial obligation of the teacher or a calling organization based upon the percentage of the uncompleted service obligation and the assistance provided.

6. In case of an international service call the college may waive the financial obligation.

7. 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 a sum equal to regular full salary and in turn continue to receive from the college a regular full salary as if teaching on the college campus. Health care assistance is granted for the period involved. Denominational service credit shall be granted during this time provided the teacher returns immediately to denominational service. A teacher in this case would have a service obligation but not a financial obligation to the institution.

8. If the stipend is less than regular full salary, the faculty member shall return to the college an amount equivalent to the stipend received and in return receive from the college the regular full salary which would

be allowed for a full program of teaching, including medical benefits. Denominational service credit shall be granted during this time provided the teacher returns immediately to denominational service.

9. Professional nurses, dietitians, and other properly 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.

10. Accounting Records—All in-service financial assistance that is provided in accordance with this policy shall be charged to operating expense in the year it is provided.

11. The organization shall provide to the controlling board or executive committee a report that enumerates the individuals receiving assistance and any remaining service obligation at the end of the year. Information regarding remaining service obligation should be filed along with the service record of the individual receiving the assistance.

FE 80 Interdivision Extension Programs/Degrees

Each institution is established to serve a primary (base) constituency. Some of these constituencies may overlap. For example, a division institution may serve a territory that includes one served by a union institution. Communication and mutual understanding should be the guiding principle in such situations to determine which programs should be offered by each institution as well as to where and how. Institutions are rapidly expanding their capacity to provide academic degrees remotely and by means of technology. Therefore, institutions introducing into a territory that is not its primary territory of operation, other hybrid or online educational opportunities not covered by this policy should follow the same consultative principles outlined below. However, this extension program policy does not apply to institutions where the individual student earns an academic degree wholly online as an individual who is not part of an extension program/cohort as described here.

Extension degree/award programs to be offered by cohort or online outside the division where the institution is located will be subject to approval of the respective institutional boards, the receiving division board of education, and by the International Board of Education (IBE) or the International Board of Ministerial and Theological Education

(IBMTE) in addition to state or national approvals. The degree-granting institution is responsible to secure national and denominational approvals, in collaboration with a host institution, where applicable. Where a degree is offered for non-denominational entities, institutional policies apply in addition to consultation with the division where the program is offered.

Arrangements for extension and cohort programs, are to be outlined in a Memorandum of Understanding (MOU) to include financial and operational details such as local coordination; travel expenses; bibliographic, technology, and learning resources; housing; transportation; student selection and prerequisites; timelines; etc. The MOU should incorporate documented approval by government agencies and/or accrediting bodies, as applicable.

1. For a new program to be developed by the degree-awarding institution, a corresponding new program proposal in accordance with the specifications of the IBE/IBMTE is to be presented to the IBE/IBMTE for approval, accompanied by the MOU and its sustaining actions.

2. For a program already approved for the offering institution by the IBE/IBMTE, the signed MOU, accompanied by the corresponding actions of the institutional board(s) and the receiving division board of education, is to be submitted to the IBE/IBMTE for final approval.

Within this context and following these guidelines, General Conference institutions serve a unique and privileged role to prepare global leadership for the mission and strategic goals of the Church and for Seventh-day Adventist higher education beyond their base division. As such, they serve both a local and global constituency. Their governance and financial structure enable them to employ sufficient faculty to teach and supervise graduate-level education and be responsive to specific needs to develop local capacity where tuition income alone may be insufficient. In the areas of theological and religious education and earth and biological sciences, for example, General Conference institutions contribute to advances in mission and research and foster theological cohesion and unity across the worldwide work of the Seventh-day Adventist Church.

The General Conference Institutions Education Committee will meet annually in consultation with the divisions to consider strategic or global leadership development needs. Adventist University of Africa directly

serves East-Central Africa Division, Southern Africa-Indian Ocean Division, and West-Central Africa Division. Adventist International Institute of Advanced Studies directly serves the Southern Asia-Pacific Division, Northern Asia-Pacific Division, and Chinese Union Mission. Andrews University and Loma Linda University serve a global constituency. A General Conference institution may offer a degree by means of extension in the primary territory of another General Conference institution when the latter is unable to do so due to lack of expertise, limited resources, or for other reasons, in consultation between the presidents of the two institutions early in the process.

FE 85 Interschool Sports

FE 85 05 Rationale—The Seventh-day Adventist Church is opposed to interschool league play (commonly known as varsity athletics) in its educational system. 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.

FE 85 10 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).

FE 90 Educational Tours Abroad

FE 90 05 Notification of Sponsored Tours—Denominational educational institutions that organize interdivision tours are requested to notify the secretaries of their base division and the division to be visited as a courtesy to provide tour information including details of the tour such as the sponsoring organization, tour director/directors, size of the group, itinerary, and denominational entities to be visited, if any.

FE 90 10 Requirements for Sponsored Tours—Each denominational educational institution that organizes a tour shall take steps to provide adequate levels of personal liability, medical, injury, and accident insurance coverage for the participants and/or have appropriate assumption of the risk and indemnity agreements signed by participants. Such forms are available from Adventist Risk Management.

FE 90 15 Reporting Sensitivity—Due to the nature of sensitivities that may be involved in the country that a tour group visits, the group's leaders and participants should exercise caution in what information is reported about the group's activities, matters related to the work of the Church, and the politics of the visited country.

FE 90 20 Personal Responsibility for Expenses—Groups and individuals should be advised of their personal responsibility for expenses incurred while visiting denominational organizations and personnel. Groups or individuals should not expect denominational organizations, their employees, or members to provide room and board or other services free of charge.

FE 95 Public Campus Ministry

FE 95 05 Objectives—The department of Education collaborates with Adventist Chaplaincy Ministries and Youth Ministries in providing support to Seventh-day Adventists who, for a variety of reasons, attend public colleges and universities around the world. Working under the supervision of a General Conference appointed committee on Adventist Ministry to College and University Students (AMiCUS) and in coordination with the world divisions, these three departments promote and support initiatives designed to meet the spiritual, intellectual, and social needs of Adventist students on public campuses worldwide. In

cooperation with leaders at various church levels, the committee aims to achieve these objectives by strengthening the faith commitment of these students to Seventh-day Adventist beliefs and mission, providing opportunities for Christian fellowship, preparing students to deal with the intellectual challenges that arise in a secular environment, developing their leadership abilities, and training them for outreach, service, and witnessing on the campus, in the community, and in the world at large.

The AMiCUS Committee cooperates with the Adventist Volunteer Center and Global Mission by encouraging the involvement of these Seventh-day Adventist students as missionaries or volunteers. It also engages the support of Public Affairs and Religious Liberty in order to obtain, at the regional or national level, Sabbath exemptions for class assignments and examinations for Seventh-day Adventist students.

FE 95 10 Responsibilities—The AMiCUS Committee provides overall supervision and coordination of this global ministry and, in consultation with leaders in the world divisions, promotes initiatives designed to:

1. Organize associations of Seventh-day Adventist students in public campuses and hold special meetings for them,
2. Publish and distribute *College and University Dialogue*, a *Handbook*, and other materials that support this ministry, and
3. Train campus chaplains, lay leaders, and pastors in university centers.

The committee also develops an annual budget to carry out its international ministry.

The department of Education focuses on producing *Dialogue* in parallel language editions (English, French, Portuguese, and Spanish) and distributing this journal on the basis of orders received through the world divisions. The department of Education also promotes the value of Seventh-day Adventist education, encouraging these students to continue their studies at a Seventh-day Adventist college or university, where possible, and to make their professional services available to Church institutions once they complete their studies.

FE 95 15 Role of the World Divisions—Each world division shall assign to one or two qualified department directors the responsibility of leading in the ministry to Adventist students on public college and university campuses, with support from the General Conference

AMiCUS Committee and in coordination with union leaders in their territory. This ministry seeks to:

1. Foster the organization and activities of Seventh-day Adventist student associations in public campuses and to maintain a current list of them,
2. Hold regional meetings for these students,
3. Budget funds for the free distribution of *Dialogue* and other needed materials,
4. Offer specialized training for campus chaplains, lay leaders, and pastors in university centers,
5. Train students for outreach, service, and evangelism on their campuses, their communities, and beyond,
6. Promote the involvement of Seventh-day Adventist university professors and other professionals as mentors in this ministry,
7. Connect these students with Seventh-day Adventist colleges and universities as potential transfer students where possible, and eventually as faculty members,
8. Assist local leaders in establishing and maintaining good relations with administrators of public colleges and universities in which Seventh-day Adventists are students,
9. Engage the services of Public Affairs and Religious Liberty in preventing or solving Sabbath observance issues related to Seventh-day Adventist students in public campuses, and
10. Provide coordination and guidance for this ministry to their counterparts in the unions and local fields, as well as periodic assessment.

FF

FAMILY MINISTRIES— DEPARTMENTAL POLICIES

FF 05 Philosophy

Scripture affirms the importance of the family and outlines divine principles that 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, depend 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.

Family Ministries 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, Family Ministries 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 seeks 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 Seventh-day Adventist values to the next generation. Family Ministries develops materials and provides 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 fosters an atmosphere that 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 our 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 nonbelieving 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 concerns itself primarily with relational dynamics rather than the needs of individuals per se. The basic target areas of emphasis for Family Ministries 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 ten major areas: biblical and theological foundations for Family Ministries; family as the center for evangelism; families in society; marriage and family dynamics; interpersonal relationships; parent education and guidance; human growth and development; human sexuality; family resource management; and family ministries implementation and professional ethics.

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 areas.

1. *Education*—Substantial revelation concerning the divine purpose for families has been given. Practical principles that 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 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 20 Departmental Staff and Governance

FF 20 05 Staffing—Family Ministries is administered by a director with associate director(s) who are appointed on the basis of their expertise and experience in caring for the responsibilities encompassed by the work of the department. In their leadership, the director and associates will provide the perspectives of men and women, husbands and wives, fathers and mothers, and will model growing, healthy family relationships. Because of the nature of the dynamic within families and the content and methodologies of Family Ministries, it is recommended that the staff of the department include at least one husband and wife team.

FF 20 10 Governance—The department director and associate director(s) work in harmony with the General Conference administration under the authority of the General Conference Executive Committee. Division directors of Family Ministries are regarded as a valued World Advisory Council for the department responsible for long-range planning. In addition, an Advisory Committee comprised of the Family Ministries departmental director, associates, General Conference administrative representation, representatives from related General Conference departments, and selected non-General Conference family professionals affords a support group for counsel and intermediate-range planning. Regular staff meetings with representation from General Conference administration care for routine decision-making and operation of the department.

FH

HEALTH MINISTRIES— DEPARTMENTAL POLICIES

FH 05 Philosophy

1. The Seventh-day Adventist Church proclaims the saving grace of Jesus Christ and the sanctifying presence of the Holy Spirit in the life of the believers. Our bodies are the temple of the Holy Spirit. Consequently, whatever we think, do, eat, or drink should bring honor to His name. Our total being, physical, mental, spiritual, social, and emotional component should glorify God.

2. The Seventh-day Adventist Church promotes a philosophy of holistic health and healing. The Church, through various organizations, operates health care institutions around the world. Additionally, a health promoting way of life is taught to the church membership and their communities. Teachings based on broad principles found in the sacred Scriptures, and more explicitly expressed in the counsels given by Ellen G White, continue to be augmented by the findings of scientific research. These teachings provide the basis of the lifestyle promoted by the Seventh-day Adventist Church.

3. The Church advocates that positive steps be taken to develop a healthful lifestyle and encourages a balanced vegetarian diet. It requires of its members the nonuse of alcoholic beverages and tobacco. It also requires the nonuse of other drugs, except in a recognized evidence-based therapeutic context. The Church encourages the avoidance of flesh foods. The use of coffee, tea, and other caffeinated beverages and all harmful substances are discouraged. Physical well-being and clarity of mind are usually interdependent; clarity of mind is essential for discernment between right and wrong, between truth and error.

4. Out of its deep concern for human need, the Church has developed worldwide health care to alleviate sickness and suffering. The objective of our mission is not only physical healing, but also the promotion of physical, mental, social, and spiritual wellness of the whole person.

5. Health Ministries, by upholding the healthful Adventist lifestyle, introduces others to the fullness of the gospel message. This gospel encompasses the physical, mental, social, and spiritual nature of man.

6. Conflict of interest is involved whenever there accrues, to an individual, profits from programs or activity within the church. Church members and church databases deserve protection from activities that may result in personal gain.

7. God's grace enables Christians to bring their lives into harmony with His physical, mental, social, and spiritual laws. This enhances their state of moral discernment and the quality of their lives.

FH 10 Health and Temperance or Temperance Associations

FH 10 05 Health and Temperance or Temperance Associations—1. These organizations provide an effective means for the Church to cooperate with other organizations and with governments in promoting health and temperance principles. This can be done through educational programs and services related to the betterment of life and health. These should encourage social (and legislative) changes to counter the increasing use of alcohol, tobacco, harmful drugs, and practices. To provide a coordinated world effort, local organizations should function as part of the International Health and Temperance Association.

2. In some areas the Church's health ministries and temperance program are best promoted through local temperance or health ministries and temperance associations. In other areas the Church is best served by having the health and temperance programs as an integral part of the total church program. Conferences or Missions/Fields/Sections and local churches in counsel with Health Ministries at the next higher level of church organization should choose the best approach for their areas.

FH 10 10 National Health and Temperance Societies or National Temperance Societies Organizational Principles—1. It is the purpose of the national societies to promote the principles and programs of temperance in health ministry in order to improve the quality of life and character, and to counter the use of alcohol, tobacco, and harmful drugs and practices.

2. Division executive committees should adhere to the following general principles of organization in the launching of national health/temperance societies:

a. Local, union or division executive committees shall serve as the Board of Governors for the respective national associations (societies). For example:

1) When a conference or mission/field/section serves the entire country, the conference committee serves as the Board of Governors.

2) When a union serves an entire country, the union committee serves as the Board of Governors.

3) When a division serves an entire country, the division executive committee serves as the Board of Governors.

b. The local conference, local mission/field/section, union, or division president shall serve as president of the society, the temperance director as executive secretary, and the treasurer/chief financial officer as treasurer.

c. Individual membership fees shall be set by each organization in consultation with the division executive committee.

d. Members of the national organization shall subscribe to the purpose of the society and pay the required annual membership fee.

e. Membership shall not be limited to Seventh-day Adventists but shall be open to all health and temperance minded people of the country who are willing to commit themselves to the principles of the society.

f. Each national society is encouraged to produce a publication, the size, format, and frequency of publication to be determined in consultation with the division executive committee.

FH 10 15 Relationship to Other Organizations—Cooperation with other health/temperance organizations is encouraged to mutually support endeavors based on Seventh-day Adventist Christian principles. Cooperation may be better achieved through the temperance or health and temperance organizations than through regular church channels. Conferences or missions/fields/sections 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 and Temperance Sabbath

One Sabbath each year is designated as Health and Temperance 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 health and temperance programs. Each division's Health Ministries is assigned the production of a contextualized sermon for its territory for this Sabbath.

FH 20 Statement of Operating Principles for Health Care Institutions

1. Christ ministered to the whole person. Following His example, the mission of the Seventh-day Adventist Church includes a ministry of healing to the whole person—body, mind, and spirit. The ministry of healing includes care and compassion for the sick and suffering and the maintenance of health. Adventist health care institutions (hospitals, medical/dental clinics, nursing and retirement homes, rehabilitation centers, etc) should teach the benefits of following the principles of health. The relationship of spiritual and natural laws, man's accountability to these laws, and the grace of Christ which assures victorious living are to be integrated into ministry. (See also A 15 35, What Total Commitment to God Involves for the Hospitals and Healthcare Institutions.)

2. Health care institutions should function as an integral part of the total ministry of the Church. These follow church standards, maintaining the sacredness of the Sabbath by promoting a Sabbath atmosphere for staff and patients. Routine business, elective diagnostic services, and elective therapies should be avoided on Sabbath. Church standards also include the promotion of a balanced vegetarian diet free of stimulants and alcohol, in an environment free of tobacco smoke. Control of appetite shall be encouraged, 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. The institutions are part of the ministry of the Church with activities and practices pervasively identified as the unique Christian witness of Seventh-day Adventists.

3. The activities of the devil are rampant, both within and without the Church. The Church is warned (Col 2:8) “Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men.” Because of the great controversy between good and evil, Health Ministries encourages church members to avoid practices rooted in non-Christian philosophy and belief. The Church and its institutions should promote and provide competent and caring service that respects the dignity and rights of patients.

Adventist health care and ministries are to promote only those practices based upon the Bible or the Spirit of Prophecy, or evidence-based methods of disease prevention, treatment, and health maintenance. “Evidence-based” means there is an accepted body of peer reviewed, statistically significant evidence that raises probability of effectiveness to a scientifically convincing level. Practices without a firm evidence-base and not based on the Bible or the Spirit of Prophecy, including though not limited to aromatherapy, cranial sacral therapy, homeopathy, hypnotherapy, iridology, magnets, methods aligning forces of energy, pendulum diagnostics, untested herbal remedies, reflexology, repetitive colonic irrigation, “therapeutic touch,” and urine therapy, should be discouraged.

4. In harmony with Christ’s loving reaffirmation of freedom of choice, and the dignity of humankind, Seventh-day Adventist health care institutions should give high priority to personal dignity and human relationships. They should seek to provide an efficient, safe, and caring environment conducive to the healing of mind, body, and spirit. Education in healthful habits of living, as well as supportive care of the patient and family through the dying process is integral to Adventist health care.

5. 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.

6. 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. Laws of the land are respected and the regulations for the operation of institutions and licensure of personnel are followed.

7. The institutions welcome clergy of all creeds to visit their parishioners.

8. 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, in the performance of their duties, upholds the mission, practices, and standards of the Seventh-day Adventist Church.

9. A regular program to assist the staff in keeping up-to-date professionally, growing in understanding, and in sharing the love of God shall be instituted. Staff development and support of formal education is a priority.

10. Institutions must operate in a financially responsible manner and in harmony with the *Working Policy* of the Seventh-day Adventist Church.

11. Primary prevention and health education shall be an integral part of the health emphasis of Seventh-day Adventist health care institutions.

12. The administration and operation of Seventh-day Adventist health care institutions shall include consultation with Health Ministries on a regular and continuing basis. Consultation shall include the mission/field/section, conference, union, division, and General Conference Health Ministries 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 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 the Church 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 and approval by the division executive committee before a decision to act is finalized.

FH 25 10 Governance—1. Ownership conditions which may vary from institution to institution or from country to country may prohibit rigid adherence to an international pattern, but they shall in general include the following provisions:

a. Ownership shall be vested in a specific church entity.

b. No indicia of ownership shall be present unless the Church exercises ultimate control of an organization.

c. Equipment may be owned or leased.

d. The buildings and land shall be titled by the Church or secured by a lease of at least 25 years.

e. The use of the property shall be assured on a continuing basis over an extended period of time; and the Church shall have full responsibility for the policies, administration, finance, and freedom to operate the institution according to Seventh-day Adventist beliefs and standards.

f. If separately incorporated, its Articles of Incorporation and Bylaws shall provide:

1) That it is an integral part of the Seventh-day Adventist Church, clearly stating its primary purpose in relationship to the mission of the Church.

2) That a minimum of two thirds of the members of its corporate body be composed of members from specific denominational constituencies, boards, or executive committees of organizations that are listed in the *Seventh-day Adventist Yearbook*.

3) That in case of dissolution, the net owned assets of the institution shall be transferred to the Seventh-day Adventist organization(s) listed in the *Seventh-day Adventist Yearbook* from which the membership of its corporate body has been derived.

2. *Finances*—a. Funds generated by health care institutions/services shall not be diverted from the institution until the financial needs of that institution are met.

b. In unions where rental charges are made to hospitals, the organization originating the charge shall hold these funds, less

appropriate expense, for the replacement and development of needs of the institution.

3. *Constituency*—The constituency of the institution shall be defined in the charter and bylaws.

a. *Membership*—Conditions may vary from institution to institution or from country to country which prohibit rigid adherence to an international pattern for constituency representation. In general, the constituency shall include the executive committee of the sponsoring organization; members of the union, division, or General Conference Executive Committee who may be present; and representation from the staff of the institution and conference or mission/field/section concerned. The number to be selected from each of the groups mentioned above shall depend upon the size and the importance of the institution.

b. *Duties of the Constituency*—1) To determine the overall purpose and goal of the institution in harmony with church goals and policies.

2) To hold annual or biennial meetings to receive reports from the board of trustees or operating board.

3) To elect a board of trustees or operating board charged with the responsibility of the business of the institution for the ensuing period. The selection of members and officers shall be specified in the bylaws.

4) To hold special meetings for specific purposes when requested by two thirds of the board of trustees.

FH 25 15 Board—The duties and responsibilities of the board shall be as follows:

1. To adopt bylaws in accordance with legal requirements and denominational guidelines and its responsibility to the constituency which specify:

a. The selection of members and officers of the board, any procedures directing governing board activity, and the eligibility requirements and terms of appointment of members and officers.

b. The duties and responsibilities of the board which shall include:

1) Accepting legal responsibility for the operation of the institution and the conducting of its business.

2) Implementing the overall policy of the institution.

3) Approving major business transactions of the institution such as land purchase, new building, major alterations, purchase of expensive equipment, etc.

4) Approving major personnel appointments and changes.

5) Receiving gifts, annuities, and other assets on behalf of the institution.

6) Approving the annual budget and receiving from the administration regular reports indicating the relationship of current operations to the budget.

c. The frequency of board meetings. A minimum of one board meeting per year shall be held at the institution.

d. The number of members that constitutes a quorum for board meetings.

e. A list of committees, method of selecting members, term of appointment of committee chairmen, and purpose and authority of the committee.

f. The relationship between the CEO (chief executive officer) and the board.

g. The responsibilities of the medical staff and its relationship to the board.

h. A method for the adoption and subsequent amendment of the bylaws.

2. To adopt a schedule of meetings and define attendance requirements and the method of documenting board proceedings.

3. To periodically examine the mission or purpose of the institution and its goals, policies, and current programs.

4. To appoint a CEO whose qualifications, responsibilities, authority, and accountability shall be defined in writing.

5. To appoint the medical staff and conduct a periodic review. The board shall hold the medical staff responsible for self-government in maintaining the quality of medical practice.

6. To approve the medical staff bylaws, rules, and regulations.

7. To hold the medical staff responsible for making recommendations concerning medical staff appointments, termination of appointments, and the delineation of clinical privileges.

8. To require that the medical staff establish mechanisms designed to assure the achievement and maintenance of Seventh-day Adventist Church standards of medical practice and patient care.

9. To appoint an executive committee of the board to carry out the responsibilities of the board between scheduled board meetings.

10. To appoint an administrative committee (see FH 25 25).

FH 25 20 Administration of the Institution—1. The institution shall be directed by a qualified chief executive officer who shall answer to the board and be responsible for the following:

a. Planning (short- and long-term), developing, and maintaining programs that implement the policies and achieve the goals established by the board.

b. Acting as the institution's representative to the community.

c. Taking all reasonable steps to assure that the institution complies with applicable laws and regulations.

d. Establishing an organizational structure to carry out the programs of the institution and meeting the needs of the patients. This structure shall include:

1) An organizational chart with clear lines of authority and responsibility.

2) Policies and procedures that govern each department in carrying out its duties and functions.

3) A formal system of financial procedures for all types of transactions adequate to provide accounting control over assets, liabilities, revenues, and expenses.

4) Written policies and procedures for control of financial matters.

5) Employment of personnel whose qualifications are commensurate with their responsibilities.

6) Review of policies, rules, and regulations with each employee as stated in the Employee Handbook. The employee signature of agreement shall be on file.

7) Maintenance of personnel records on each employee in a confidential manner.

8) Maintenance of a safe and secure environment for employees and patients.

9) Responsibility to secure adequate insurance covering property, personnel, and general liability exposure.

2. To be responsible for implementing board policy for the financial management of the institution.

3. To provide, maintain, and safeguard appropriate physical resources and to provide for their judicious use in implementing the programs of the institution and for meeting the needs of its patients.

4. To develop and implement a management communication system throughout the institution.

FH 25 25 Administrative Committee—1. *Appointment*—The appointment of the administrative committee shall be the responsibility of the board of trustees.

2. *Membership*—Membership shall include the following:

Chief Executive Officer

Representation from:

Medical Services

Financial Services

Nursing Services

Other individuals to bring counsel and strength to the administration.

3. *Chair*—The CEO, or his/her designee in the absence of the CEO, shall serve as chair.

4. *Responsibility*—a. The administrative committee shall serve a wider purpose than merely counseling the administration. All matters of substantial importance shall come before the regularly scheduled administrative committee sessions for study.

b. The business manager shall handle routine business matters on his/her own responsibility and, where pertinent, in counsel with the CEO.

c. Major business transactions such as the purchase of expensive equipment, the purchase or sale of land, or the commitment of the institution to any major obligation of whatever nature shall be accomplished only by action of the board.

d. Matters affecting policy shall be studied and recommended to the board for action.

e. The administrative committee shall operate within denominational financial policies.

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 35 Survey of Health Care Institutions

The International Adventist Health Care Council (IAHC) shall employ a survey/accreditation process as a tool to assess the needs of an institution, determine its effectiveness, and assist in its development. The IAHC shall establish minimum standards for the operation of an institution. Each division shall be responsible for conducting the review process following the standards of the IAHC to whom accreditation reports shall be submitted for review. The IAHC may request additional information or recommend additional reviews.

FH 40 International Health and Temperance Association Constitution

Article I—Name

This organization shall be known as the International Health and Temperance Association.

Article II—Purpose

It shall be the purpose of this international organization to promote the principles and programs of health and temperance to improve the quality of life and character, and to counter the use of alcohol, tobacco, debasing drugs, and other harmful substances and practices. This Association shall carry out its purpose as a function of Health Ministries of the General Conference of Seventh-day Adventists.

Article III—Membership

Sec. 1. The membership of this Association shall consist of such national and regional organizations as may be sponsored by Seventh-day Adventist conferences or missions/fields/sections around the world, which subscribe to the principles of this constitution and are accepted by vote of the Board of Governors. Such national and regional organizations shall be known as either Health and Temperance Societies or Temperance Societies.

Sec. 2. Individual members of regional or national societies affiliated with the Association shall consist of those who:

- a. Subscribe to the purposes for which this Association was organized
- b. Pay the required membership fee.

Sec. 3. Individual membership fees shall be set by each regional or national health and temperance society.

Article IV—Board of Governors

Sec. 1. There shall be a Board of Governors, which shall consist of the members of the Executive Committee of the General Conference of Seventh-day Adventists and the presidents and/or executive secretaries of societies that have been accepted into the membership of this Association.

Sec. 2. It shall be the duty of the Board of Governors—

- a. To elect the officers.
- b. To appoint fifteen members to serve on the Executive Council.
- c. To meet quinquennially at the time of the General Conference Session to receive reports from the officers of this Association.
- d. To arrange for the available members to meet annually.
- e. To fill any vacancies that may occur on the Executive Council.
- f. To appoint an auditor whose duty it shall be to audit the accounts of this Association and render an annual report to the Board of Governors.
- g. To lay such plans as will promote the objectives of this Association throughout the world.

Article V—Officers and Their Duties

Sec. 1. The regular officers of this organization shall be a president, a vice president, an executive secretary, a treasurer, and such associate secretaries as may be needed.

Sec. 2. President: The president shall act as chair of the Board of Governors and the Executive Council, unless a general vice president of the General Conference has been appointed as chair.

Sec. 3. Vice President: The vice president shall, in the absence of the president, serve as chair of the Executive Council.

Sec. 4. Executive Secretary: It shall be the duty of the executive secretary to keep the minutes of the proceedings of the various meetings and conduct the affairs of this Association in harmony with the actions of the Executive Council and the Board of Governors.

Sec. 5. Treasurer: It shall be the duty of the treasurer to receive all funds of this Association, to disburse them in harmony with the actions of the Executive Council, and to render such financial statements at regular intervals as may be desired by the Board of Governors and Executive Council.

Sec. 6. Election of Officers: All officers of this Association shall be elected by the Board of Governors at the regular quinquennial sessions of the General Conference of Seventh-day Adventists and shall hold their office for the period of five years, or until their successors are elected and appear to enter upon their duties.

Article VI—Executive Council

Sec. 1. The Executive Council shall consist of the officers of the Association and fifteen other members to be appointed by the Board of Governors to serve for a period of five years or until their successors have been appointed and appear to take office.

Sec. 2. It shall be the duty of the Executive Council—

a. To devise effective ways and means of promoting the temperance cause.

b. To appoint such standing committees as the Executive Council may feel will advance the interests of the work.

Sec. 3. Meetings of the Executive Council may be called at any time by the president, or in the absence of the president by the vice president,

of this Association, to transact such business as may require the action of the Executive Council.

Sec. 4. All meetings of the Executive Council shall be held at the international headquarters, except such as may be determined by the Board of Governors.

Sec. 5. Any five members of the Executive Council, including the president, or the vice president, shall, after due notice to members, constitute a quorum of the Executive Council, and shall be empowered to transact such business as is in harmony with the general plans outlined by the Board of Governors.

Article VII—Finances

Ten percent of the funds received by the national or regional societies shall be remitted through the respective organizations to the International Health and Temperance Association treasurer for the promotion of the health and temperance cause throughout the world field, as the Executive Council and Health Ministries of the General Conference of Seventh-day Adventists may direct.

Article VIII—Amendments

This constitution and bylaws may be amended by a two-thirds vote of the members present at any regular session of the Board of Governors.

Article IX—Dissolution

In case of dissolution of the Association all its assets shall be transferred to the General Conference of Seventh-day Adventists.

FL

PUBLIC AFFAIRS AND RELIGIOUS LIBERTY—DEPARTMENTAL POLICIES

FL 05 Philosophy

The principles and values which inform the Seventh-day Adventist Church philosophy of life are predicated upon freedom of thought, conscience, belief, choice, expression, and assembly. Public Affairs and Religious Liberty (PARL) seeks to make known to people of influence the identity, message, and mission of the Seventh-day Adventist Church. In doing so, it positions the Church to a standing of credibility, trust, and relevance.

The use of force and coercion is inimical to life, to dignity, and to authentic religion. God accepts homage and worship only when they are freely given. While all human rights are of great importance, religious liberty is unique and of special significance. It deals not only with the inter-human dimension, but with a person's relationship with God, the Creator. Seventh-day Adventists therefore view religious liberty as the primordial human right that undergirds all human rights.

Separation of church and state offers the best safeguard for religious liberty and is in harmony with Jesus' statement, "Render therefore unto Caesar the things which are Caesar's; and unto God the things that are God's" (Matt 22:21). Public Affairs and Religious Liberty encourages, where feasible, such separation. Public Affairs and Religious Liberty also believes that the union of church and state is a sure formula for discrimination and intolerance and offers a fertile soil for the spread of persecution.

In view of its divinely ordained role, civil government is entitled to respectful and willing obedience, to the extent that civil laws and regulations are not in conflict with God's requirements, for it is necessary "to obey God rather than men" (Acts 5:29).

FL 05 05 Religious Liberty—1. Religious liberty includes the fundamental human right to have, adopt, or change one's religion or religious belief according to conscience and to manifest and practice

one's religion individually or in fellowship with other believers, in prayer, devotions, witness, and teaching, including the observance of a weekly day of rest and worship in harmony with the precepts of one's religion, subject to respect for the equivalent rights of others.

2. Religious liberty also includes the right to publish literature, operate church schools at all levels, as well as other institutions, ecclesiastic control of doctrine, polity and appointment of ministers and church officials, without outside interference, and the right to have regular international contacts and interrelationships with coreligionist and church organizations in all parts of the world.

FL 10 Purpose

Public Affairs and Religious Liberty, one of the original core departments of the Church, was initially established to promote and maintain religious liberty, with particular emphasis upon the most intimate freedom, individual liberty of conscience. It has developed the public affairs aspect into a comprehensive model of representing the Seventh-day Adventist Church in the public space.

Public Affairs and Religious Liberty has multifaceted functions, without which the mission of the Church would remain unfulfilled. It is the official liaison of the Church with public offices. It is also the department entrusted to foster capacity building for Adventist leaders and members to be equipped to present Church identity, message, and mission to people of influence: presidents, prime ministers, government officials, governors, mayors, ambassadors, political leaders, judges, lawyers, and legislative affairs personnel, and every public official.

Public Affairs and Religious Liberty is also involved in government relations, inter-church contacts, and, where indicated, networks with non-governmental organizations which have kindred goals in upholding religious freedom. The department not only works for the religious liberties of both individual church members and organized entities of the Church, but also supports the rightful religious liberties of all people.

In view of the Seventh-day Adventist understanding of the "great controversy" and the climactic events of human history involving union of church and state, eliminating the free exercise of religion, and resulting in persecution of the faithful remnant, Public Affairs and Religious

Liberty monitors and seeks to interpret prudently current trends that may reflect the prophetic scenario.

FL 15 Departmental Responsibilities

1. General Conference Public Affairs and Religious Liberty is responsible for developing global religious liberty strategies and programs for the Church, in harmony with FL 05 and FL 10. This program will include appropriate strategic contacts and relationships with various governments; the United Nations (especially the Economic and Social Council and the Human Rights Commission); the international diplomatic community; the three branches of the United States government and its sponsored agencies; and various international and religious organizations with offices in Washington, DC.

2. In addition to supporting the publishing of *Fides et Libertas*, the journal of the International Religious Liberty Association, Public Affairs and Religious Liberty directly supports the North American Division, financially and otherwise, in publishing a magazine on religious freedom, *Liberty*, for which the Public Affairs and Religious Liberty director serves as a consulting editor.

3. General Conference Public Affairs and Religious Liberty supports the various divisions in the promotion of the annual Religious Liberty Sabbath and special offerings for religious liberty ministry.

4. The Public Affairs and Religious Liberty director serves as secretary of the Public Affairs and Religious Liberty World Affairs Committee-General Conference, the Public Affairs and Religious Liberty Committee-General Conference/North American Division (Congressional Affairs), and the Protocol Committee.

FL 20 International Religious Liberty Association

Public Affairs and Religious Liberty carries on a number of functions in cooperation with the International Religious Liberty Association (IRLA). Founded in 1888 by Seventh-day Adventists and reorganized in 1946, the International Religious Liberty Association has enlarged its sphere of support and activity by including on both its Board of Directors and Board of Experts, religious liberty advocates from different faith communities. The director of Public Affairs and Religious Liberty serves

as Secretary General of the International Religious Liberty Association. One of the main activities of the association is the conducting of international and regional religious liberty congresses, conferences, and seminars.

Public Affairs and Religious Liberty gives support to the International Religious Liberty Association in publishing the journal *Fides et Libertas* and a newsletter, *IRLA Information*. Public Affairs and Religious Liberty develops, jointly with the various English-speaking divisions, policies for the financial support and circulation of this English language religious liberty journal.

FL 25 Religious Liberty Litigation

In various countries it may become necessary from time to time to take legal action in defense of the religious liberty rights of church organizations or individuals, including the right of Sabbath observance. However, before resorting to the courts, every effort should be made to settle matters equitably in support of free exercise of religion. Prudence should always prevail when it appears advisable to seek rights or redress through the judicial system, not the least because of the heavy costs that can be incurred and the possible far-reaching consequences of court decisions.

Each division shall establish procedures governing religious liberty litigation.

FL 30 Relationship of Church Members and Church Institutions to Labor Organizations

FL 30 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 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; Col 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 principles set forth in Scripture (Isa 8:12, 13; 2 Cor 6:14-18).

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. Exploitation is condemned in Scripture. “Now listen, you rich people, weep and wail because of the misery that is coming on you. . . . Look! The wages you failed to pay the workers who mowed your fields are crying out against you. The cries of the harvesters have reached the ears of the Lord Almighty.” (James 5:1, 4 NIV) Jesus made His position clear when He said, “And the King will answer and say unto them, ‘Assuredly, I say to you, inasmuch as you did it to one of the least of these My brethren, you did it to Me.’” (Matt 25:40, NKJV) 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 30 10 Historical Position—1. Based on the biblical principles described in FL 30 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 or to enter into contractual negotiations with them or similar organizations. Institutions and administrators on all levels shall seek counsel from their division department of Public Affairs and Religious Liberty and 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 labor movements. 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 faithfully 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 30 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 went above and beyond what was required and taught that we should love our enemies (Matt 5:41, 44).

FL 30 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.

FP

PUBLISHING MINISTRIES— DEPARTMENTAL POLICIES

FP 05 Philosophy

The publishing work, developed by James and Ellen White before the Seventh-day Adventist Church had name or organization, was ordained to play a prominent role in giving the everlasting gospel to the world in preparation for the second coming of Jesus. Publishing Ministries of the General Conference is committed to this God-given task.

FP 10 Purpose

Publishing Ministries of the General Conference coordinates the overall publishing work of the Church worldwide. It serves as a resource center for development, production and distribution of literature, and the translation for printing of Ellen G White books.

FP 15 Basic Principles for Operating Publishing Institutions

Church organizations on various levels own and operate denominational publishing houses for the furtherance of the work of the Church. Therefore, it is imperative that they be operated in harmony with the spiritual purposes, objectives, and principles of the Seventh-day Adventist organization. Boards of management and the employees in these institutions, individually or collectively, are urged to make no attempt to alter or depart from the established principles or fundamental practices of the Church in the conduct of its institutional work, except within the framework of approved Church procedures.

The denominational publishing houses are dedicated to the purposes and mission of the Church, and only those persons who are willing to support the religious objectives of the Church should be employed.

Appropriate credentials or licenses shall be issued to all regular full-time employees in publishing institutions in harmony with the provisions of the General Conference/division working policies.

FP 15 05 Publishing House Organization—Publishing houses shall be organized as not-for-profit organizations and not as stock companies. This or similar forms of organization shall be followed in all countries where the laws allow.

FP 20 Appointment of Editors

Editors and associate editors for the principal denominational journals (except as provided for below) and book editors and associate book editors shall be nominated by the respective publishing house boards and/or publishers; they shall be approved by the respective division executive committee before final appointment by publishing houses or publishers.

Editors and associate editors for the following denominational journals and publications prepared at the General Conference shall be appointed by the General Conference Executive Committee as provided for in the General Conference Constitution and Bylaws, Constitution Article VII:

Adventist Review

Adventist World

Dialogue

Journal of Adventist Education

Ministry

Sabbath School Bible Study Guides

Adult Sabbath School Bible Study Guide

Collegiate Quarterly

Cornerstone Connections

Beginners Sabbath School Bible Study Guide

Kindergarten Sabbath School Bible Study Guide

PowerPoints

Primary Sabbath School Bible Study Guide

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 Seventh-day Adventist in regular

standing who has given evidence of being a dedicated employee of 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, shall have maturity in the Church and a wide exposure to its total work, and a broad background of ministerial or similar experience.

FP 25 Hymnbooks

The publication of church hymnals and major songbooks for general use in the churches is controlled by the division 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 10 Copyrights—Copyright policies of the publishing houses shall operate in harmony with national and international copyright laws.

FP 30 15 Ellen G White Publications—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 circulation. This relates to all Ellen G White writings whether or not under copyright. Permission for publication of these writings emanates from the Ellen G White Board of Trustees. The General Conference 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 35 Publishing Houses

FP 35 05 Approval of Denominational Publishers—All denominational entities wishing to engage in publishing activities must receive prior approval from the division executive committee in order to function. In the origination, translation, and distribution of denominational literature such publishing operations shall be regarded as publishing houses eligible for all the courtesies, discounts, and privileges currently received by other denominational institutions. This standing is not contingent upon whether or not a printing establishment is connected with the institution.

FP 35 10 Working Capital Requirement for Publishing Houses—Publishing houses shall maintain working capital equivalent to the total of net accounts receivable, inventories, and allocated net worth based on the balance sheet for the latest complete fiscal year. Liquid operating capital equivalent to the total of current liabilities and allocated net worth shall be maintained in the following forms of investment:

1. Cash
2. Commercial and savings banks
3. Savings and loan associations
4. Short term government obligations.

FP 35 15 Publishers' Rights—Denominational publishing houses primarily serve an assigned territory. They may also have access to other territories outside their division to market their products. In order to encourage cooperation, the following conditions shall be adhered to:

1. Publishing Houses desiring to market products in another division's territory shall negotiate with the publishing house/division administration serving the territory.

2. If satisfactory arrangements cannot be negotiated, the matter shall be submitted to a General Conference Arbitration Committee for resolution whose decision shall be final.

3. The General Conference Administrative Committee shall appoint three individuals to constitute the arbitration committee.

4. Publishing houses may fill orders received from outside their division's territory provided the products ordered are for individual use only and not for resale or commercial use.

5. Contracts and agreements in effect on or before December 31, 1994, between publishing houses regarding initial rights shall continue to apply.

6. Contracts and agreements among the Pacific Press Publishing Association, the Review and Herald Publishing Association, and the General Conference in effect on or before December 31, 1994, shall continue to apply for their agreed duration.

FP 35 20 Ownership and Control of Printers—In bringing out a new magazine, or trade or subscription books, the original publisher shall have sole ownership and control of printers and copyrights.

FP 35 25 Spirit of Prophecy Books for Denominational Employees—1. Publishing houses shall supply Ellen G White books for denominational employees at a cost of 50 percent of the catalog retail price. Under this plan all orders for Ellen G White books shall be placed with publishing houses annually.

2. Divisions and subsidiary organizations shall provide an additional subsidy of 25 percent of the publisher's catalog price to employees in areas designated by the division executive committee.

3. Each division executive committee shall assign to a specific department the responsibility for promotion and distribution of these books.

4. As a division and the respective publishing house are able to meet the financial responsibilities involved, study shall be given to furnishing similar privileges for students in their junior and senior years. Local church elders may also be included.

FP 45 Publishing Development Fund

[Repealed Annual Council 2021]

FP 50 World Literature Ministry Coordinating Board

FP 50 05 Responsibilities—The responsibilities of the World Literature Ministry Coordinating Board (WLMCB) are:

1. Facilitate all phases of literature ministry.
2. Serve as a central advisory, planning, mediating, and coordinating board for the total publishing program of the Church. In

cases of disputes between publishing houses not located within the same division, such disputes shall be resolved by arbitration upon submission of a request to the General Conference Administrative Committee which shall appoint an arbitration committee.

3. Recommend development of publications that can be used in various parts of the world.

4. Create and recommend plans for the development of missionary book of the year and its worldwide distribution.

5. Appoint subcommittees, as necessary, and call meetings of interdivision publishing houses for product development.

6. Develop and coordinate worldwide projects and strategies for the printing and distribution of Ellen G White publications.

FP 50 10 Membership—Membership of the World Literature Ministry Coordinating Board shall consist of the following personnel:

General Conference Vice President (advisor to Publishing Ministries), Chair

General Conference Publishing Ministries Director, Secretary

General Conference Publishing Ministries Associate Directors

Review and Herald Publishing Association President or designee

Division Publishing House Presidents/Managers

Ellen G White Estate Director

Division Presidents or designees

Division Publishing Directors

Invitees: Five (5) Union Publishing House Managers as nominated by General Conference Publishing Ministries.

FP 50 15 Executive Committee—1. An executive committee of the World Literature Ministry Coordinating Board (WLMCB) shall be appointed to function between sessions of the board.

2. *Executive Committee Terms of Reference*—To operate within the powers and terms of reference assigned to it by the WLMCB.

3. *Executive Committee Membership*:

General Conference Vice President (advisor to Publishing Ministries), Chair

General Conference Publishing Ministries Director, Secretary

General Conference Publishing Ministries Associate Directors

Review and Herald Publishing Association President or designee

Ellen G White Estate Director

Division Presidents, or designees

4. *Executive Committee Procedures*—a. Meetings shall be held as necessary between meetings of the WLMCB.

b. A quorum of the Executive Committee shall consist of five (5) members.

FP 55 Copyrights/Royalty Policy

FP 55 05 General Provisions—Copyright policies of the publishing houses shall operate in harmony with national and international copyright laws.

1. Publishing houses must obtain written permission or a signed contract from the original publisher, copyright owner, and/or the author whenever publishing houses want to translate, publish, and produce materials that they have not developed.

2. A translation of any book or pamphlet from the language of the original publication, whether English or some other language, in the absence of a contract, 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 the book.

3. Contracts with authors shall be accompanied by, or include, an explanation of all literary rights that may derive from the author's work.

4. Authors may be requested to relinquish their royalties on any book or pamphlet translated for use by a subsidized denominational organization.

5. Publishing houses shall provide all authors with an annual report of the number of the author's books sold.

FP 55 10 Royalties—Guidelines—Category A—Subscription books: One percent (1%) royalty on the retail price or four percent (4%) of publisher's net billing price.

Category B—Ellen G White Books: No royalties will be paid.

Category C—Sharing Books: Five percent (5%) of publisher's net billing price of paperback trade books, such as sharing books or missionary books that were not developed by the General Conference, and small mass-produced paperback books.

Category D—Missionary Book of the Year: No royalty shall be paid on the missionary book of the year developed under the auspices of the General Conference and for which the authors are compensated.

Category E—Devotional Books: Seven point five percent (7.5%) of the publisher's net billing price of the annual devotional books.

Category F—Textbooks: No royalty shall be paid on educational textbooks produced under the auspices of the General Conference and for which the authors are compensated. Between five and eight percent (5-8%) of publisher's net billing price on textbooks not developed by the General Conference.

Category G—Trade Books—Hardbound and Paperback: Between six and ten percent (6-10%) of publisher's net billing price.

FP 60 Adventist Book Centers

FP 60 05 Distributing Agencies—The Adventist Book Center is recognized as the primary channel for the distribution of denominational trade, text, and missionary literature. Each denominational publishing house, in consultation with the governing body/administrative committee, may also develop alternative strategies and channels to sell trade and sharing books directly to customers within their assigned territories, including distribution through online methods and websites.

FP 60 10 Publications and Merchandise to Be Stocked and Promoted by Adventist Book Centers—Adventist Book Centers shall stock and promote only those books, periodicals, and/or audio-visual materials which are currently furnished by denominational publishing houses, or which have been approved by duly constituted committees dealing with the authorizing of publications for denominational distribution. These book review committees shall be set up by the divisions or unions concerned. (See also A 15 40.)

FP 60 15 Accounting Records—Adventist Book Centers shall maintain separate accounting records from the conference, mission/field/section, or region/field station.

FP 63 Electronic Publications

FP 63 05 Copyright and Royalty—Electronic publications shall be subject to the same copyright and royalty policy as outlined in FP 55.

FP 63 10 Territory—Denominational publishing houses may fill orders of electronic trade and sharing literature received from outside

their division's territory provided the products ordered are not for resale, wholesale distribution, or commercial use.

FP 63 15 Accessibility—Unless there is written permission from the copyright holder/publisher, electronic publications, such as missionary books, Ellen G White books, and Sabbath School lessons, may only be distributed through official denominational websites and mobile apps owned or controlled by denominational entities, provided that there is compliance with the copyright specifications and contracts with the author and publisher.

FP 63 20 Translation Rights—Denominational publishing houses must have written agreements in place before translating or distributing any General Conference-owned publications. The written agreement must include information regarding who owns the rights to any translated materials and the permissions granted. Other entities and organizations wishing to use such material shall first obtain appropriate permissions from the copyright holder before any use of material or making translated publications available for download on their websites or mobile apps.

FP 65 Literature Evangelism

FP 65 05 Literature Evangelism—Each division shall be responsible for developing and maintaining a literature evangelism program within its territory. Adequate leadership shall be provided to direct the program, which shall be a part of overall evangelism within the division.

FP 65 10 Publications and Merchandise to be Carried by Literature Evangelists—Where there are no legal impediments, literature evangelists shall carry and promote only those books, periodicals, and/or audio-visual materials which are currently furnished by denominational publishing houses.

FP 65 15 Priority of Spiritual Books—Literature evangelists shall be trained and encouraged to distribute books that present God's end-time messages and prophecies. Plans shall be made by the divisions to supply their literature evangelism ranks with these types of books.

FP 70 Regular Literature Evangelist

FP 70 05 Regular Literature Evangelist—A regular literature evangelist is an authorized self-employed individual who, as per policy FP 65 10, sells products furnished by official Seventh-day Adventist publishing houses and works within the framework of policy as set by the division where he/she engages in literature evangelism.

FP 70 10 Classification of Literature Evangelists—1. Intern: A new recruit who holds an identification card.

2. Licensed: An intern becomes licensed when he/she meets requirements as set by the division.

3. Credentialed: A literature evangelist must have completed twelve months of work and meet other requirements as set by the division, to be eligible for credentials.

4. Identification cards, licenses, and credentials are issued by the organization under which the literature evangelist works.

FP 75 Literature Evangelist Scholarship Plan

FP 75 05 Literature Evangelist Scholarship Plan—Each division shall develop a student Literature Evangelist Scholarship Plan.

FR

SABBATH SCHOOL AND PERSONAL MINISTRIES— DEPARTMENTAL POLICIES

FR 05 Purpose

Sabbath School and Personal Ministries serves as the primary religious educational resource for the world Church and seeks to foster discipleship among its members which reflects the teachings of the Bible and the tenets of the Seventh-day Adventist Church. With the perspective that each church is a training school for the development of Christian workers, Sabbath School and Personal Ministries seeks to educate and equip members in proclaiming the gospel of Jesus Christ in the context of the Three Angels' Messages of Revelation 14:6-12 and to help all members of all ages grow and mature in their relationship with God, with others, and with His Church.

FR 10 Desired Outcome

Resources and programs for the divisions are produced that are Christ-centered, Bible-based, and user-oriented. These involve a variety of modalities in emerging technologies and media that effectively engage both active and inactive audiences. They are presented through extensive and varied training media resulting in the following:

1. Bible Study—Regular individual and group study of God's Word, prayer, and other devotional practices.
2. Fellowship—Christ-centered relationships throughout every aspect of the weekly Sabbath School program and an atmosphere of love and acceptance in church life.
3. Community Outreach—Discovery of spiritual gifts that educate, equip, motivate, and mobilize members in all forms of personal evangelism, and organized local churches to be transforming agents in its community.

4. World Mission—Expression and perpetuation of a clear vision of the Church’s mission to the world.

FR 15 Services and Resources

General Conference Sabbath School and Personal Ministries provides multimedia resources in the implementation of the religious education of the Church. These include textual, graphic, audio, video, and Internet media.

FR 20 Operations

FR 20 05 Staffing—Sabbath School and Personal Ministries is administered by a director and associate director(s) as needed and budgeted. The director and associate director(s) are elected on the basis of their expertise and experience in caring for the responsibilities encompassed by the work of the. In their leadership, the director, associate director(s), and staff will provide a clear sense of direction which anticipates ministry opportunities now and in the future while unifying the efforts of leaders at other levels of the Church involved with Sabbath School and personal ministries.

FR 20 10 Administration—Operationally and administratively, the department, through its director, is responsible to the president and his advisors for promoting plans and work outlined by the General Conference Executive Committee. A president’s advisor meets regularly with the staff to listen, to give guidance, and to empower the staff to meet present and anticipated ministry opportunities.

FR 20 15 World Advisories—A world advisory is normally called at the beginning of each new quinquennium. During this time, the director, associate director(s), and staff meet with the division directors and a representative of the General Conference administration to discuss ministry needs and opportunities and to lay strategic plans for the next five years.

FR 20 20 Division Sabbath School and Personal Ministries Departments—The responsibilities of Sabbath School and Personal Ministries departments at the division level are to facilitate all desired outcomes of General Conference Sabbath School and Personal

Ministries, providing translation and contextualization of all appropriate resources, and implement training in their full utilization.

FR 20 25 Editors—The editors for the collegiate/young adult, youth, earliteen, junior, primary, kindergarten, and beginner Sabbath School Bible Study Guides are appointed by the General Conference Executive Committee to serve in Sabbath School and Personal Ministries and are responsible to the General Conference Administrative Committee through the Sabbath School Publications Board, or as may be indicated in their job descriptions.

FR 25 Functions

FR 25 05 Editorial Functions—The Sabbath School Publications Board, a standing committee appointed by the General Conference Administrative Committee, is the primary organization to facilitate the Sabbath School editorial function of the department. This board, through the editors, is responsible for the development of all manuscripts for the Sabbath School Bible Study Guides for all ages. The General Conference Administrative Committee is the publisher and is responsible for the content of the students' and teachers' manuscripts. (See GC BA 20, Sabbath School Bible Study Guides.) The content of program helps is the responsibility of each of the world divisions.

FR 25 10 Electronic Media Functions—The director and associate director of Sabbath School and Personal Ministries and the editors of the Sabbath School Bible Study Guides are responsible for the development and delivery of electronic media for the translation and contextualization of the Sabbath School Bible Study Guides as well as for the student and teacher resources that support and enhance them.

FR 25 15 Curriculum Development Function—The editors of the Sabbath School Bible Study Guides, in conjunction with the world Sabbath School curriculum committees, normally meet at least once per quinquennium, develop the curricula for Sabbath School Bible Study Guides at all age levels, and make recommendations to the General Conference Administrative Committee through the Sabbath School Publications Board.

FR 25 20 Curriculum Implementation Responsibility—Sabbath School and Personal Ministries jointly shares the responsibility with Children's Ministries in implementing the Sabbath School curriculum

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and in training leaders and teachers of children's Sabbath Schools. The division should choose either Sabbath School and Personal Ministries or Children's Ministries to implement the training.

FS

STEWARDSHIP MINISTRIES— DEPARTMENTAL POLICIES

FS 05 Philosophy

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 began 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 (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.

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, (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 (John 14:16-20) and begins a new creation (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. This renewed interdependence of the believer and God provides the model for relationships with other human beings. 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. At first, the individual or even a corporate group, is totally dependent on the rest of the Body. With growth and maturation, strength is gained until the individual or group is able to contribute to the Body as a whole. Stewardship is an important ministry in fostering this growth in interdependence.

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 Stewardship Ministries 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

Stewardship Ministries 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 Stewardship Ministries is to aid in the integration of the faith walk with God into every area of life—individually and corporately.

The functions of 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 appropriate resources for empowering members and leaders to implement stewardship principles, especially those materials that cannot be produced as economically and effectively in a division or union office.

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/field/section, or region/field station, 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 church body, through its general councils, may decide should be given unified support around the world and may assign to Stewardship Ministries 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 thrust. Since stewardship involves the entire person living in a growing partnership with God, any strategy must build on spiritual renewal. Stewardship Ministries 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 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 Stewardship Ministries seeks to strengthen and resource.

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. Stewardship Ministries will continue to develop materials to help in the area of biblical principles for money management.

5. *Seventh-day Adventist Financial Support Plan*—Stewardship Ministries will continue to assist administration in title and offering education through materials to support the implementation of the Seventh-day Adventist Financial Support Plan, including the Personal Choice Giving Plan.

FS 20 Departmental Staffing

Director and Associate Directors—Stewardship Ministries shall have a director and associate director(s) as needed. Qualified personnel shall be elected and/or appointed on the basis of their expertise and experience in the specialized ministry of Stewardship and in accordance with the General Conference Constitution and Bylaws.

Operational and Administrative Relationship—The director and associate directors work under the directions of the President and the Executive Committee of the General Conference. Operationally and administratively, the department is responsible, through its director, to the President and assists him and other officers in promoting the plans and work outlined by the General Conference Executive Committee.

FS 25 Relationship to World Divisions

Stewardship Ministries serves in an advisory capacity to the world divisions, their administrations, and Stewardship Ministries leaders. This department is a service to the world field and provides leadership, vision, resources, and training in Stewardship areas. Directors of division stewardship departments constitute an important World Advisory Council for the department, which is responsible for long range planning for the department.

FT

LEGAL CORPORATION/ASSOCIATION AND PLANNED GIVING AND TRUST SERVICES MINISTRY— DEPARTMENTAL POLICIES

FT 05 Mission Statement

Planned Giving and Trust Services helps individuals experience the joy of lifelong giving. Our goal is to connect a donor's passion with the mission and work of the Seventh-day Adventist Church to expand the kingdom of heaven. (See also S 40.)

FT 10 Statement of Purpose

A recognition of the sovereignty of God, by right of creation and redemption, enables Seventh-day Adventist Christians to enjoy a sense of security and a relationship with their heavenly Father that surpass all other considerations. A contemplation of Calvary prompts them to dedicate themselves and all that they have 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 each person 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 Planned Giving and Trust Services, offered through the conference legal corporations/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 Corporation/Association through its Planned Giving and Trust Services also seeks to minimize the cost of administering and closing the estates of donors; 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.

FT 15 Definition of Planned Giving and Trust Services

Planned Giving ministry encourages members to respond to God's grace in the crowning act of stewardship with the preparation of an estate plan by every church member family. Estate planning responsibility involves more than just money and possessions. Planning includes, but is not limited to, parents planning to give their faith in God and values to their children, and the proper education of children to be the next generation of faithful stewards.

Planned Giving promotes that each church member should have their own plan that will honor God and give glory to Him. Honoring God will include providing for the needs of family, partnering with God in completing His mission through the proper utilization of all His gifts and resources. A God honoring plan will pass on faith in God, possessions, and values to the generations to follow.

“And behold, the word of the LORD came to him, saying, ‘This one shall not be your heir, but one who will come from your own body shall be your heir.’” (Gen 15:4 NKJV)

“They feel that they are stepping upon forbidden ground when they introduce the subject of property to the aged or to invalids in order to learn what disposition they design to make of it. *But this duty is just as sacred as the duty to preach the word to save souls.* . . . Should not Christian men feel interested and anxious for that man's future good as well as for the interest of God's cause, that he shall make a right disposition of his Lord's money, the talents lent him for wise improvement?” (CS 323-324, emphasis supplied.)

Trust Services ministry is the process of receiving from Seventh-day Adventist members or friends of the church, cash or non-cash gifts for the support of the mission of the Seventh-day Adventist Church. This includes due diligence to determine the sustainability of gifts to be received and the professional processing of an acceptable gift.

“. . . [A]nd they built and finished [the temple], according to the commandment of the God of Israel, and according to the command of Cyrus, Darius, and Artaxerxes king of Persia.” (Ezra 6:14 NKJV)

“Just as long as we are in this world, and the Spirit of God is striving with the world, we are to receive as well as to impart favors. We are to give to the world the light of truth as presented in the Sacred Scriptures, and *we are to receive from the world that which God moves upon them to do in behalf of His cause*. The Lord still moves upon the hearts of kings and rulers in behalf of His people, and it becomes those. . . . not to cut off any favors or withdraw themselves from the help that God has moved men to give, for the advancement of His cause.” (CS 183, emphasis supplied.)

FW

WOMEN'S MINISTRIES— DEPARTMENTAL POLICIES

FW 05 Philosophy

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."—*Welfare Ministry*, p 145.

FW 10 Purpose

The primary purpose 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 a global evangelistic strategy and provides training to equip the women of the church to uplift Christ in the Church and in the world.

". . . 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."—*Testimonies for the Church*, vol 4, p 642.

Women's Ministries will focus on the following six critical issues that have been identified as barriers preventing women from reaching their full potential: illiteracy, poverty, risks to health, abuse, length of workday and poor working conditions, and the need for training and mentoring for greater involvement in the mission of the Church.

FW 15 Objectives

FW 15 05 In order to fulfill the purpose 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. Liaise and cooperate with other specialized departments of the church to meet the needs of women.

5. Build networks among women in the world Church 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 side by side to further the global mission of the Seventh-day Adventist Church.

FW 20 Departmental Staffing

FW 20 05 Director and Associate Directors—Women's Ministries shall have a director and associate directors as needed. Qualified personnel shall be elected on the basis of their expertise and experience to care for the activities and responsibilities encompassed by the work of the department.

FW 20 10 Specific Responsibilities—Each individual shall have specific responsibilities and assignments, which will be made known to other appropriate levels of Church organization.

FW 20 15 Responsibilities of Director—1. The departmental director or designee shall chair the Women's Ministries Advisory. The director will maintain continuous contact with the staff and coordinate staff functions.

2. The director shall represent, and serve as advocate for, departmental goals, programs, and activities to the administrative bodies of the Church; shall represent administrative viewpoints to the departmental staff; and shall serve as liaison between other departments and Women's Ministries.

FY

YOUTH MINISTRIES— DEPARTMENTAL POLICIES

FY 05 Purpose

Youth Ministries of the General Conference of Seventh-day Adventists is a department of the Church that works for and with the youth. The purpose of Youth Ministries is to lead young people into a saving relationship with Christ by winning, training, retaining, and reclaiming the youth. The department is to assist the world Church—in consultation with administration and in cooperation other departments—by involving divisions in forming objectives and goals as well as developing plans to equip the body of the Church to engage with its youth and prepare them to strategically take the gospel to all the world.

FY 10 Objectives

FY 10 05 Objectives of the Department—1. To help youth develop their full potential physically, mentally, spiritually, and socially.

2. To lead youth to understand their individual worth in Christ and provide them with a Bible-based foundation that will enable them to develop a life-long relationship and commitment to Christ and His Church.

3. To help youth discover and develop their spiritual gifts and abilities for the benefit and growth of God's church and the community.

4. To integrate, equip, and empower youth into all aspects of church life, service and leadership in order that they might be full participants in the mission of the Church.

5. To be relevant and effective in ministry by focusing all ministry on the needs of youth.

To accomplish its objectives, the department must listen to the voice of youth through world divisions to be informed about their perceptions, concerns, needs, and suggestions in order to achieve a balanced ministry

by incorporating the biblical dynamics of fellowship, nurture, discipleship, worship, empowerment, and mission.

FY 15 Departmental Staffing

FY 15 05 Director and Associate Directors—Youth Ministries shall have a director and associate directors as needed. Qualified personnel shall be elected on the basis of their experience in ministering to youth and their expertise to care for the specialized ministries, activities, and responsibilities encompassed by the work of the department. Specialists may be appointed to meet specific needs of the department. Personnel shall be elected or appointed as required to support the functions outlined in the *Seventh-day Adventist Church Manual* and as stipulated in the General Conference Constitution and Bylaws.

The director works under the direction of the General Conference president and the General Conference Executive Committee. Operationally and administratively, the department, through its director, is responsible to the president and assists him and other officers in promoting plans and work outlined by the Executive Committee.

FY 20 Programs and Activities

FY 20 05 Ministries—Youth Ministries serves the worldwide Church through the following specialized ministries:

1. Adventurer Ministry (4 to 9 years)
2. Pathfinder Ministry (10 to 15 years)
3. Ambassador Ministry (16 to 21 years)
4. Young Adult Ministry (22 to 30 years)
5. Public Campus Ministry (16 to 30+ years)

FY 20 10 Objectives—These local church youth organizations shall have three major objectives:

1. To work for the salvation of young people within the Seventh-day Adventist Church, helping them to grow spiritually, physically, mentally, and socially,
2. To provide fellowship for Seventh-day Adventist youth and organize them to work for the salvation of other young people,

3. 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 25 Public Campus Ministry

FY 25 05 Objectives—Youth Ministries collaborates with Adventist Chaplaincy Ministries and Education in providing support to Seventh-day Adventists who, for a variety of reasons, attend public colleges and universities around the world. Working under the supervision of a General Conference-appointed committee on Adventist Ministry to College and University Students (AMiCUS) and in coordination with the world divisions, these three departments promote and support initiatives designed to meet the spiritual, intellectual, and social needs of Adventist students on public campuses worldwide. In cooperation with leaders at various church levels, AMiCUS endeavors to (1) strengthen the faith commitment of students to Seventh-day Adventist beliefs and mission, (2) prepare students to deal with the intellectual challenges that arise in a secular environment, (3) develop the leadership abilities of students, (4) provide students with opportunities for Christian fellowship, and (5) train students for outreach, service, and witness on the campus, in the community, and in the world at large.

FY 25 10 Responsibilities—The Adventist Ministry to College and University Students (AMiCUS) Committee provides overall supervision and coordination of this global ministry and, in consultation with leaders in world divisions, promotes initiatives designed to:

1. Organize associations of Adventist students in public campuses and hold special meetings for them,
2. Publish and distribute *College and University Dialogue*, a handbook, and other materials that support this ministry, and
3. Train campus chaplains (endorsed by Adventist Chaplaincy Ministries), lay leaders, and pastors in university centers.

The committee also develops an annual budget to carry out its international ministry.

Public Campus Ministry focuses on fostering the organization and activities of student associations in college or university centers, training students for leadership and outreach, and holding regional student conventions and retreats.

FY 25 15 Role of the World Divisions—Each world territory shall assign to one or two qualified Youth Ministries directors the responsibility of leading in the ministry to Adventist students on public college and university campuses, with support from the General Conference-appointed Adventist Ministry to College and University Students (AMiCUS) Committee and in coordination with union leaders in their territory. This ministry seeks to:

1. Foster the organization and activities of Adventist student associations on public campuses and maintain a current list of them,
2. Hold regional meetings for these students,
3. Budget funds for the free distribution of *Dialogue* and other needed materials,
4. Offer specialized training for campus chaplains, lay leaders, and pastors in university centers,
5. Train students for outreach, service, and evangelism on their campuses, their communities, and beyond,
6. Promote the involvement of Seventh-day Adventist university professors and other professionals as mentors in this ministry,
7. Connect these students with Seventh-day Adventist colleges and universities as potential transfer students, where possible, and eventually as faculty members,
8. Assist local leaders in establishing and maintaining good relations with administrators of public colleges and universities at which Adventists are students,
9. Engage the services of Public Affairs and Religious Liberty in preventing or solving Sabbath observance issues related to Seventh-day Adventist students on public campuses,
10. Provide coordination and guidance for this ministry to their counterparts in the unions and local fields, as well as periodic assessment,
11. Connect Public Campus Ministry groups with local churches for mentoring purposes and maintaining global Church identity, and
12. Connect students with the Adventist Volunteer Service.

GE

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 Executive 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 Ellen G White Estate Board; and publishing houses that publish and copyright Ellen G White books do so as agents of the Ellen G White Estate. From time to time, the Board may establish or amend policies respecting the use, publication, and/or circulation of Ellen G White writings. 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.

GE 05 15 Office Space and Finances—The General Conference provides office space for the Ellen G White Estate. It also provides a White Estate budget, to meet the expenses represented by the regular cycle of duties of the office of the Ellen G White Estate. The Board

controls this budget, authorizing all expenditures. A person chosen from the General Conference Treasury staff by joint action of the General Conference and the Board serves as treasurer for the Board and disburses the funds on authorization from the Board with a monthly statement listing these disbursements and showing the current financial standing.

The General Conference provides annually a budget for subsidizing the publication of Ellen G White books in languages other than English. Expenditures from this budget are by action of the General Conference Executive Committee on recommendation of the Spirit of Prophecy Committee.

GE 05 20 Access to Manuscripts and Other Estate Files—Access to the properties of the Ellen G White Estate shall be by permission of and according to policies established by the Board.

GE 05 25 Permission to Use Writings—There is an implied permission granted by the Board to denominational writers and publishers for a reasonable use of Ellen G White writings, with the regularly employed publishing house editors being held responsible for the proper use of selected excerpts. The Board permits the inclusion of Ellen G White material in manuscripts accepted by denominational publishing house book committees, provided that no more than 20 percent of the manuscript is Ellen G White material. If the manuscript contains more than 20 percent of material from Ellen G White writings, the matter should come to the Board for its study and action.

GE 10 Reproduction of Ellen G White Writings

Even though a number of the Ellen G White books are in public domain and are no longer protected by copyright, it should be recognized that Ellen G White in her will, entrusted all of her writings to a group of trustees in perpetuity. This represents a sacred trust which is morally binding. The Ellen G White writings should not be reproduced without written permission from the Trustees of the Ellen G White Estate.

GE 15 The Ellen G White Estate and the Spirit of Prophecy Committee

GE 15 05 Spirit of Prophecy Committee—The Spirit of Prophecy Committee is appointed by the General Conference Administrative Committee and is constituted as follows: representatives of the General Conference officer group, one of whom shall serve as chair; Board of Trustees, and others. This committee shall serve during the period between the General Conference Sessions.

General responsibility for the publication of Ellen G White books throughout the world is shared by the Board and the Spirit of Prophecy Committee, a standing committee of the General Conference.

1. The Board is responsible for:
 - a. New editions, changed formats, and other changes in presently published works.
 - b. Abridgments, translations, and related changes.
 - c. Editions of works for the blind.
 - d. Obtaining and keeping current all necessary copyrights.
 - e. The nature and content of any indexes that may be made.
2. The Spirit of Prophecy Committee is responsible for:
 - a. The overall planning of Spirit of Prophecy promotion.
 - b. Encouraging the reading and use of Ellen G White writings.
 - c. The annual Spirit of Prophecy Sabbath program.
 - d. Promoting the non-English publication of Ellen G White material and, if subsidies are required, recommending to the General Conference Administrative Committee the subsidy that should be granted. However, the preparation of such editions, with related correspondence and attention to legal or copyright matters, shall be the responsibility of the Board.

GE 15 10 Publication of Ellen G White Books—Ellen G White books are handled differently from other denominational publications. As a legal organization the Ellen G White Estate is authorized to hold the copyrights of all Ellen G White books. The Board grants permission for the use of Ellen G White writings and acts on plans involving the publication of Ellen G White materials or works drawn largely from her writings.

GE 15 15 Trade Books—The publication of Ellen G White trade books in the North American Division is shared between the two General Conference publishing houses. Because of their unique value to the church such books, once issued, shall continue as stock items. When such books need to be reset, the Board shall be informed.

Manuscript for new compilations shall be passed by the Board to the publishing houses, but it shall not be submitted to the respective book committees. The General Conference publishing houses are empowered to publish Ellen G White trade books in English for use by the world field. This permission, however, does not preclude the publishing of English editions outside the North American Division if such are deemed advisable. All negotiations for English editions which are printed outside the territory of the North American Division as well as foreign language editions are to be made between the respective division and the Board.

Apart from these special arrangements, Ellen G White trade books are published on the same basis as others issued by the General Conference publishing houses, with the publishers meeting all initial expenses and being responsible for advertising, distribution, and similar costs.

GE 15 20 Subscription Books—Ellen G White subscription and trade books are handled on the same terms. The publishing house to which the book is assigned bears all initial expense. Control of the English printing of the books by the North American publishing houses is restricted to its use in the United States and Canada and to the territories served by the Stanborough Press as a subsidiary of the Review and Herald Publishing Association.

Prior to the publication, resetting, or re-illustrating of any Ellen G White subscription book now in circulation, counsel shall be sought of the Board and General Conference Publishing Ministries.

GE 15 25 Responsibility for Compilations—When there is a call for a compilation of Ellen G White writings in book form, the need for such a book shall be considered by the Board and on favorable action it shall be referred to the Spirit of Prophecy Committee for counsel. The Spirit of Prophecy Committee may also take the initiative in recommending the publication of new compilations. Responsibility for the authorization of the compilation and supervision of the manuscript preparation shall rest with the Board.

If the compilation is made by others than the Ellen G White Estate staff, remuneration, if any, shall be through a definite sum authorized by the Board in consultation with the General Conference. The publishing house shall bear the expenses associated with the preparation and publication of such books.

GE 15 30 Study Guides—The following guidelines are established for the preparation of study guides for Ellen G White books:

1. It should be the sole objective of the study guide to lead the reader to a knowledge of the counsels and instructions given by Ellen G White, and great care should be exercised to avoid interpretation of writings either by comment, emphasis, or wording of the text.

2. Study guides to the Ellen G White books, being fully dependent on these books for their existence, are supplements to these books, and should therefore be handled under the regulations pertaining to the publication of Ellen G White books.

3. When there is a call for a printed study guide to any Ellen G White book to be issued for distribution as a regular publication by one of the publishing houses, the responsibility for authorization and supervision of manuscript preparation and publication shall rest with the Board. Royalty shall be paid to the General Conference at five percent of the retail price of these study guides (the same as for the annual devotional and missionary books of the year—see FP 55 10, category D).

4. The manuscript may be prepared in the Ellen G White Estate office, or the work may be assigned to a person not on the office staff. In the latter case remuneration, if any, shall not be made under the royalty plan but shall be a definite sum authorized by the Board in consultation with the General Conference Corporation. Such payment may be charged against the General Conference account to which, by agreement, Ellen G White royalty income accrues.

5. Policies that call for Spirit of Prophecy Committee approval for the publication of new Ellen G White books shall apply to such study guides.

6. These policies shall not apply to such outlines and study guides that are temporary in nature, mimeographed for use in institutes or classrooms in educational or other institutions.

GE 15 35 Royalty—Ellen G White books shall be royalty free.

GE 15 40 Releasing Unpublished Material—The decision as to the suitability of unpublished material for general release rests with the Board which shall approve both the release and the manner of release.

GE 15 45 Authorization to Print—Any territory desiring to translate and publish any of the Ellen G White writings shall communicate with the Board and Publishing Ministries of the General Conference before beginning the translation. The publishing house issuing the book shall be subject to the conditions governing the issuance of denominational literature as these relate to the use of illustrations and to royalty in such cases as royalty is called for. Upon completion of the work the publishing house shall report the language, the size of the edition, and other helpful information to the Board for their records and shall file two copies of the completed work with the office of the Ellen G White Estate and one copy with Publishing Ministries of the General Conference. Board authorization to publish is separate and distinct from any financial commitment to aid in publication. (See GE 15 75.)

GE 15 50 Worldwide Publication of Subscription Books—Encouragement is given to the publication of such Ellen G White subscription books as may meet the needs of the various territories. These books may be issued either in their entirety or in abridged form. When it is deemed advisable to use the abridgment, the standard approved abridgment should be used.

This plan brings a desirable uniformity into our literature. Manuscripts for abridgments may be obtained from the office of the Ellen G White Estate. If a special abridgment is called for, plans for its preparation must be worked out in counsel with the Board. The Board, the Spirit of Prophecy Committee, and General Conference Publishing Ministries encourage publication of the Ellen G White books in their entirety as far as is practical.

GE 15 55 Worldwide Publication of Trade Books—1. *Purchase of Printing Rights and Files*—Publishing houses wishing to print Ellen G White trade books in a language already in print may purchase the printing rights and printers from the original publishers as follows:

- a. Text only—Five percent (5%) of initial cost of text.
- b. Combined text, art work, and pictures—Seven and a half percent (7.5%) of total initial cost.
- c. Initial cost shall include actual origination expense incurred up to the point the negatives are stripped, and flats made ready for the

production of printing plates/digital files. Normal factory overhead percentages shall be included but not promotion or distribution costs.

d. Author and artist royalties are additional as required.

e. Digital files shall be supplied at cost, as defined in paragraph 1. c. above, plus fifteen percent (15%).

f. Distribution Rights—The purchasing publisher's distribution rights on the purchased book shall be limited to its own territory.

2. *Permission to Translate*—A request for the translation of an Ellen G White Trade book in a major language used by more than one division shall be approved and the translating assigned by the World Literature Ministry Coordinating Board (WLMCB).

GE 15 60 Translations—Translating Ellen G White books presents a unique problem. Being Spirit of Prophecy literature, the translation must be faithful and made from the original English text, and shall convey to the readers of other languages an accurate picture of the Ellen G White teaching. Care should be exercised to avoid making the translation literal, hence stilted and sometimes meaningless. On the other hand, the translator must not take the liberty to introduce his own viewpoint or add sentences to further delineate the subject presented. Nor is the translator at liberty to delete sentences. Such translations are not acceptable, and their publication must not be permitted. All translations should be carefully checked by readers designated by the union or division in which the work is done.

In some cases, a given translation may serve several territories. When this is so, the translation shall, if feasible, be made available for checking in all areas concerned.

The Trustees of the Ellen G White Estate retain the responsibility to approve the translations of the Ellen G White books prior to their publication and shall take such steps as they deem advisable to assure themselves that the translation is acceptable.

GE 15 65 Introductory Spirit of Prophecy Library—Divisions are urged to arrange for the publication of the volumes designated as constituting the Introductory Spirit of Prophecy Library. These volumes are to be issued in their entirety so as to correspond to their English counterparts. The books comprising this library are:

List A (First Priority)

Acts of the Apostles, The
Adventist Home, The
Christ's Object Lessons
Christian Service
Counsels on Stewardship
Desire of Ages, The
Early Writings
Education
Gospel Workers
Great Controversy, The
Ministry of Healing, The
Patriarchs and Prophets
Prophets and Kings
Steps to Christ
Story of Redemption, The

List B (Second Priority)

Child Guidance
Counsels on Diet and Foods
Evangelism
Life Sketches of E. G. White
Messages to Young People
Testimony Treasures, Volume I
Testimony Treasures, Volume II
Testimony Treasures, Volume III
Thoughts From the Mount of Blessing
Selected Messages, Book 1
Selected Messages, Book 2
Selected Messages, Book 3
Welfare Ministry

GE 15 70 Responsibility for Publishing—The primary responsibility for producing these books rests with the respective division executive committees, but the General Conference Executive Committee, through the Spirit of Prophecy Committee, may render assistance. The question of the order in which the Introductory Spirit of Prophecy Library books shall be published is left with committees in the various territories.

GE 15 75 Financial Assistance—1. The objective of the Spirit of Prophecy Book Subsidy Fund is to help make the Ellen G White books available in the various languages spoken by Seventh-day Adventists, at a price within their local buying ability, taking into account the economy of the country, earning power of the people and size of the language group. Wherever possible, the books shall be produced and distributed on a self-supporting basis. Where this is not possible, financial assistance in the form of subsidies may be called for.

2. Although preference is given to the Introductory Spirit of Prophecy Library, requests for subsidies may be made on any Ellen G White book for trade or subscription printings and on materials as approved by the Board.

3. Subsidies for the initial publication of Ellen G White books in languages other than English shall be made by the General Conference Administrative Committee on the recommendation of the Spirit of Prophecy Committee and made available from the Subsidy Fund for initial publication expense based on the number of pages of the English edition on one of the following plans:

a. *Plan A*—For language areas with more than 5,000 members, up to USD 20 per page based on actual costs, and apportioned as follows:

General Conference	40%
Division	35%
Union	<u>25%</u>
per page	100%

b. *Plan B*—For language areas with fewer than 5,000 members, up to USD 26 per page based on actual costs, and apportioned as follows:

General Conference	46%
Division	39%
Union	<u>15%</u>
per page	100%

c. *Plan C*—For language areas with more than 5,000 members in countries with inadequate economies, as approved by the General Conference Spirit of Prophecy Committee, up to USD 30 per page based on actual costs, and apportioned as follows:

General Conference	60%
Division	27%
Union	<u>13%</u>
per page	100%

d. *Plan D*—For language areas with fewer than 5,000 members in countries with inadequate economies, as approved by the General Conference Spirit of Prophecy Committee, up to USD 35 per page based on actual costs, and apportioned as follows:

General Conference	69%
Division	23%
Union	<u>8%</u>
per page	100%

4. The union committee concerned shall take the initiative in making the arrangements for the translation.

5. The union officers shall, in consultation with the division, prepare the request for the subsidy which shall include the following information:

- a. Number of pages in English edition
- b. Number of pages in translation
- c. Number of church members served by the language
- d. Per capita tithe
- e. Proposed retail sale price
- f. Approximate number of people who use the language
- g. Number of books to be printed
- h. Steps which have been taken to have the translation checked by individuals in other areas of the world where the publication may be used
- i. Provision for checking the translation for accuracy
- j. Proposed date of publication, etc.
- k. Plans for the promotion of the book

6. The request shall be approved by the division executive committee and placed on the form provided and forwarded to the Secretary of the General Conference Spirit of Prophecy Committee.

7. *Division Fund*—Each division shall set up a fund to cover their portion of the above subsidies.

8. *Book Stocks*—Inasmuch as it is the objective of this plan to make these Ellen G White books available on a continuing basis, the publishing houses shall keep a stock of each published volume to meet the need of a growing constituency. If a publishing house is not financially able to carry the investment involved in this program, the division executive committee shall arrange for the necessary capital for this purpose.

9. In order to ensure the continual availability of Spirit of Prophecy books subsidized by this policy, funding for a second printing shall be available from the General Conference at the following percentages of the maximum provision per page for original translated printing and will be released to the publisher upon proof of the second printing:

Plan A—20%

Plan B—23%

Plan C—13%

Plan D—17%

10. To make economical reprints possible, steps should be taken at the time of the initial printing to preserve the positive printers, plates, etc.

11. If unions covered by Plans C or D are financially unable to pay their percentage of the required translation subsidy, they may apply through their division Spirit of Prophecy Coordinator to the Spirit of Prophecy Committee for a waiver. Included with the waiver request must be verification from their respective division treasurer that the union is unable financially to pay its required percentage of the translation subsidy.

12. When an original translation is found to be inaccurate, or outdated, a retranslation may be done. Translations that are at least twenty-five years old may be eligible for retranslation at full subsidy rates, as set out in paragraph 3. a. to d. above, subject to submission to the Spirit of Prophecy Committee of written justification describing the need for a new translation. Such requests must be approved by the Spirit of Prophecy Committee. Subsidies for retranslation of books less than twenty-five years old, or if older but that did not receive approval from the Spirit of Prophecy Committee for full subsidy, may still receive partial retranslation subsidy. In such instances, the amount of subsidy per page from the General Conference, the division, and the union shall be set at 50 percent of the regular translation subsidies as set out in paragraph 3. a. to d. above.

13. Where a book will only be published in electronic format, 20 percent of the regular translation subsidies as set out in paragraph 3. a. to d. above may be given. If it is decided at a later time to also print the book, application may be made to the Spirit of Prophecy Committee for the balance of the subsidy that would have been granted initially had the book then been printed.

14. For transferring translated material onto CD-ROM format, the General Conference, the divisions, and the unions involved shall subsidize with 5 percent of the regular translation subsidies as set out in paragraph 3. a. to d. above.

15. The Spirit of Prophecy Committee recognizes the need for the production of selected books into audio books, in languages other than English. Assistance for such production may be granted on a limited basis, subject to the approval of the Spirit of Prophecy Committee. If the book has already been translated, a subsidy equal to 50 percent of the regular translation subsidies as set out in paragraph 3. a. to d. above may be given. If the book needs to be translated first, then a subsidy equal to 70 percent of the regular translation subsidies as set out in paragraph 3. a. to d. above may be given.

GE 15 80 Handling Subsidy Funds—The funds voted by the General Conference Executive Committee to assist in the publication of the Ellen G White books, as a usual procedure, shall be held in trust by the General Conference until the publishing house has the translation in hand and is ready to proceed with the printing. Then upon the request of the field, together with notification of the status of the project, the treasurer/chief financial officer of the General Conference shall release such funds for use in the initial expense.

GE 15 85 Unused Subsidies—Any funds appropriated from the Subsidy Fund to assist in the initial expense of the production of an Ellen G White book outside the North American Division shall automatically revert to the fund if uncalled for within three years of the time the action was taken appropriating such funds, unless an extension in the time is granted on specific request of the division concerned.

GE 15 90 Reports—Publishing houses are to report annually to the secretary of the Board informing the Board of the Ellen G White books published, the number of copies sold, and any related pertinent information that would be of service to the Board.

GE 20 Ellen G White Estate Branch Offices and Ellen G White Seventh-day Adventist Research Centers and Study Centers

GE 20 05 Ellen G White Estate Branch Offices—Branch Offices of the Ellen G White Estate are extensions of the main office of the White Estate and are located at educational institutions belonging to the General Conference and serving the world church. As such, they are responsible for promoting an understanding of the writings and ministry of Ellen G White. They are established when deemed necessary by the Board of Trustees and in consultation with the General Conference. Initial setup costs, salaries and allowances, as well as operational expenses are provided by the General Conference budget.

The director of a Branch Office is appointed by the Board every five years, at the first Board meeting after the General Conference Session and holds the position of assistant director of the Ellen G White Estate. The Branch Office director is a full-time employee of the White Estate unless other arrangements are made between the General Conference and the institution involved.

GE 20 10 Ellen G White Seventh-day Adventist Research Centers—Each division of the General Conference where there is not a Branch Office is authorized to establish one Ellen G White Seventh-day Adventist Research Center in an educational institution located within its territory, subject to the approval of the Ellen G White Estate Board and the General Conference Executive Committee. Research Centers serve the division where they are located as a resource regarding the writings and ministry of Ellen G White. Unlike Branch Offices, Research Centers are encouraged to preserve the broader history of Adventism within their territory. In addition, the Ellen G White Estate and the General Conference share oversight of the Research Center with the division involved. Any relocation of the center will require approval by the division and the Ellen G White Estate Board.

The director of the Research Center is to be recommended every five years by the division in counsel with the institution where the Center is located and appointed by the Ellen G White Estate Board as soon as possible after the General Conference Session. Unlike a Branch Office, 50 percent of the director's time is devoted to the Center and 50 percent

to the educational institution in which the Center is located. The designated employing organization of the Research Center director will be determined by the division and the host educational institution in consultation with the Ellen G White Estate. In the event of a vacancy during the quinquennium, the division is to recommend a new director to the Board for appointment.

Each division where there is an authorized Research Center will receive annually, an appropriation from the General Conference equivalent to 75 percent of the denominational annual basic wage factor for the territory where the Center is located. This appropriation is intended to cover 50 percent of the Research Center director's salary and includes an additional 25 percent of the wage factor for the director's estimated benefits. In cases where this appropriation does not cover 50 percent of the salary and benefits for the director of the Research Center, the difference between the appropriation and 50 percent of the actual salary and benefits can be charged to the General Conference in a time period not to exceed one calendar year following when the appropriation has been released to the division. An appropriate travel budget is to be provided by the division for the director's field services. The General Conference also may provide annual supplemental travel assistance. All other operating expenses, such as secretarial services, office supplies, maintenance, etc, as well as the physical facilities, such as the vault, office space, and general furnishings, are to be provided by the division with the cooperation of the educational institution involved. The General Conference provides the specialized equipment and research materials necessary for the establishment of the Center, as specified by the Ellen G White Estate. All White Estate files, including copies of the Ellen G White letters and manuscripts, are provided on a loan basis and remain the property of the Ellen G White Estate. Should it become necessary to close an Ellen G White Seventh-day Adventist Research Center, all White Estate files, including the Ellen G White letters and manuscripts, are to be returned to the Ellen G White Estate.

A supervisory committee of seven to nine members, including the division Spirit of Prophecy Coordinator, is responsible for management of the Center, including preparation of the center's annual budget. Its members are recommended by the division after each General Conference Session and appointed at the first subsequent meeting of the Ellen G White Estate Board. The director of the Center is the secretary

of the committee. The director of the Ellen G White Estate, or a person who officially represents the director, is an ex officio member of the committee. The supervisory committee is to meet at least once a year and keep records of its actions. A copy of the committee's minutes is to be forwarded to the Ellen G White Estate. An in-house committee of three, including the director of the Center, is appointed every five years by the division, for consultation as needed in regard to day-by-day decisions in the Center.

GE 20 15 Additional Ellen G White Seventh-day Adventist Research Centers in a Division—The General Conference and the Board provide funds for only one Research Center per division. Additional Research Centers in a division that already have been established with the authorization of the White Estate Board and the General Conference, follow the policies stated under GE 20 10 except for the financial arrangements which are the following:

All operating expenses of the additional Research Center, including setup costs, 100 percent of the salary and allowances of the director, secretarial services, and travel budget, are the responsibility of the division/union in cooperation with the educational institution where the Research Center is located.

The division may choose to divide its annual appropriation received from the General Conference between the initial Center and additional Centers, but the total amount received will not exceed what was provided to the initial Center. Dividing the General Conference subsidy should not result in the reduction of any services or resources at any of the Research Centers in the territory. If an additional Center should close, all White Estate files are to be returned to the Ellen G White Estate, as stated in GE 20 10.

Colleges and universities owned and operated by unions may also elect to establish a Research Center with authorization of the union, division, and the Board. All setup and operating expenses are the responsibility of the educational institution and/or its union. The director of the Research Center is to be recommended every five years by the employing organization, in counsel with the union/division, and appointed by the Board as soon as possible after the General Conference Session. A supervisory committee of no fewer than five, nominated by the college/university board, and appointed by the Board, is responsible for management of the Center. The division Spirit of Prophecy

Coordinator, director of the White Estate, or persons who officially represent them, shall be ex officio members of the committee. All other policies follow those stated under GE 20 10.

GE 20 20 Additional Ellen G White Seventh-day Adventist Study Centers—An educational institution may request authorization from its union and the Board for the opening of a Study Center to serve its local academic community. The Ellen G White Seventh-day Adventist Study Center consists of a physical space, in or near the library, containing resource materials pertaining to the writings and ministry of Ellen G White, and Adventist history. Distinct from Branch Offices and Research Centers, Study Centers do not have photo reproductions of the unpublished Ellen G White letters and manuscripts. All operating expenses, including initial costs and salaries, are to be provided solely by the institution involved.

A part-time or full-time faculty member appointed by the educational institution in consultation with the White Estate, is responsible for the operation of the Study Center. This individual reports to the institution's board. The Research Center of the division where the Study Center is located serves as the main consultant and adviser for the Study Center.

A list of required resource materials and equipment needed to establish a Study Center is available from the White Estate.

GE 20 25 Summary of Financial Responsibilities—1. *Branch Offices*:

a. General Conference—Setup costs, operational expenses, salaries, travel and other allowances

b. Institution—Physical space to house office

2. *Research Centers* (first in a division):

a. Operation:

1) General Conference—Resource materials and specialized research equipment (including shipping)

2) Division/Host Academic Institution—Any duty on imported items, physical space to house Center, furnishings, operating expenses, such as secretarial services, office supplies, maintenance, etc

b. Salary/Travel:

1) General Conference—75 percent of the division's basic wage factor for the territory where the Center is located; may provide supplemental travel assistance

2) Division/Host Academic Institution—Balance of director's salary, appropriate travel budget

3. *Research Centers* (additional in a division):

a. General Conference—No assistance

b. Division/Host Academic Institution—All operating expenses, including physical space, furnishings, setup costs, shipping and any import duty, 100 percent of the salary and allowances of the director, secretarial services, and travel budget

4. *Study Centers*:

a. General Conference/Division—No assistance

b. Host Academic Institution—All operating expenses, including physical space, furnishings, setup costs, shipping and any import duty, 100 percent of the salary and allowances of the director, and secretarial services

HA

ADVENTIST DEVELOPMENT AND RELIEF AGENCY

HA 05 Philosophy, Background, and Objectives

HA 05 05 Philosophical Basis—Seventh-day Adventists believe that their philosophy of and involvement in development and relief aid is authorized in concept and outlined in scope by the Holy Scriptures. (See also HA 15 05, Biblical Perspectives.)

HA 05 10 Historical Background—Philanthropic and humanitarian involvements are an integral part of Seventh-day Adventist history. From its beginning, the Seventh-day Adventist Church has been concerned for the less fortunate. When it embarked on its world mission in the last decades of the nineteenth century, it demonstrated that concern by establishing schools and health care programs among needy peoples. Major institutions were developed to meet these concerns and to aid in the advance of the Church's mission. In the years following World War II, the Church's sense of responsibility toward those affected by disasters resulted in the creation of the Seventh-day Adventist Welfare Service (SAWS). Its name was changed to Seventh-day Adventist World Service (SAWS) in 1973. In the decades of the 70's and 80's partnership in development with Third World countries produced an increasingly complex though successful development and relief operation.

HA 05 15 Purposes and Objectives—Because of its Biblical perspectives, the Seventh-day Adventist Church regards as germane its involvement in development and relief aid. The Adventist Development and Relief Agency (ADRA) has been established to express the Church's concerns in this area and to meet the following objectives:

1. To awaken concern for the very poor, the deprived, the sick, the malnourished and the victims of natural and man-made disasters resulting in the commitment by the Church of its own funds and resources for the benefit of such needy people.

2. To deepen the desire to understand the causes of deprivation, injustice and need so that assistance given will be appropriate to the community and to the Church's view of its mission.

3. To establish policies and procedures which will eliminate race, sex, creed or politics from the criteria used for the granting of aid.

4. To develop plans and policies which not only meet emergency needs but also seek to put in place programs which will provide long term solutions.

5. To involve the established institutions of the Church not only in their historic role in development and relief and in the spiritual mission of the Church, but also as participants in new initiatives in community development and relief.

6. To establish a partnership with those in need which seeks to meet their needs within the respective cultural context, and which they will regard as appropriate and helpful in both the short- and long-term perspectives.

7. To seek cooperation with denominations, philanthropic organizations, government agencies and development banks which share the Church's concerns and with whom it may participate in meeting human need.

8. To welcome partnership with organizations which work toward the restoration of human dignity through development and relief, and which seek to improve the quality of life as it is understood by the benefiting community; and to bring to such partnerships the Church's own internally generated development and relief funds as well as to accept partnership in funding with other organizations and the benefiting community.

9. To utilize the Church's international infrastructure and communication system for the distribution and monitoring of programs.

10. To use the relief resources at their disposal to answer immediate needs, and to involve it in long-term commitments to meet agreed upon goals and objectives.

11. To communicate those Christian values which the Church holds by its very nature without using them as criteria for the giving of aid.

12. To establish policies and procedures which will ensure that Church sponsored volunteers and fully paid employees will not burden the communities where they serve and that their skills will contribute toward meeting the needs which they are assigned to meet. (The Church

has historically regarded as essential the training and deployment of local personnel to meet community needs and expectations.)

13. To develop a program of communication and information within and without the Church to make known its objectives and programs in development and relief.

HA 10 Organization and Procedures

HA 10 05 Organization—1. The Adventist Development and Relief Agency (ADRA) is the international development and relief agency of the Seventh-day Adventist Church. Where advisable ADRA may authorize the use of other names and agencies.

2. ADRA at the General Conference (world) level shall be known as ADRA International.

3. The Board of Directors of ADRA International shall be appointed quinquennially by the ADRA Membership Meeting. The Board shall be responsible for all ADRA operations which will be administered through an executive committee of the Board and in harmony with denominational policies.

4. The division sections of the General Conference or groupings thereof and, where necessary, union conferences or union missions/sections shall be encouraged to establish subsidiary ADRA organizations, patterned after the ADRA International organization, to coordinate the ADRA programs in their respective territories.

HA 10 10 Programs and Procedures—1. ADRA is a humanitarian development and relief agency which, through its financial, material and technical resources, will support, rehabilitate and enhance the quality of life and well-being of communities and citizens in developing countries with particular attention to the extremely deprived. This will be done without reference to ethnic, political or religious association, and in a manner that will encourage self-reliance and self-determination.

2. ADRA, at the request of the divisions, will provide prompt and effective response to community disasters of all kinds, wherever feasible, utilizing programs that minimize dependency formation and foster long-term goals of self-support and sufficiency.

3. Through the establishment and extension of medical and educational service facilities and programs, ADRA, at the request of the divisions, will provide appropriate levels of education and primary health

services, with particular emphasis in those geographical areas where such services are nonexistent or inadequate.

4. Wherever possible, ADRA, at the request of the divisions, will use existent infrastructure, denominational and/or nondenominational, as a base of operations to create, finance and implement community based developmental interventions that focus on the most basic needs of the health, sustenance and livelihood of the most needy sectors. Such programs will maximize community involvement and participation and will include primary and preventive health care, nutrition, education, small scale agriculture, water development, literacy and income generation.

HA 10 15 Finances—1. *Sources of Funds*—The sources of funds for ADRA shall be Development Funds, Disaster and Famine Relief Offerings, funds budgeted by division sections and union and local conferences, local missions/fields/sections, or regions/field stations, contributions from individuals, private industry, national and international philanthropic organizations and development banks, and governmental agencies for international development.

2. *Registration with Agencies*—ADRA organizations shall apply to the respective government and private agencies for registration as required.

3. *Approval of Projects*—a. Projects proposed within divisions, which will require the use of assistance from sources outside of those divisions, shall have the endorsement of the respective ADRA Division Board and be approved by the ADRA International Executive Committee.

b. Approval by the ADRA International Executive Committee shall also be required for projects with sources of funding within the respective divisions under the following conditions:

1) When technical assistance is required from outside the division territory.

2) For major projects, as defined by the ADRA International Board.

4. *Accounting for Funds*—ADRA funds shall be accounted for at all levels of organization by generally accepted accounting principles. All funds received for specific projects which require separate accounting shall be kept in a separate ADRA bank account until used for that project and shall not be comingled with other funds. Such accounts, with

supporting documents, shall be subject to an external audit conducted by either the General Conference auditors or governmental auditing services, as may be stipulated when the funds are received.

5. *Eligibility for Relief and Development Aid*—a. All assistance for development and relief aid granted by ADRA shall be designated for communities, families and individuals in need.

b. Eligibility of projects for assistance provided by ADRA International shall be established through the ADRA Regional Committees.

6. *Requests for Assistance*—All requests for assistance shall be placed through regular ADRA channels. If aid is requested in the form of cash or materials purchased by ADRA International, it shall be granted on condition that the requesting organization will provide funds on a sharing basis as determined by the ADRA International board.

HA 10 20 Reporting—1. The executive director of ADRA at the division section level shall be responsible for reporting to the donor agencies and to ADRA International.

2. A uniform system of reporting shall be used throughout the ADRA organization.

3. At the annual meeting of the board of directors, the following shall be submitted for acceptance/approval:

a. A status report on the activities of ADRA International's worldwide operation covering all projects currently operative, irrespective of their sources of funding and the areas where they operate.

b. A report on the requests for assistance that have been made to donor agencies.

c. An annual financial statement.

d. An annual ADRA International budget for approval.

4. Copies of minutes of ADRA division section committees shall be filed with ADRA International.

HA 10 25 Constitution and Bylaws—ADRA International shall operate and be administered in harmony with its constitution and bylaws as approved by the General Conference Executive Committee.

HA 15 Basis for Supporting Philosophy

HA 15 05 Biblical Perspectives—The following biblical perspectives are the basis for the Church’s activities in the areas of development and relief aid:

1. God sent Jesus Christ into a sinful and evil world in order to answer human need and show a new way of life that would demonstrate the principle of love in all human relationships. (John 3:16, Luke 19:10, Luke 10:27)

2. Jesus Christ showed special concern for the very poor, the despised and the deprived. He condemned those who failed to respond to their situation. (Luke 4:18, Luke 20:47, Luke 12:21)

3. The New Testament condemns the use of categories or groups of people as a basis for Christian involvement in meeting need. (Mark 16:15, Col 3:11, Rom 3:23)

4. The Savior, in His initiatives and in the commission to the Church, regarded man as a whole, and offered healing, teaching and salvation so that the image of the Creator might be restored in man. (Luke 4:40, 43, Col 3:10, Luke 10:9)

5. The Church is called to give itself to the world in a redeeming, healing ministry. (John 12:5, James 2:15, 16, I John 3:16)

6. The end time brings cruel and evil distortions in the social fabric, a condition deplored in the world and by its Lord, and to which the Church responds. (James 5:1-6, Isa 58:6, 7, Rev 3:17)

7. Christianity acts as a catalyst in social and political change, yet the Church does not seek political involvement or economic advantage through its ministry and mission. (John 18:36, Acts 4:34, Amos 8:4)

HB

ADVENTIST WORLD RADIO

HB 05 Statement of Purpose

Adventist World Radio is an institution of the General Conference of Seventh-day Adventists established to broadcast the Advent hope in Christ, conveying the love of Jesus through the most effective media to the people groups of the world in their own languages, inviting all to accept Jesus as their Savior and become church members through baptism and discipleship. (See also A 15 40.)

A priority is placed on broadcasting to areas that have limited opportunity for outreach activities, low membership to population ratios and large territories, the inability to access other broadcast media, and other special circumstances. Adventist World Radio uses radio, mobile phones, social media platforms, publications, internet broadcasts and podcasts, and health initiatives to fulfill the Great Commission by sharing the gospel with the hardest-to-reach people in their local languages.

HB 10 Organization and Procedures

HB 10 05 Constituency—The members of the General Conference Executive Committee who are citizens of the United States shall serve as the constituency of Adventist World Radio.

HB 10 10 Board—A board appointed by the Adventist World Radio Constituency Meeting held during the Annual Council immediately following the General Conference Session administers Adventist World Radio. The Chair of the Board is a general vice president of the General Conference designated by the General Conference President. The Board appoints the Adventist World Radio President/Executive Director. The Board approves plans and policies for Adventist World Radio, establishes the budget, appoints standing and ad hoc committees, and controls the operations of Adventist World Radio within the policies and procedures of the General Conference.

HB 10 15 Operating Guidelines—Operating guidelines recommended by the Board and approved by the General Conference Executive Committee acting as the Adventist World Radio Constituency shall assist the administration of Adventist World Radio in its various operations.

HB 10 20 Adventist World Radio Offices, Operations Centers, and Stations—Adventist World Radio carries out its mission through denominationally owned and operated region offices, operations centers, and broadcast stations; it may also lease air time from other stations.

HB 20 Relationships to World Divisions

HB 20 05 Business Activities—Since Adventist World Radio is an unincorporated subsidiary of the General Conference of Seventh-day Adventists, and the work of the General Conference is delegated to divisions, unions, conferences, missions/fields/sections, and regions/field stations around the world, Adventist World Radio may develop agreements with these entities for providing legal standing or for general business activities such as: using office space or holding property, hiring employees, accounting and payroll processes, receiving donations, reporting to governments, establishing bank accounts, determining appropriate programming, use of the Adventist World Radio name and logo, and other related matters.

Adventist World Radio generally works with the highest level of church organization in the country where its respective offices are located and, as far as applicable, follows the policies of that particular organization.

Adventist World Radio indemnifies these church organizations for liabilities that may be incurred in direct relationship to Adventist World Radio's business activities.

HB 20 10 Broadcast Services—Adventist World Radio collaborates with the divisions and their unions by planning broadcasts to areas of mutual agreement. It is the unions or divisions that operate production studios and care for follow-up of listeners while Adventist World Radio distributes and broadcasts the programs through the most appropriate media. Adventist World Radio, in cooperation with the partnering church entity, determines what programming is appropriate for broadcast on its networks. In addition, Adventist World Radio provides technical

expertise, training of personnel, and, in approved instances, equipment. Additional assistance is evaluated on a case-by-case basis.

HB 20 15 Division Coordination and World Offering—The communication directors of the divisions and unions are usually the contact links with Adventist World Radio. In consultation with Adventist World Radio, these individuals coordinate proposals for new language development, new studios and other initiatives, nurture the various production studios, promote the annual Adventist World Radio world offering* (see HB 30, T 05 20, paragraph 6., and V 40 50), report and publicize Adventist World Radio activities in their territories, and other responsibilities as agreed upon.

HB 25 Financial Matters

HB 25 05 Financial Record Keeping—Adventist World Radio maintains its own financial accounts, including the receipting of donations and the recording of other income, and the payment of expenses. Salaries of Adventist World Radio employees are usually paid through the church organization in the territory where they are located.

HB 25 10 Sources of Funding—Adventist World Radio is funded through appropriations from the General Conference, an annual world offering* (see HB 30, T 05 20, paragraph 6., and V 40 50), a percentage of any combined offering plans covering world mission offerings (i.e. world budget, one offering plan, etc.), other donor-designated offerings, private donations from individuals, and philanthropic planned giving instruments.

HB 25 15 Accountability for Funding—Adventist World Radio funds shall be accounted for at all region offices, stations, and other sites in accordance with accounting standards generally accepted by the Seventh-day Adventist denomination taking into account the legal requirements of the respective country. The Audit Committee with its membership selected in harmony with S 34 05 shall be appointed by the Board.

*In divisions where the one-offering system is followed, the promotion for the Adventist World Radio annual offering can still be promoted throughout the field.

HB 30 Adventist World Radio Annual World Offering

HB 30 05 Annual Offering—An offering known as the Adventist World Radio Offering shall be received annually throughout the world field on a date approved by the General Conference Executive Committee/respective division executive committees. The date shall be included in the General Conference Calendar of Offerings Weekly Appeal. Divisions that follow a combined offering plan covering world mission offerings shall include Adventist World Radio in that plan. This offering and any other offerings designated for Adventist World Radio shall be processed according to V 40 50.

HC

ADVENTIST MISSION

HC 05 Philosophy and Mission

The Office of Adventist Mission oversees Global Mission and Mission Awareness. It is not a department but works with all departments. As the mission communication and church-planting wing of the world Church's mission program, it is part of Secretariat at the General Conference and assists all Church entities in their efforts to raise awareness of mission needs and to take the everlasting gospel to every people group and to each individual in the world.

HC 10 Purposes

1. *Global Mission*—To oversee and strengthen the Global Mission initiative by focusing attention on areas and people groups where there are no, or few, Seventh-day Adventists and starting new groups of believers among them.

2. *Mission Awareness*—To promote and share mission information through official Church and other communication channels to raise awareness of mission needs and increase the financial and personnel support for the Church's worldwide mission outreach.

HC 15 Global Mission

The Global Mission function of Adventist Mission aims to reach the unreached with hope.

HC 15 05 Principal Objectives—1. To challenge church members with the need to reach all people groups with the Seventh-day Adventist message.

2. To find every means possible to plant new groups of believers and establish a strong Seventh-day Adventist presence in all people groups where presently there is none.

3. To help the Church grow where it has limited presence.

HC 15 10 Planting New Groups—The Seventh-day Adventist Church began as a church-planting movement and it will continue to grow as it focuses on establishing new groups of believers in new areas. “Place after place is to be visited; church after church is to be raised,” writes Ellen G White. “Those who take their stand for the truth are to be organized into churches. . .”—Ev 353. Adventist Mission fosters and promotes this in a variety of ways, including church-planting conferences. These conferences cast the vision and provide resources for planting new groups of believers and for ministries that support this process.

HC 15 15 Global Mission Pioneers—Divisions are responsible for the oversight of the recruitment of the Global Mission pioneers to start new groups of believers in new areas. Divisions are responsible for training pioneers, with guidance from the General Conference Adventist Mission.

HC 15 20 Global Study Centers—Global study centers for major world religions were established to expand church growth in specific people groups, religions, and philosophies. The centers develop a variety of models, methods, approaches, and tools to help the world Church, leaders and lay persons alike.

Their functions are:

1. To offer divisions a variety of concepts and models for reaching the unreached people groups in their territories.
2. To conduct research in cross-cultural theological issues that have the potential of significantly affecting the Church’s approach to mission.
3. To recommend issues arising from their research that need further study by the Church.
4. To develop research papers that will guide the Church in its pursuit of global evangelism.
5. To support methods chosen by divisions through training and development of resources and materials that support these methods.

Global study centers are encouraged to find ways to “translate” the good news in a way that makes sense to people from different cultural and religious backgrounds. This process must never compromise or water down Bible truth but must communicate that truth clearly with all of its implications to people of different context. Ellen G White says the apostle Paul “varied his manner of labor, shaping his message to the

circumstances under which he was placed.” She adds, “. . . the laborer for God is to study carefully the best methods . . .” and “. . . are not to be one-idea men, stereotyped in their manner of working, unable to see that their advocacy of truth must vary with the class of people among whom they work and the circumstances they have to meet.”—GW 118, 119.

HC 15 30 Global Partnerships—Adventist Mission is responsible for the Global Partnership tentmaker program. It works closely with General Conference Secretariat and its affiliated entity, the Institute of World Mission, in recruiting, supervising, training, placing, and supporting tentmakers around the world.

HC 15 35 Financial Responsibilities—The Global Mission appropriations to world divisions have one major goal—to help fund projects to start new groups of believers in new areas. Each unit of Church organization will contribute financially to each Global Mission project. Future funding from Adventist Mission depends on adequate reporting of current projects.

HC 20 Mission Awareness

The Mission Awareness function of Adventist Mission is a communication function, not an administrative one.

HC 20 05 Principal Objectives—1. To raise awareness of mission among members of the Seventh-day Adventist Church.

2. To find creative ways of promoting the World Mission Fund through mission offerings, including the Thirteenth Sabbath offering, among members of all ages.

3. To develop new methods and processes for mission giving.

4. To assist in the recruiting of paid missionaries and volunteers.

HC 20 10 Principal Functions—1. To coordinate and channel mission information through official Church and other communication outlets.

2. To develop materials, resources, and programs that will inform and inspire Church leaders and laypeople regarding mission needs and opportunities.

3. To liaise with all levels of Church administration, institutions, departments, services, and supporting ministries as partners in raising the profile of mission offerings in the world field.

4. To provide information about how interested individuals can become personally involved in the mission program of the Church.
5. To evaluate the effectiveness of promotion initiatives.

HD

HOPE CHANNEL AND HOPE CHANNEL INTERNATIONAL

HD 05 Statement of Purpose

Hope Channel is the global television network of the Seventh-day Adventist Church. Hope Channel International is an institution of the General Conference and has been authorized to be the coordinating entity of the global television network of the Seventh-day Adventist Church.

The mission of Hope Channel is to offer God's good news for a better life today and for eternity through the Seventh-day Adventist Church's wholistic understanding of the Bible, including the Three Angels' Messages and end-time prophecies. The vision of Hope Channel is to be the premier global Christian television network. Hope Channel produces TV programs and other media and broadcasts globally via satellite, cable systems and the internet.

HD 10 Organization and Procedures

HD 10 05 Constituency—Hope Channel International is a separately incorporated institution of the General Conference with the General Conference Executive Committee serving as its constituency.

HD 10 10 Constitution and Bylaws—Hope Channel International shall operate and be administered in harmony with its constitution and bylaws as approved by its constituency.

HD 10 15 Network—The Hope Channel network is composed of program production and broadcast entities licensed by Hope Channel International to use its name, logo mark, and any other unique brand identity elements.

HD 20 Relationships to World Divisions

HD 20 05 Activities—Hope Channel International may enter into license agreements for the use of name, logo mark and programs, with

denominational entities which own and operate their own satellite broadcasting, internet streaming, or television channels.

HD 20 10 Broadcast Services—Hope Channel International collaborates with divisions and their unions by planning television broadcasts to areas of mutual agreement. Hope Channel International provides broadcast and uplink services for some channels operated by the Hope Channel Network.

HD 20 15 Division Coordination—The divisions may appoint coordinators to liaise with Hope Channel International. These individuals may coordinate the acquisition of broadcast licenses, production of programs, development of new studios, promotion of Hope Channel in their territories and other initiatives.

HD 25 Financial Matters

HD 25 05 Financial System—Hope Channel International maintains its own full financial accounting system as a separate entity. Hope Channel International has a cooperation agreement with the General Conference for the provision of facilities and specified services including human resource and payroll.

HD 25 10 Sources of Funding—Hope Channel International is funded through appropriations from the General Conference, an annual world offering* (see HD 30, T 05 20, and V 40 55), a percentage of any combined mission offerings (i.e. Combined Offering Plan, Personal Giving Plan, etc), other donor designated offerings, private donations from individuals and foundations, and philanthropic planned giving instruments.

HD 25 15 Accountability for Funding—Hope Channel International funds shall be accounted for at the corporation offices located in the General Conference building in conformity with United States of America accounting principles generally accepted by the Seventh-day Adventist denomination. The Audit Committee with its

*In divisions where the one-offering system is followed, the promotion for the Hope Channel International annual offering can still be promoted throughout the field.

membership selected in harmony with S 34 05 shall be appointed by the Board.

HD 30 Hope Channel International Annual World Offering

HD 30 05 Annual Offering—An offering known as the Hope Channel International Offering shall be received annually throughout the world field on a date approved by the General Conference Executive Committee/respective division executive committees. The date shall be included in the General Conference Calendar of Offerings Weekly Appeal. Divisions that follow the combined offering plan covering world mission offerings shall include the Hope Channel International Offering in that plan. This offering and any other offerings designated for Hope Channel International shall be processed according to V 40 55.

K

SUPPORTING MINISTRIES

K 05 Criteria for Defining Supporting Ministries

K 05 05 Criteria for Defining Supporting Ministries—The Seventh-day Adventist Church defines as Supporting Ministries, organizations that comply with the following criteria:

1. The leaders and representatives of supporting ministries shall be loyal members of the Seventh-day Adventist Church in good standing.

2. The theological positions of the supporting ministries and the emphasis placed upon them shall be in harmony with the fundamental beliefs 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. The leaders and representatives of supporting ministries shall support and cooperate with the goals and purposes of the Seventh-day Adventist Church in their words, actions, and publications. Their work shall positively supplement that of the Church in carrying out the gospel commission.

4. Supporting ministries and their personnel shall clearly and explicitly state in their legal documents 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.

5. Supporting ministries shall not 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. 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 division where the organization's head office is located.

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. Is controlled by a board with a membership majority of lay Seventh-day Adventists
5. Complete an application form supplied by the appropriate division
6. 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

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. Each 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 divisions 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 appropriate division for consideration and response.

In divisions where an Adventist-Laymen's Services and Industries-type organization is established, the division may choose to accept the Adventist-Laymen's Services and Industries-type application process. In such cases, the division shall send its recognized list of organizations to the General Conference Secretariat for listing on the roster.

Each division will confirm quinquennially that its list of supporting ministries meets all K 05 05 and other requirements of the division.

L

THE MINISTRY AND MINISTERIAL TRAINING

L 05 Ministerial Training

L 05 05 General Provisions—The educational requirement for entrance into the ministry shall be completion of the Ministerial Training Course as prescribed by the division Board of Ministerial and Theological Education within the outcomes established by the *Handbook of Seventh-day Adventist Ministerial and Theological Education*. Candidates for the ministry who, because of age or unusual circumstances, have not completed the Ministerial Training Course as prescribed by the *Handbook of Seventh-day Adventist Ministerial and Theological Education* and who are considered for employment as ministers, shall be referred for consideration to the respective union committee for careful study and implementation of applicable division policy in such circumstances.

L 10 Ministerial Internship

L 10 05 Purpose of Plan—The Ministerial Internship is intended to provide ongoing, supervised, practical, ministerial training and offer a period of time for the intern to give evidence of effectiveness in gospel ministry.

L 10 10 Definition of Term “Ministerial Internship”—“Ministerial Internship” is a probationary period of supervised, practical instructional training and professional development in ministry, which normally occurs after prescribed theological or religious education and before the issuing of the ministerial credential.

L 15 Ministerial Internship—Procedures

L 15 05 Length of Internship—The length of the Ministerial Internship shall be two years except in those cases where advanced

training is included by division executive committee action. The intern shall be appointed for twelve months of full-time service, and, if judged to have done successful work during that period, the intern shall be appointed for a second period of twelve months.

L 15 10 Number of Internships—The number of internships to be granted each year, including the number to be allotted to each union, shall be determined by the division executive committee. The unions shall allot these internships to their local conferences or local missions/fields/sections.

L 15 15 Wages of Interns—In harmony with the internship principle, the salary rate shall be on the basis of a limited wage as given in the wage scale. On completion of the internship period, it is recommended that the employee shall be placed at or near the maximum for licensed ministers.

L 15 20 Rent Subsidies—When ministerial interns are placed in cities where rents and other expenses are high, the current rent subsidy policy shall apply.

L 15 25 Financial Plan—The plan is designed to assist the local conferences or local missions/fields/sections in such ministerial training by a sharing of the salary and expenses by the division, union, and local conference or local mission/field/section as provided by division executive committee action.

L 15 30 Licensure—Ministerial interns shall receive appropriate denominational licensure, in harmony with division policy, when they begin their field experience.

L 15 35 Service Record—In considering eligibility for retirement benefits, the service record shall begin when the intern begins service in the field.

L 15 40 Conference or Mission/Field/Section Responsibility—1. Conferences or Missions/Fields/Sections shall assume obligation for direct supervision in training ministerial interns, giving them opportunity for actual development in a broad range of pastoral activities including evangelism, church planting, discipling, training, pastoral care, preaching, and teaching—following Christ’s method (see *Ministry of Healing* p 143).

2. Local conferences or local missions/fields/sections shall place ministerial interns in the conference or mission/field/section where there

is prospect for well-rounded professional development in all the aspects of pastoral ministry as outlined above.

It is essential that the intern, as a busy pastor, learns how to have a dynamic, growing relationship with Jesus Christ. Ongoing nurture of self and family, modeling the highest standards of professional and ministerial ethics, and demonstrating emotional stability, maturity, and balanced judgment are vital areas for intern development.

a. Evangelism—During the internship period, preferably at the outset, opportunity should be given the intern for ongoing association with one or more experienced evangelists where, by observation and participation, the intern can be inspired, and study the principles and techniques of successful soul winning, particularly leading a person to accept Jesus Christ as their personal Savior.

b. Discipling, Training, and Motivating—A key role of the pastor is the training and coaching of church members in assessing the community and developing ministries that are effective, contextualized, and relevant. Therefore, it is essential that the intern receive supervised training and practical experience in making disciples and coaching church members for ministry activities, and leading churches in becoming healthy, growing faith and worship communities.

c. Pastoral Care—Internship is an ongoing association with a church pastor of experience who is able to effectively train and supervise the intern. During this time the intern shall be given opportunity to observe and participate with the pastor in a broad range of pastoral duties.

d. Preaching—Internship provides opportunity to develop skills in preaching and teaching, through the spoken word and personal life, an experiential understanding of the gospel in the context of the Three Angels' Messages (Rev 14:6-12), including the dynamics of conversion, relationship with Christ, and the transforming and equipping power of the Holy Spirit.

e. Teaching—In the development of a pastor, opportunity shall be given to teach, giving Bible studies to enable a person to become a disciple of Jesus Christ and a member of the Seventh-day Adventist Church.

3. The intern shall be given opportunity, preferably during the final year of internship, to be fully responsible for an evangelistic series, including preaching.

4. In accepting an intern for ministerial work, it is understood that the employing organization intends to continue the individual as a regular employee.

a. A brief report on the progress of interns shall be furnished to the employing organization and union committee twice in the first year of internship and at the conclusion of the second year.

b. When the employing organization and union receive the report at the close of the first and second year of internship, they shall assess the progress of the intern and recommend continued employment, termination, or prescribe supplementary training where deficiencies can be remedied.

L 15 45 Qualifications of Candidates—1. Eligibility to these internships shall include:

a. A living Christian experience.

b. An active concern for the salvation of those in their local community, as well as unevangelized people and unreached groups far from home.

c. Completion of the prescribed Ministerial Training Course.

d. Recommendation from the faculty of the academic institution from which the intern graduated.

e. Recommendations by the union conference, union mission/section, local conference, or local mission/field/section for acceptance by the division executive committee.

f. Reasonable practical experience with comprehensive health ministry.

g. Aptitude for public speaking.

h. A sense of divine calling to the gospel ministry as evidenced by work ethic and integrity with time usage.

i. 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 Internship Plan should 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. Following entry into ministry, in exceptional circumstances, if an individual within this category is not attaining the anticipated success, an appropriate period of supervised training should be provided.

L 15 50 Appointment of Interns—1. A conference or mission/field/section intending to employ a ministerial intern shall secure recommendations from college/university from which the student graduated. The application shall be passed to the division in the regular way through the union conference, union mission/section, local conference, or local mission/field/section in which the applicant is to work.

2. The action of the division executive committee becomes authorization for employment of the ministerial intern and payment of each contributing organization's part of the salary, in harmony with the beginning date as determined by the division executive committee.

L 15 55 Calling of Ministerial Interns—Only in exceptional cases shall ministerial interns and sponsored students be called from their sponsoring organizations. However, when such calls are placed, they shall be made on the following basis:

1. Calls for ministerial interns and sponsored students to serve outside their base divisions should be placed only in very special cases in which language, prior training, or experience is a factor and the need cannot be met otherwise. Such appointments are not to be made until they are cleared with the sponsoring organization.

2. Calls between unions for ministerial interns are discouraged. However, when such calls are made, the division policy covering the financial provisions for amortization of moving expense shall apply.

L 20 Ministerial and Theological Education

The purpose of Seventh-day Adventist ministerial and theological education is to provide, in harmony with the educational principles of the Seventh-day Adventist denomination, professional education for the gospel ministry and opportunity for such graduate study and research as will contribute to the advancement of ministry, mission, theological unity, and sound biblically based scholarship. Providing advanced degrees requires a sufficient number of doctorally qualified faculty to mentor in ministerial formation and to supervise projects, theses, and dissertations. For these reasons, the General Conference supports theological seminaries at Andrews University, the Adventist International Institute of Advanced Studies, and the Adventist University

of Africa, in support of such advanced studies and leadership development.

1. *Entry-Level Ministerial Degree*—It is expected that ministers hired by Church entities will hold a ministerial degree from a Seventh-day Adventist institution accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, although it is recognized that God does call men and women from various professions or vocations into the work of the ministry. Whatever the name of the entry-level qualification, the graduate should demonstrate proficiency in the basic outcomes listed in L 50. In addition to these core outcomes, each division is encouraged to identify further outcomes for their region(s), and to shape the education process to reach these outcomes. Special emphasis must be given to Seventh-day Adventist distinctive teachings and lifestyle, integrating theoretic and practical aspects of theological education so that pastors excel as equippers and trainers of their church members.

2. *Advanced Ministerial Degree*—It is recommended that conferences or missions/fields/sections, healthcare institutions, publishing houses, and schools make provision for giving employees the privilege of formal, advanced ministerial education in light of the individual's aptitude for and promise of future service as needed by the Church and its institutions.

Specialized professional degrees focus on the practice of ministry and can be taken to the master or doctoral level. Such degrees include pastoral ministry, church growth, missions, chaplaincy, family ministry, youth ministry, missiology, and leadership and administration. There are also advanced academic degrees which focus on areas like biblical studies, archaeology, theology, church history, Adventist studies, or religious education.

Conferences or missions/fields/sections and institutions should take a favorable attitude toward employees who are not sponsored but who desire to engage in advanced study, who are able to meet their own expenses and who, in the judgment of the committee or board, would profit by such attendance, by giving them a leave of absence with the understanding that they may return to their duties when the designated studies are completed.

L 23 Commissioned Minister

L 23 05 Examination of Candidates—Similar personal qualities, knowledge, commitments, skills, and standards of examination outlined in L 50 shall apply to a candidate for commissioning, whether male or female, notwithstanding the variances of authority and responsibility between a commissioned and ordained minister.

L 25 Licensed Minister—Role and Status

L 25 05 Responsibility and Authority—The responsibility and authority of the licensed minister may in certain circumstances be extended to include the performance of specific functions of the ordained minister in the churches to which he is assigned. The authority for extending this responsibility belongs to the division executive committee which shall clearly outline for its territory the ministerial functions which may be delegated to licensed ministers, taking into account:

1. The length and extent of the ministerial training programs in its territory,
2. The needs of the fields in its territory, taking into consideration the distribution of membership, the number of churches and the ministerial help available,
3. Any circumstances that demand special consideration.

L 25 10 Delegating Ministerial Functions—The following shall be required in all divisions as a basis for delegating ministerial functions to a licensed minister:

1. He shall have completed the prescribed ministerial training program of the Seventh-day Adventist Church as defined by the *Handbook of Seventh-day Adventist Ministerial and Theological Education*. Any exceptions shall be approved by local and union committees within guidelines established by the division executive committee.
2. He shall hold a current ministerial license.
3. He shall have been appointed by the conference or mission/field/section executive committee to a ministerial or pastoral responsibility.

4. He shall have been elected as a church elder in the churches or appointed as elder by the conference or mission/field/section executive committee for the companies to which he is assigned.

5. He shall have been ordained as local church elder.

L 25 15 Authorizing Ministerial Functions—The conference or mission/field/section executive committee shall authorize, in harmony with the division policy, which functions of the ordained minister the licensed minister may perform.

L 25 20 Review of Development—The licensed minister's leadership progress, professional development and spiritual growth shall be reviewed annually by the conference or mission/field/section administration and executive committee. (See also A 15 15.)

L 25 25 Withdrawing Authorization—The licensed minister's authorization to serve as a minister of the gospel and to perform functions of an ordained minister may be withdrawn by the conference or mission/field/section executive committee.

L 25 30 Ordination—The licensed minister is ordinarily ordained to the gospel ministry after he has satisfactorily fulfilled a period of pastoral/evangelistic service during which time he has given evidence of his call to the ministry. The spiritual rite of ordination constitutes the official recognition by the Seventh-day Adventist Church of his divine call to the ministry as a life commitment and is the Church's endorsement to serve as a minister of the gospel in any part of the world.

L 30 Ministers from Other Denominations

1. When ministers from other denominations become members of the Seventh-day Adventist Church and desire to become Seventh-day Adventist ministers, they shall, before becoming involved in a formal study program, be expected to give evidence of their stability in the message and of their aptitude as candidates for the Seventh-day Adventist ministry by being active in a local church. Upon recommendation of the local conference or local mission/field/section committee and approval by the union committee, they may participate full time in church activities in cooperation with and under the direction of the local pastor for a minimum of six months. An additional six months may be granted if after careful review by the local conference or local mission/field/section committee it is deemed necessary. Great care

should be given to the selection of the pastors under whose direction they will work so that they may be assured of the most sympathetic attention possible during this difficult transition period. Where recommended by the local conference or local mission/field/section and approved by the union committee, a subsistence allowance may be given to them during this period, the amount and source of funds to be in harmony with the division policy.

2. When ministers from other denominations have met the conditions outlined in paragraph 1. above, and have given evidence of their stability in the message and aptitude as candidates for the Seventh-day Adventist ministry, the union conferences, union missions/sections, local conferences, or local missions/fields/sections where they are located, in cooperation with the division, shall develop a plan by which they may attend a Seventh-day Adventist institution that provides theological or religious education for a minimum of two semesters so as to prepare themselves for service in the Seventh-day Adventist ministry. Any allowances given will be in harmony with, and shared on the basis outlined by, the division policy.

3. The eligibility of such ministers for financial support as outlined in paragraphs 1. and 2. above shall be determined by the division executive committee on the recommendation of the union conference, union mission/section, local conference, or local mission/field/section committees concerned.

4. Application for approval of financial support as outlined in paragraphs 1. and 2. above shall be made on a comprehensive application form provided by the division and submitted by the union conferences, union missions/sections, local conferences, or local missions/fields/sections with their endorsement and acceptance of responsibility.

a. In considering the application, the administrators shall give attention to each minister's educational and service records, and likelihood of being able to render acceptable service in the Seventh-day Adventist ministry. In case there is any question about the applicant's ability to profit by a period of study, the division will consult with the institution concerned.

b. When division assistance is expected, such a minister shall in no case enter into a study program until financial arrangements have been formally approved by the division.

5. Upon completion of their study program, ministers who have been on this plan shall look for guidance in their future work to the union and local conferences or local missions/fields/sections that recommended them.

6. Ordained or unordained ministers from other denominations who become members of the Seventh-day Adventist Church and continue in the ministry may be issued ministerial licenses or commissioned minister licenses after they have completed their period of study and preparation and have entered upon regular employment in any conference, mission/field/section, or institution. Ordained men received thus into denominational work shall be ordained to the ministry of the Seventh-day Adventist Church prior to being issued ministerial credentials.

7. Honorary/Emeritus Ministerial Credentials may be granted, after careful consideration by the union committee concerned, to ordained men from other denominations residing in its territory who have become members of the Seventh-day Adventist Church and who are retired from active service and therefore do not come under the foregoing provisions. The issuing of such honorary/emeritus credentials does not carry with it any financial obligation. Such ministers shall exercise ministerial functions only in counsel with their local conference or local mission/field/section office or other Seventh-day Adventist ministers in their community, as do other retired ministers holding similar credentials.

L 35 Qualifications for Ordination to the Ministry

L 35 05 Vital Concern of Church—The setting apart of men for the sacred work of the ministry should be regarded 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 35 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 mouth-piece 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 35 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 presentation 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 every one 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 35 20 Examination of Candidates for Ordination—This counsel lays a definite obligation on the leaders in charge of an ordination service. They should plan for the examination of candidates for ordination 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 the entire family.

L 35 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, extending as long as twenty years

and more. Both these attitudes are wrong. Although no employee should be hurried into ordination, it is just as important that when a man is ready to be thus set apart, the service should not be unduly delayed. Embarrassment has been brought to employees 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 should be encouraged to pursue alternative vocations, recognizing that their call is to some other work less distinctly ministerial.

L 35 30 Fostering Growth—Conference or Mission/Field/Section 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 35 35 Licentiate—When a conference or mission/field/section gives an individual 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 to render the utmost service possible. 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.

In some areas of the world field educational facilities are somewhat limited. If that is the case, it will naturally take longer for a minister to develop his readiness for ordination. Therefore, in consideration of all the varied conditions, it is impossible to specify any definite length of time for the professional development and spiritual growth of the licentiate. The fact that a licensed minister is assigned to international service should not of itself delay his ordination beyond the time it would have ordinarily taken place. His service record should be passed along to the new field to facilitate development and appropriate evaluation. In suitable cases a licensed minister who is approaching ordination at the time of his international service call may be ordained prior to departure.

L 35 40 Effective Soul Winning as Evidence of Calling—Ordination of men who have not given clear evidence of their call as effective soul winners must be avoided. It will always be true that some men, having been trained for lines of work other than the 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. A man holding a responsible position in the organized work is not, by virtue of his position alone, qualified for ordination.

L 35 45 Nonministerial Employees—There are certain lines of work in the denomination that are not regarded as strictly ministerial, but which provide experience for some ministerial development. For example, college/university presidents or academy principals with young people under their care bear the responsibility not only of their academic training but also spiritual welfare. Therefore, in a sense, presidents and principals may serve as pastors, and in association with Bible teachers, they perform pastoral functions. However, the call to that responsibility is not of itself a basis for ordination. No man's position per se should influence a committee to set him apart to the holy work of the ministry unless and until he gives proof of his aptitude and spiritual maturity and has exhibited the conviction that God has called him to the ministry as a lifework.

Employees in other capacities—such as editors, institutional leaders, conference or mission/field/section secretaries treasurers/chief financial officers, departmental directors, secretaries, and denominationally employed physicians/dentists—may also come to the place in their service where ordination is appropriate; however, the divine call to the

ministry must be clear before the church separates them to the gospel ministry. Such employees—as all candidates for ministerial credentials—must have the personal conviction that God has called them to the ministry, give evidence of the ministerial call and gift, and be known widely for their piety and ability as effective soul winners before their ordination is recommended.

L 35 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, family members, or friends on behalf of the employee. Such attitudes and tactics seriously minimize the sacredness of the ministry in the eyes of the church.

L 35 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, 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 cried out, “Woe is unto me, if I preach not the gospel” (1 Cor 9:16). A man ordained to the sacred work of the ministry should feel the same responsibility as the apostle of old. The conference or mission/field/section 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 office of a man ordained to the ministry is that he should be *with* God. Only then is he qualified to go forth to men to preach the Word of God. A man who is thus consecrated and who enjoys constant communion with his Lord rejoices in the privilege of rendering complete service, refusing to be entangled in business for personal gain and other things of this world in order that, by the grace of God, he may 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). (See also A 15 15.)

L 40 Ordained to World Church

Workers who are ordained to the gospel 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 45 Procedure in Authorizing Ordination

L 45 05 Authorization—Ordination to the ministry is the setting apart of the employee 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. It is the responsibility of the conference leaders to adequately prepare candidates for ordination. Normally, the process for ordination of a pastor should occur within four to six years after he commences employment as an intern.

2. The administration concerned shall arrange for a preliminary examination of the prospective candidate and his ministry.

3. A ministerial committee should be established to provide appropriate evaluation, examination of the candidate, and final recommendation to the executive committee. This committee should be composed in large part of ordained ministers. This committee may also be drawn from ordained representatives of conferences, missions/fields/sections, institutions, unions, divisions, or General Conference who may be available at the time. Where it is deemed advisable by the conference or mission/field/section executive committee, one or more laypersons may be selected to participate.

4. The matter of ordination is then taken under careful consideration by the local conference committee (see L 45 15) for an employee of the conference or one of its institutions, and by the union committee for an employee of the union or one of its institutions.

5. 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.

6. The division and its institutional boards will submit names recommended for ordination to the division executive committee. The General Conference and its institutional boards will submit names to the General Conference Executive Committee.

L 45 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 45 15 Ordination in Local Missions/Fields/Sections—1. In a local mission/field/section authorized by its division to issue ministerial credentials, the procedure shall be the same as followed in L 45 05 for local conferences.

2. In local missions/fields/sections not authorized by the division to grant ministerial credentials, ordination to the ministry at the time of its local mission/field/section sessions or between sessions shall be by vote of the union committee in counsel with the local mission/field/section committee.

L 50 Examination of Candidates for Ordination

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 by the ministerial committee. The results of their labor as licentiates should be reviewed, and the examination should cover the great fundamental facts of the gospel. Before the Church sets a man apart by ordination, he should have given satisfactory evidence of the personal qualities, knowledge, commitment, and skills outlined below:

1. Personal qualities:

a. *An Experience of Conversion* lived out in a transformed and whole-hearted following of Christ, a humble rejoicing in the forgiveness and love of God, and a life of obedience, witness and consecration of the total being through the Holy Spirit's power.

b. *An Adventist Identity* grounded in a biblically-informed worldview and centered in a clear biblically-based understanding of the gospel of Jesus Christ in the framework of the story of the great

controversy from Eden lost to Eden soon to be restored. Such an identity will be evident in personal life, service, and mission.

c. *An Active Love for People* flowing out of the unconditional love of God, and resulting in a life of respect, compassion, service, and witness to others, regardless of age, gender, ethnicity, religion, nationality, personality, or socio-economic status. An important aspect of this love is the exemplary care and faithfulness given to one's own family and living a virtuous life.

d. *Emotional, Spiritual, and Social Stability and Maturity* grounded in the health of one's mind, body and spirit, and evidenced in humility, balanced judgment, personal conduct, integrity and professional ethics guided by Biblical principles, and personal financial stewardship in tithes and offerings.

e. *A Sense of Divine Calling to Lifelong Gospel Ministry*, affirmed by the Church, and resulting in a passion to save the lost which orients one's life for diligent service and mission in the context of the Three Angels' Messages of Revelation 14.

2. Knowledgeable of and committed to:

a. *God—Father, Son, and Holy Spirit*—as Creator and Redeemer and as the initiator of the personal and primary relationship with Him around which one's life and ministry unfolds.

b. *God's Word* as the essential authoritative source and guide for gospel teaching, life, and ministry.

c. *The Message, Organization, and Fellowship of the Seventh-day Adventist Church* expressed in the Seventh-day Adventist Fundamental Beliefs, the *Seventh-day Adventist Church Manual*, the *Minister's Handbook*, and borne out in the active support of the Seventh-day Adventist Church and its institutions worldwide.

d. *Participation in God's Redemptive Mission* of reconciling the world to Himself, by embodying and proclaiming the saving gospel of Jesus Christ through the cultivation of the fruits and the gifts of the Spirit.

e. *Church Principles* as voted in the *Seventh-day Adventist Church Manual*.

3. Skilled in:

a. *Studying and Faithfully Interpreting Scripture* in order to discern God's message.

b. *Imparting a Thorough and Practical Understanding of the Eternal Gospel* and the hope of salvation, and all the teachings of scripture, by preaching, teaching, healing, and preparing people for the soon coming of Jesus Christ.

c. *Leading People to Christ in Baptism and Discipling Individuals into a Growing Relationship with Jesus Christ* by nurturing, training, and mentoring into active membership in the Seventh-day Adventist Church.

d. *Leading Churches in Becoming Healthy, Growing Faith and Worship Communities* through effective servant leadership that model and nurture love and respect for every individual, care for the diverse families and groups within the community of believers and manage resources wisely in order to offer joyful and honoring lives and witness for God.

e. *Training and Involving Members in God's Mission* by helping them recognize God's call and gifting in their lives for particular areas of service, and by fostering the development of these gifts for ministry in the Church and in the community according to the model of Jesus.

L 55 Ordination Service

A special ordination service should be conducted, preferably on a Sabbath afternoon, 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 60 Safeguarding Credentials— The Integrity of the Ministry

L 60 05 Union Responsibility—The union and local conference or local mission/field/section 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—In any case where the integrity or the moral or professional standing of any holder of credentials is called into question, it is the duty of the union to join the local conference or local mission/field/section 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 or local mission/field/section committees are unable to resolve the difficulty and announce to all a clear record for the ministry, the matter shall be referred 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 on all credentials and is a matter of general denominational concern.

When appropriate, the disciplinary measures set forth in L 60 20 and L 60 25 shall apply.

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, local conference, or local mission/field/section 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 higher organization. The administration of the higher 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 higher organization shall meet with the executive committee of the lower 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 lower organization present.

In the event that the matter remains unresolved, the higher organization shall proceed as follows:

1. In the case of a division, union mission/section, or local mission/field/section, the executive committee of the higher organization shall make a determination on the matter.
2. In the case of a local conference or union conference, the higher 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, the minister 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 the minister falls away to the world, or identifies 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 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 higher 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 reason for cause (see definition of "for cause" in B 45 20) or conduct which is inconsistent with the high standards of the Christian ethic, and which casts a shadow over the integrity of the ministry, such as violence or other questionable activity, 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 the minister's relationship to the Church may be affected: his/her credential/license, his ordination, his/her church membership, or 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 shall be withdrawn immediately by his/her employing committee, at the time his/her employment with the organization is ended for any of the reasons listed in L 60 20 above.

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 (or respective General Conference or division executive committee in the case of a General Conference or division employee or General Conference/division institutional employee). He shall be ineligible for future employment as a Seventh-day Adventist minister.

b. The ordination of a minister may also be revoked for any of the other reasons listed in L 60 20 above.

c. A licensed minister who experiences a moral fall or apostatizes shall be ineligible for future ordination or employment as a Seventh-day Adventist minister, and if disciplined for any of the other reasons listed in L 60 20 above, may be ineligible for future ordination or employment as a Seventh-day Adventist minister.

3. *Church Membership*—The organization which has withdrawn a credential/license for any of the reasons listed in L 60 20 above, and, in the case of an ordained minister has voted or recorded the voiding of his ordination, shall inform the local church of which the offending minister is a member. It shall be the duty of the local church to administer discipline as provided for in the *Seventh-day Adventist Church Manual* in the section “Reasons for Discipline.”

4. *Denominational Employment*—It is recognized that a minister who has experienced a moral fall, has apostatized, or has been disciplined for any other reason listed in L 60 20 above, 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 his/her fellow believers. 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 gospel ministry, the teaching ministry, or denominational leadership.

L 60 30 Counseling and Career Guidance—Where practical the organization involved 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.

M

INTERNATIONAL SERVICE POLICIES—GENERAL

M 05 International 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 international service appointments. International service 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 Savior.

One of the most important and far-reaching activities of the Church is the procedure of calling and appointing international service employees. This involves heavy financial outlay as well as profound changes in the lives and careers of its international service employees. Consequently, the utmost care is to be exercised in the application of all policies relating to employees called to international service.

M 06 International Service Employee

An international service 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 International Service 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 International Service Employee *Working Policy*, which is available from General Conference International Personnel Resources and Services (IPRS).

M 08 General Conference International Personnel Resources and Services

M 08 05 General Conference International Personnel Resources and Services—The General Conference has established a service, officially named the International Personnel Resources and Services (IPRS).

1. A General Conference Associate Treasurer and a General Conference Associate Secretary shall be responsible for the International Personnel Resources and Services.
2. The General Conference International Personnel Resources and Services office is located in Silver Spring, Maryland.
3. The mission of IPRS is to provide excellent service in human resource, financial, and relocation support to the international service employees, who receive a portion of their remuneration from the General Conference, in a caring, efficient, and transparent manner so that, as missionaries, they may focus their energy and passion on the fulfillment of the Gospel Commission.

M 09 Seventh-day Adventist Institute of World Mission

M 09 05 Structure and Purpose—The Institute of World Mission is the missionary training arm of the General Conference Secretariat. It fulfills the following functions under the direct supervision of Secretariat and in collaboration with General Conference International Personnel Resources and Services (IPRS):

1. Holds regularly scheduled Mission Institutes to prepare international service employees, volunteers, and others interested in cross-cultural mission for effective service.
2. Offers reentry programs and other resources that support an ongoing “flow of care” for international service employee and volunteer families to enhance their service and long-term commitment to the mission of the Church.
3. Provides mission training resources, online mission classes, and cross-cultural training seminars for missionaries, Adventist volunteers, and church administrators, whenever possible.
4. Contributes to mission education, writing, and research beneficial to the missionary program of the Church.
5. Assists in cultivating mission vision in the world Church.

The rest of this section of *Working Policy* is now located in the International Service Employee *Working Policy*, which is available through International Personnel Resources and Services (IPRS) at the General Conference.

R

ADVENTIST VOLUNTEER SERVICE

R 05 Adventist Volunteer Service

The Adventist Volunteer Service (AVS) plan for the worldwide Church 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 the intradivision and interdivision plans.

R 10 Intradivision Adventist Volunteer Service

R 10 05 Intradivision Adventist Volunteer Service Plan—1. Divisions desiring to adopt an Adventist Volunteer Service plan for their territories may do so following the guidelines outlined in the Interdivision Adventist Volunteer Service policy.

2. *Service in the Division*—When a local Adventist Volunteer Service office proposes sending volunteers to projects within its own division, it will do so according to a financial and insurance coverage plan mutually agreed upon by the sponsoring organization and the field to be benefited by the service.

R 15 Interdivision Adventist Volunteer Service

R 15 05 Interdivision Adventist Volunteer Service Plan—1. Seventh-day Adventist Church members, 18 years of age and older, may offer their services as volunteers under this plan.

2. *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.

3. *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 and who receives an additional living allowance.

4. The most common needs are for volunteers who are able to minister in the following areas of service: lay evangelism, church planting, door-to-door work, preaching, Bible studies, pastoral counseling, teaching, medical and dental care, building and construction, office work, etc. Retired denominational and nondenominational personnel are also needed for short term programs or for temporary (relief) positions.

R 15 10 Selection and Assignment Procedures—1. Carefully selected volunteers may be offered the opportunity of serving in the Adventist Volunteer Service plan.

2. The essential factors considered in assessing the eligibility of an Adventist Volunteer shall include, but not be limited to, the following: confirmation of 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.

All applications shall be sent through the regular channels to the division Adventist Volunteer Service director.

3. The service of volunteers shall generally be for periods up to two years. Volunteers serving less than two months shall not normally be required to complete the regular health evaluation but may be required to agree to minimal screening. Organizations should be discouraged from taking advantage of volunteers, encouraging them to stay for long periods of time.

4. Retirement credit and/or retirement contributions are not generally provided for those who serve on a volunteer basis. Exceptions are made in specific cases if recommended by the requesting organization and approved by the base division, and if allowed under the retirement plan policies of the base division and applicable law.

5. Volunteers shall not receive a salary but may receive an allowance to meet certain expenses incident to the volunteer service, provided it does not contravene the employment laws of the country of service. Compliance with taxation laws is the responsibility of the volunteer and the requesting organization.

6. 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 15 15 Interdivision Adventist Volunteer Service Procedures— Organizations sponsoring volunteers for interdivision service shall be guided by the following:

1. The General Conference Adventist Volunteer Center, in consultation with the General Conference International Personnel Resources and Services, shall give direction to the division Adventist Volunteer Service program. Each division shall appoint a director to coordinate its Adventist Volunteer Service program and to serve as the liaison person with the General Conference Adventist Volunteer Center. The General Conference Adventist Volunteer Center shall:

a. Publish electronically all officially approved volunteer requests from the division Adventist Volunteer Service office on the General Conference Adventist Volunteer Center Web site: <https://www.adventistvolunteers.org>.

b. Assist the division in its responsibility with promoting, recruiting, and processing Adventist Volunteer Service volunteers within its field.

1) When an applicant has been approved, the division secretary/Adventist Volunteer Service director shall send a copy of the application forms and references to the General Conference Adventist Volunteer Center. The General Conference Adventist Volunteer Center shall notify the requesting and sending divisions of the listing number assigned to the volunteer or, if required, shall contact the requesting division, sending copies of the application forms and references to verify the assignment before notifying the sending division of the assigned listed number.

All volunteer requests and assignments shall be authorized at each level of the organization but not by committee vote. Adventist Volunteer

Service directors shall approve volunteer requests and assignments on the basis that committees record these at a later time. Requesting organizations shall be granted authority to send volunteer requests directly to the division Adventist Volunteer Service director, provided that each level of the organization receives a copy by facsimile or e-mail. Assignments shall be cared for in a similar manner. However, adequate time must be allowed for all levels of the organization to object to the request or assignment. If no one objects within the specified time set by each division, the request or assignment proceeds without further deliberation.

2) The division 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. The division shall also have the option to advise volunteers where airline tickets should be purchased.

c. Approve and produce a variety of forms for all divisions as required, such as: Adventist Volunteer Service Health Certificate, Adventist Volunteer Service Request Form, Adventist Volunteer Service Reference Form, and Adventist Volunteer Service Application Form.

2. Volunteers should have been members of the Seventh-day Adventist Church for no less than one year, and in regular standing.

3. 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. All requests for college and university volunteers for the ensuing year shall be approved by the division executive committee and shall be sent to the General Conference Adventist Volunteer Center approximately eight months prior to the departure date. 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 skills required of the applicant.
- b. The time period the volunteer is required to serve.
- c. The financial benefits offered, if any.

5. For Adventist Mission projects, the General Conference Adventist Volunteer Center, in cooperation with the General Conference Adventist Mission office and the administration of the 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 train 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 train a new team to complete the project as deemed necessary by the directors.

The General Conference Adventist Mission office shall share in the funding of volunteer projects in harmony with the General Conference Adventist Mission Operating Committee's funding criteria.

6. All volunteers shall be screened for their suitability for a particular assignment and for their commitment to the mission of the Church. Should the requesting organization fail to follow normal screening procedures or choose to ignore the advice of the home division regarding volunteers, the home division is not responsible for resolving any difficulties that may arise during the period of service.

7. 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 repatriation, which may include the cost of air fares. The home division shall not be responsible for any repatriation expenses.

8. In cases where the volunteer assignment is expressed in contractual terms, the requesting organizations are bound to honor such agreements.

9. The programs, activities, and supervision of volunteers while in the field shall be approved by the requesting division.

10. Volunteers who participate in Adventist Development and Relief Agency projects may do so under special arrangements.

11. 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.

R 15 20 Basis of Division Volunteer Requests—The division requesting the services of volunteers shall do so on the following basis:

1. Assignments for volunteers shall be limited to short term programs or to temporary (relief) positions.

2. Volunteers who are serving currently and who wish to extend their term of service may be granted approval to do so after the General Conference Adventist Volunteer Center and the sending division have been notified by the requesting division.

3. The General Conference Adventist Volunteer Center shall publicize the Adventist Volunteer Service plan and the list of service opportunities submitted by the divisions.

R 15 25 Financial Responsibility—Division—1. The division which sends volunteers shall:

a. Ensure that all volunteers have been provided with Adventist Volunteer Service (AVS) insurance coverage prior to departure.

b. Be responsible for any claims incurred by the volunteer which are normally met by AVS insurance if the division, after being properly notified, fails to arrange for insurance coverage for an approved volunteer.

2. The organization which receives volunteers shall be financially responsible for the following:

a. Insurance Coverage

1) For any claims normally met by AVS insurance, incurred by the volunteer if the organization fails to follow proper calling procedures, resulting in the failure to provide AVS insurance coverage for the volunteer.

2) The cost of premiums for AVS insurance which provides the following:

a) Accident and Sickness Protection for volunteer's insurance policy (limited accident and sickness coverage as outlined in policy brochure)

b) Worker's Compensation for volunteers

c) Personal Effects Baggage Insurance (Personal Effects and Property)

3) Insurance deductible under the Accident and Sickness Protection for volunteer's insurance policy.

4) Ensuring that insurance coverage is in place for all volunteers extending their service beyond the limit of initial coverage.

5) Ensuring that a minimum of 31 days coverage is provided to the volunteer for homebound travel.

6) Any claims normally met by AVS insurance incurred during this period should the receiving organization 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 and the Adventist Volunteer Center.

b. The cost of airfares, if indicated.

c. The liability of the denomination shall be limited to the cost of the insurance premiums and deductibles for the above coverage. (See R 15 25, paragraph 2. a.) Volunteers who are 21 years of age or older (parents or legal guardians 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 Adventist Volunteer Service program or resulting from service in the Adventist Volunteer Service program. (See R 15 50.)

d. Additional medical coverage not included in paragraph 2.a. above may be provided to the extent specified in the contract or Volunteer Service request listing.

e. Lodging provisions and a living allowance to cover food and local travel may be provided.

f. Travel and other financial arrangements shall be approved by the requesting division or the General Conference Adventist Volunteer Center. 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 15 30 Relationship to Other Organizations—The Adventist Volunteer Service plan includes all projects operated by Seventh-day Adventist owned entities. Projects owned and operated by other organizations shall not be included in the program.

R 15 35 College/University Volunteers—1. Each Seventh-day Adventist college/university shall direct the Adventist Volunteer Service program on campus. It shall provide instruction and general orientation materials for the volunteers. The Adventist Volunteer Service screening committee in 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 or

Adventist Volunteer Service sponsor shall be the chair of the screening committee and shall be the liaison officer between the college/university and the division Adventist Volunteer Service director in processing the volunteers for interdivision service. Volunteers who apply from nondenominational colleges/universities, or who are no longer students, shall be screened 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.

2. Volunteers may be sent out by each college/university Adventist Volunteer Service office on the following basis:

a. The college/university, through its related Adventist Volunteer Service 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 Adventist Volunteer Service pooling fund, unless provided for by the requesting organization. All arrangements for ticketing shall be made through the travel office connections of the division 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 arranged by the home division prior to departure).

3. The raising of funds for the Adventist Volunteer Service program in each college/university shall be in harmony with the policies of the union conferences, union missions/sections, local conferences, local missions/fields/sections, and the division in which territory the college is located.

R 15 40 Service by Secondary/Academy Student Volunteers (13 to 18 years of age)—When projects similar to college youth volunteer activities are requested for secondary/academy students, these shall be operated as group undertakings and supervised by adults personally acquainted with the youth.

All plans for such programs must be approved by the union conference, union mission/section, local conference, local mission/field/section in which the secondary school/academy is located and in which the project is located.

R 15 45 Responsibility of Volunteers—1. Generally, volunteers provide their own round-trip transportation, but on occasions transportation expenses may be provided.

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 15 50 Adventist Volunteer Service Release of Liability—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 17 Temporary Evacuation Due to Natural Disasters or Political Unrest

R 17 05 Temporary Evacuation—Each division shall be responsible for developing and communicating to the General Conference office an Emergency Management Plan that adequately provides for the care of volunteers and their families, registered through General Conference Adventist Volunteer Service, in times of natural disasters and political crisis. The division may choose to delegate the specific details and plans to the local receiving organization; however, it remains the division's responsibility to ensure that all plans are appropriate and fully implemented. In situations where natural disasters or political crisis render an unsafe environment for the continued presence of volunteers and their families, the General Conference has ultimate decision-making responsibility for evacuation in consultation with the receiving division and through the division with the local receiving organization. Medical evacuation decisions are made by the receiving organization in consultation with medical professionals including, where insurance coverage is involved, medical providers of the insurer.

Any General Conference financial assistance for expenses not covered by insurance will normally require the participation of the

General Conference and receiving division in decisions pertaining to the length of time of the relocation and the decision to return to service.

R 20 Mediation and Conciliation Procedures for Seventh-day Adventist Volunteers*

R 20 05 Rationale—The Bible emphasizes the importance of proper understanding in human relationships and directs that differences should be reconciled, and problems resolved in a spirit of harmony and unity. The counsel given by Jesus (see Matthew 18) calls for open communication between parties when disputes arise, in an endeavor to solve problems closest to their origin. It is assumed therefore that when a problem arises, consultation takes place in an effort to establish formative and remedial procedures. The Church acknowledges the principles of natural justice and is committed to the application of such principles in decision-making procedures that may affect an individual's position, welfare, or reputation.

R 20 10 Basic Assumptions—The Church reserves the right to engage as volunteers only those individuals who personally believe in, practice, and are committed to upholding the doctrinal tenets of the Church, as summarized in the document "Fundamental Beliefs of Seventh-day Adventists" (1980), and who by their Christian conduct preserve the character, order, and unity of the Church.

The Church also reserves the right to relieve a volunteer from a position, either by termination, transfer, or reassignment if, in the judgment of the controlling committee or board, such termination, transfer, or reassignment serves the purposes of the Church and/or the interests of the individual.

R 20 15 A Grievance—A "grievance" shall be any claimed misinterpretation, inequitable application, or violation of the policies and practices of the Seventh-day Adventist Church which could have adverse consequences for a volunteer, and which may result in dismissal,

*Seventh-day Adventist Volunteers are defined in R 15. This policy is intended for those divisions that do not have a Mediation and Conciliation Policy of their own.

reassignment, or variation of status, position, or volunteer benefits. Mediation is available to all volunteers who consider they have a “grievance” and must be implemented prior to requesting conciliation.

R 20 20 Exemptions—The mediation and conciliation procedures do not apply in certain situations. Examples of such cases may include but are not limited to:

1. The settlement of insurance claims.
2. Issues arising from marital differences.
3. The awarding of custody of minor children.
4. The deciding of matters involving the administration of estates.
5. Debt collection.
6. Matters involving an individual’s dispute with civil government or law enforcement agency.
7. Specific theological questions.
8. Questions regarding church discipline and the transfer or reinstatement of membership as recorded in the *Seventh-day Adventist Church Manual*.
9. Church elections.

R 20 25 Mediation—Mediation is a process in which a third party helps the disputants discuss their differences and negotiate an agreement. The mediator has power over the process but not the outcome. It is a voluntary process in which those involved in the dispute jointly explore and attempt to reconcile their differences. The mediator shall be neutral, impartial, and acceptable to all parties.

The following procedures shall be followed in the application of the mediation procedure. When a matter which is deemed to have adverse consequences for a volunteer is to be brought to a decision, the volunteer shall be given the opportunity to request that a mediator be appointed and shall be notified accordingly. This request shall be made no later than fourteen days after the decision has been made and a “grievance” has been identified and shall be made in writing, outlining the nature of the grievance. A mediator must be agreed upon by both the institution and the volunteer within fourteen days of the request for mediation. The mediation process shall be completed within twenty-one days of the mediator being appointed.

The mediator has no authority to render a decision. The mediated dispute is settled when the parties themselves reach what they consider to be a workable solution.

The disputants hold the ultimate authority in the mediation process. They enter mediation voluntarily and may withdraw at any time; they control the content and the outcome; they select a mediator to whom they entrust control of the process. The result of mediation is not binding unless the parties agree otherwise in writing. The outcomes of mediation shall be recorded by the organization where the volunteer is engaged, and it shall send a copy to the Secretariat of the higher body.

R 20 30 Conciliation Procedure—Step 1. *Formal Notification*—When mediation fails and the organization decides to maintain its original position regarding a volunteer, the volunteer shall be formally notified, both in person and in writing, by an administrator. The notification shall include:

1. The reason or reasons for the action.
2. The basis for the reason or reasons.
3. The provisions of the conciliation process.

Step 2. *Hearing a Protest*—In the event that mediation has failed completely, the volunteer protesting the decision of the organization becomes a grievant, as identified in Step 3. Within fourteen days of receiving the written formal notice of the action taken, the grievant may appeal to the next higher body for a hearing before an independent review committee by presenting the grievance, in writing, to the administrator of the next higher body, a copy of which must be forwarded to the organization where the volunteer is assigned. The written statement should include:

1. A concise statement of the grievance.
2. The circumstance(s) involved.
3. The outcome of the mediation process.
4. The specific solution or remedy sought by the grievant.
5. A request for a hearing before an independent review committee of five persons, including the chair. The allocation of the costs of calling the review committee together shall be subject to negotiation.

The organization and the grievant shall be given access to all support documentation which is to be submitted to the review committee (this does not include a transcript of arguments to be presented), and each party shall receive the documentation at least seven days before the review committee convenes. Both parties must agree, in writing, to abide by the decision of the review committee. Should the grievant fail to sign

the agreement, the requested hearing shall not proceed. In this event the action of the organization shall be deemed to stand.

The organization shall be required to submit to the review committee in writing a summary of its arguments and of events which led to its action(s) in respect to the grievant. A copy of all relevant letters, documents, and committee actions shall be included in its submission.

Step 3. *Setting up a Review Committee*—The higher authority shall honor the request for a review committee hearing and negotiate the appointment of said committee within fourteen days. In choosing persons to serve on the review committee, consideration should be given to keeping expenses to a minimum.

The committee shall be made up as follows:

1. An independent chair nominated by the higher authority and agreed to by both parties.
2. Two members (50 percent) nominated by the administration of the engaging organization, but not from the administration or executive committee or board.
3. Two members (50 percent) nominated by the grievant.

The review committee shall be members in regular standing of the Seventh-day Adventist Church and shall not include individuals from the legal profession.

R 20 35 The Review Committee Function, Authority, and General Guidelines—1. The review committee shall hold its initial meeting within fourteen days of appointment.

2. Final disposition shall be within thirty days of the appointment of the committee.

3. The committee may invite any person or persons whom it considers may have counsel or information relevant to the grievance to any or all of its meetings. This provision excludes any legal representation. No person may demand the right to meet with the committee.

4. The grievant and the administrator or nominee of the organization shall be required to attend an initial meeting of the review committee to present their cases in each other's presence and at other times as requested by the committee. The decision regarding the grievance shall be made in a closed meeting.

R 20 40 General Provisions—1. Agreements, consents, and understandings must be in writing.

2. A grievance may be dropped by the grievant at any time by informing the next higher body in writing.

3. Extension of time at any stage may be made by mutual consent of both parties. Such agreement should be recorded and signed by both parties.

4. Should the grievant fail to act within the prescribed time limits, the organization is not obliged to continue with the process.

5. All participants in the process shall agree that there shall be no reprisals against other participants in the procedures.

6. All information disclosed must remain confidential.

7. When a volunteer requests that the conciliation process be implemented, the action taken by the organization shall remain operative until either confirmed, modified, or declared void by the review committee.

8. The decision shall be arrived at by secret ballot and all members of the review committee, including the chair, shall cast a vote.

9. The review committee is not authorized to award financial compensation to the grievant or the organization.

10. Government laws shall have preeminence over the requirements of these guidelines.

11. The following is a summary of steps that should be followed together with the required time periods:

a. Grievant Actions:

1) Mediation Request—No later than fourteen days after the grievance is identified.

2) Mediation Outcome—Within twenty-one days of mediation appointment.

3) Conciliation Request—When mediation fails and within fourteen days of formal notification that the action against the grievant is to be maintained.

4) Support Material—Must be exchanged at least seven days before the review committee convenes.

b. Organization Actions:

1) Mediator Appointed—Within fourteen days of mediation request.

2) Mediation Outcome—Within twenty-one days of mediator appointment.

3) Review Committee Appointment—Within fourteen days of conciliation request.

4) Support Material—Must be exchanged at least seven days before review committee convenes.

5) Disposition of Case—Within thirty days of committee appointment.

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, local mission/field/section, region/field station 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.

S 04 15 Employ Church Members [Repealed Annual Council 2019]

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 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 conferences, missions/fields/sections, and regions/field stations 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 and available liquid assets are less than the six-month and three-month minimums, respectively, recommended by policy. 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, local missions/fields/sections, regions/field stations, 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, local conference, local mission/field/section, and region/field station 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 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, local missions/fields/sections, and regions/field stations, 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.

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 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
3. Statement of Cash Flows
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 reports are presented. Whenever possible, the audit report is to be presented personally by the auditor (see GC C 30 20 and 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/sections, regions/field stations, 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 March 31.

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 Seventh-day Adventist Financial Reporting Framework and Accounting Manual—1. Purpose—To promote a uniform set of principles and a universal format for financial reporting, General Conference Treasury shall develop and illustrate a general-use financial reporting framework. This framework is based on International Financial Reporting Standards (IFRS), or country-specific reporting standards determined acceptable by the denomination, supplemented by selecting the preferred choice from options available in those reporting standards along with unique denominational reporting requirements.

2. Authority—All denominational entities shall prepare monthly financial reports in accordance with the established Seventh-day

Adventist Financial Reporting Framework, as illustrated in the most current published accounting manual prepared by General Conference Treasury.

3. **Compliance**—Denominational 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 those 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 that is in accordance with the established Seventh-day Adventist Financial Reporting Framework as illustrated in the most current published accounting manual prepared by General Conference Treasury. Organizations may use a single set of underlying accounting records to generate separate reports for both the denomination and government agencies.

4. **Exceptions**—General Conference Treasury shall determine country-specific reporting standards included in the established Seventh-day Adventist Financial Reporting Framework and approve any exceptions to financial reporting which vary from illustrations in the current published accounting manual.

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 amount of available working capital and liquid assets of an organization to recommended minimums. 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—Economic downturns and financial emergencies are part of the routine cycle of organizational life. Church organizations would do well in being prepared for such downturns and emergencies by ensuring resources are in place to prevent or minimize any disruption to its mission. Being prepared would include having sufficient resources to cover operational expenses and appropriations to subsidiary or related organizations for a predetermined period of time. Each organization should be mindful to build up reasonable reserves of working capital in preparation for unfavorable financial times. It would be prudent for an organization to hold a significant portion of its available working capital in liquid assets.

S 24 14 Definitions—1. *Working Capital*—The amount of current assets in excess of current liabilities (current assets minus current liabilities).

2. *Current Assets Held for Donor Restrictions*—The current assets necessary to comply with the restrictions stipulated by donors or other organizations (restricted net assets minus those specifically related to identifiable noncurrent assets).

a. Donor restricted donations still in hand (e.g., assets restricted to an evangelism project).

b. Restrictions placed on funds by grants from other organizations (e.g., Global Mission grants).

3. *Available Working Capital*—The working capital remaining after removing current assets held for donor restrictions (working capital minus current assets held for donor restrictions).

4. *Recommended Minimum Available Working Capital*—The minimum available working capital that an organization should maintain in normal economic and financial conditions.

5. *Operating Expenses*—Operating expenses include all expenses of the organization except cost of goods sold, appropriations, depreciation, and capital expenditures.

6. *Net Outgoing Appropriations*—The excess of outgoing operating appropriations over incoming operating appropriations. (Outgoing appropriations minus incoming appropriations. If incoming exceed outgoing, net outgoing operating appropriations is zero.)

7. *Core Expenses*—Operating expenses plus net outgoing appropriations.

8. *Available Working Capital in Months*—This is the number of months that the available working capital could support a predetermined period of core expenses. This policy is recommending a minimum of six months.

9. *Available Liquid Assets*—The liquid assets remaining after removing current liabilities and current assets held for donor restrictions (liquid assets minus current liabilities and current assets held for donor restrictions).

10. *Recommended Minimum Available Liquid Assets*—The minimum available liquid assets that an organization should maintain in normal economic and financial conditions.

11. *Available Liquid Assets in Months*—This is the number of months that the available liquid assets could support a predetermined period of core expenses. This policy is recommending a minimum of three months.

S 24 20 Calculation of Working Capital and Liquidity—Recommended Minimum Available Working Capital and Liquid Assets—The sum of six months and three months of core expenses for available working capital and liquid assets, respectively. The governing body of each organization is encouraged to evaluate their needs and set higher amounts as deemed appropriate. The technical provisions are as follows:

1. The six months and three months calculations equal 50 percent and 25 percent of the total of core expenses from the twelve months prior to the report for determining the recommended minimums of available working capital and available liquid assets, respectively.

2. The organization can reduce the actual operating expenses used in the calculation by the portion paid by current assets held for donor restrictions.

3. If incoming appropriations exceed outgoing, net outgoing appropriations is zero. The excess of incoming over outgoing appropriations does not reduce operating expenses.

4. A local conference should include as part of available liquid assets the amount of local church remittances received as cash no more than 30 days after the date of the financial statement.

S 24 25 Reporting on Working Capital and Liquidity—Each organization must include in its financial reporting (see S 19) a schedule calculating the available working capital and liquid assets as an amount and in terms of months for the recommended minimums. The organization may add notes to clarify changes in circumstances or extraordinary circumstances that might assist in clearer analysis.

Sample Reporting—Working Capital and Liquid Assets Report for 31 December 20XX	
Core Expenses:	
Operating Expenses	80,000
Net Outgoing Appropriations	<u>50,000</u>
<i>Total Core Expenses</i>	<u><u>130,000</u></u>
Available Working Capital:	
Current Assets	140,000
Minus: Current Liabilities	<u>(60,000)</u>
<i>Working Capital</i>	80,000
Minus: Current Assets Held for Donor Restrictions	<u>(10,000)</u>
<i>Available Working Capital</i>	<u><u>70,000</u></u>
Recommended Minimum Available Working Capital:	
Six months of Core Expenses (50% of 130,000)	65,000
Surplus/(Shortfall) in <i>Recommended Minimum Available Working Capital</i>	5,000
<i>Available Working Capital in Months</i> (a minimum of six months recommended) (70,000 divided by 130,000 x 12)	6.5 Months
<i>(Include if Applicable:)</i>	
<i>The Governing Board Requires the Organization to Have Working Capital of at Least:</i>	XX Months

Available Liquid Assets:	
Cash and Cash Equivalents	40,000
Cash Held for Agency	1,000
Local Church Remittances, as Applicable	14,000
Investments	40,000
Receivable from Higher Organizations	<u>15,000</u>
Total Liquid Current Assets	110,000
Minus: Current Liabilities	(60,000)
Minus: Current Assets Held for Donor Restrictions	(10,000)
<i>Available Liquid Assets</i>	<u><u>40,000</u></u>
Recommended Minimum Available Liquid Assets:	
Three Months of Core Expenses (25% of 130,000)	32,500
Surplus/(Shortfall) in <i>Recommended Minimum Available Liquid Assets</i>	7,500
<i>Available Liquid Assets in Months</i> (a minimum of three months recommended) (40,000 divided by 130,000 x 12) (<i>Include if Applicable:</i>)	3.7 Months
<i>The Governing Board Requires the Organization to Have Available Liquid Assets of at Least:</i>	XX Months

S 24 30 Analysis of Working Capital and Liquidity—During economic downturns or financial emergencies, available working capital and liquid assets may fall below the recommended minimum amounts. During periods of normal economic conditions, available working capital and liquid assets should be growing in preparation for the next downturn. The controlling board or executive committee for each organization should evaluate and determine what amounts in excess of the required minimums are appropriate for its organization. Included in this evaluation should be a consideration of inflationary influences that would make use of past information an unreliable source for making the

calculations. Organizations should also be careful to avoid holding excessive working capital and liquid assets for financial emergencies.

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 a minimum of three persons who are members of the controlling board or executive committee. In unusual circumstances, these persons do not have to be members of the controlling board or executive committee, provided the reasons are documented by action of the controlling board or executive committee. The treasurer/chief financial officer of a higher organization, who in many circumstances is already an ex officio member, may serve as member or chairperson. Committee members shall 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. Hold an executive session where members of the management team, who may be attending as invitees, have been excused.

m. 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.

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.

4. *Representatives from Higher Organizations*—If there are official representatives from the higher organization present when an audit committee is being convened, who are not already members, 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 officers and other board-appointed personnel during the previous year and determine its reasonableness and compliance with compensation policies of the denomination.

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 45, “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. Review auditor’s Policy Compliance Report and Audit Communication Letter for reported policy non-compliance with core financial policies (see S 90) and discuss with management team their plans to achieve compliance.

e. Review auditor's Audit Communication Letter for reported internal control deficiencies and other financial matters and discuss with management team their plans for corrective action.

f. 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/sections, and regions/field stations, 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 or union missions/sections and of the local conferences, local missions/fields/sections, or regions/field stations not included in union conferences or union missions/sections.

b. Regular mission offerings.

c. Special donations.

d. Such percentage of the regular tithe of local conferences, local missions/fields/sections, or regions/field stations 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.

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. *Scripture and Spirit of Prophecy Counsel*—“How much do you owe my master?” (Luke 16:5 NKJV) “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.” (9T 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 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.

S 40 10 Gift Annuity Agreements—1. *Approved Organizations*—General Conference, division, union and local conference or local mission/field/section 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 division, or in the case of North America the General Conference Corporation.

S 40 15 Trust Agreements—In addition to outright gifts, General Conference, division, union and local conference or local mission/field/section associations 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 matter on a continuing basis.

2. *Investments in Trusts*—An organization or institution acting as trustee shall not invest in any property accepted in trust, give any guarantee based on the security of the trust, or lend any funds to a trustor. Although 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. However, the organization or institution as trustee of an irrevocable trust may secure a loan from a third-party lender for purposes of the trust based on the security thereof.

3. *Legal Counsel*—Where trust agreements are entered into by union, local conference, or local mission/field/section corporations or institutions, such trust agreements are to be written only upon competent local legal counsel to make certain that they are in harmony with the statutes of the jurisdiction in which executed.

4. *Denominational Benefit*—Organizations shall write trust agreements only when the denomination will benefit substantially at maturity from such agreements, with the nature of the assets, size of the estate, cost of servicing the trust, and other factors being considered in determining the feasibility of entering into such agreements.

S 40 20 Wills—While the writing of trust agreements is encouraged, 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 of Wills—Fees—A denominational employee who serves as administrator, trustee, or executor of wills, as a result of denominational employment in any capacity, shall not retain fees received for this type of service for personal benefit. Upon completion of term of office or denominational employment, the responsibility as administrator, trustee, or executor of wills shall pass to the successor to the extent allowable by law.

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 obtain prior approval from 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 obtain prior approval from the governing board or appropriate committee.

S 40 35 Interorganizational Planned Giving and Trust Services Guidelines—The following interorganizational Trust Services Guidelines shall govern all organizations rendering Trust Services:

1. *Local Conferences or Local Missions/Fields/Sections*—It is recognized that local conferences or local missions/fields/sections have the right to contact all persons in their territories.

2. *Referrals*—All referrals will be followed up in the regular contact procedures.

3. *Alumni*—Local conferences or local missions/fields/sections 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 or mission/field/section and the institution; however, graduates of the schools of medicine and dentistry of Loma Linda University may be contacted directly by University personnel.

4. *Institutions*—Educational and other institutions may operate Planned Giving and Trust Services programs under specific written agreements with union conferences or union missions/sections under whatever terms are approved by the controlling committees and boards.

5. *Promotional Materials*—Organizations have the privilege of sending promotional materials to the members in the territory they serve.

6. *Non-Seventh-day Adventists*—No restrictions 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.

7. *Clarification of Membership Status*—When it is not known whether the persons are Seventh-day Adventists, the local conferences or local missions/fields/sections concerned are to be contacted to ascertain this information. If the person is found to be a church member, contact is to be made in association with the local conference or local mission/field/section representative, provided this course is acceptable to the person involved.

8. *Approaches to Higher Organization*—If a church member contacts the General Conference or a union conference or union mission/section, the organization will call the attention of the member to the possibility of the local conference or local mission/field/section handling the matter; however, if the person still desires that the General

Conference, union conference, or union mission/section serve them, this will be respected.

9. *Church Members in Other Conferences or Missions/Fields/Sections*—Should a church member residing and holding membership in one local conference or local mission/field/section desire to enter into an agreement with another conference or mission/field/section, the same provisions will apply as in the preceding paragraph.

10. *Cooperation*—Conferences or Missions/Fields/Sections and institutions shall cooperate in a spirit of good will and understanding.

11. *Alumni of Educational Institutions*—Educational institutions have the right to approach all their alumni directly relative to current 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 for any purpose except through denominationally recognized channels such as the Planned Giving and Trust Services program and the Union Revolving Fund Plan.

2. *Interest Rate*—In unusual circumstances when funds are offered to an organization by a church member, the interest rate shall not exceed the rate paid on revocable trust agreements.

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 employees. 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, missions/fields/sections, or regions/field stations for development in weaker areas.

2. *Systematic Giving*—Stability for the work is assured by the “Systematic Giving Combined Offering Plan” which provides continuing

income to the various church operations around the world. A percentage of these funds is kept at the local church level, while the remainder is divided among the local conference or local mission/field/section, union, division, and General Conference. This approach provides balanced support for the approved operations of the Church.

3. *Direct or Indirect Solicitation*—Direct or indirect private solicitation of funds by employees serving outside their home divisions is considered 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, mission/field/section, region/field station, church, institution, or self-supporting enterprise is to solicit funds from outside its own territory without written authorization from its conference, mission/field/section, or region/field station officers and of the conference, mission/field/section, or region/field station 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, mission/field/section, or region/field station, without the written authorization from the conference, mission/field/section, or region/field station officers of the individual's 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, including authorized special projects, in response to appeals, shall be passed through the regular channels of the Church. 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 the Pulpit*—Ministers and church officers should not grant the privilege of the pulpit to persons who have no written recommendation from the conference, mission/field/section, or region/field station.

2. *Literature*—Literature for solicitation purposes shall be provided only to responsible persons.

3. *Unauthorized Solicitation*—Conference, Mission/Field/Section, or Region/Field Station 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 our people in response to appeals for any cause, including authorized special projects, shall be passed through the regular channels of the Church.

5. *Appropriation Adjustments*—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. Local conference, local mission/field/section, or region/field station shall take such steps as may be necessary to prevent violation 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, divisions shall make alternative arrangements in consultation with the General Conference Office of General Counsel.

S 55 10 Property Valuations—All church properties and other properties owned by conference or mission/field/section associations that are not used for association operating purposes shall be listed in the association books of account at their cost, and a reserve shall be set up leaving USD 1 net valuation on each property as listed; this policy to apply outside the North American Division as conditions and legal requirements may permit.

S 55 15 Special Provision—In situations where it is not possible or feasible to register a property holding organization in a country or where the expense of transferring properties would be prohibitive, properties may continue to be titled in the name of the General Conference Corporation of Seventh-day Adventists or other existing corporations.

However, where possible the assets shall be recorded in the books of the division or the subsidiary organization in which the property is located.

S 60 Insurance Policies

S 60 05 Insurance of Denominational Assets—In order to maximize protection for all church operations against risk of accidents, property, and liability losses, the following operating policies shall be followed:

1. *Property Protection*—The treasurers/chief financial officers and managers of denominational organizations, in cooperation with Adventist Risk Management, Incorporated, shall initiate measures to prevent losses and/or minimize the loss in the event of an occurrence, and shall be responsible for maintaining adequate insurance coverage of assets. Losses and accidents, including work related injuries and illnesses, shall be reported on a timely basis in harmony with denominational operating policies.

2. *Liability Limits*—Each division and attached union outside North America shall be responsible for maintaining USD 1,000,000 coverage for the liability risks, based on specifications established by Adventist Risk Management, Incorporated, with the General Conference purchasing a worldwide umbrella policy to insure for general liability (non-hospital) catastrophic losses.

3. *Acceptable Coverage*—Denominational assets shall be insured with companies with a minimum of A grade rating in *Best's Key Insurance Rating Guide* or, in international locations, with an insurance company which is given a superior rating by a well-known insurance brokerage house approved by Adventist Risk Management, Incorporated, or with the church owned insurance company. Reciprocal companies and assessable companies are not recommended. Funded self-insurance programs to cover expected losses 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.

4. *Insurance Register*—Treasurers/chief financial officers 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 public liability insurance policies shall be retained as a permanent record.

a. This record shall include the name and description of the property, the amount of insurance carried, the name of the company with which it is insured, the expiration date of the insurance policy, and the policy number.

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. Coordination of insurance coverage among denominational entities is critical. Thus, Adventist Risk Management, Incorporated, or an independent insurance consultant should be consulted in all insurance negotiations, including the development of funded self-insurance programs.

d. 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, and the General Conference of Seventh-day Adventists, as an additional named insured on all liability insurance policies.

5. *Auditing*—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 *Working Policy*. When requested by the General Conference Auditing Service, Adventist Risk Management, Incorporated shall assist as needed.

6. *Consultant*—Adventist Risk Management, Incorporated shall serve as consultant to the General Conference, division, union, conference, mission/field/section, and institutional Risk Management or Insurance Committees, including the Risk Management Committee and Trust Boards for Adventist health systems, and shall assist in the establishment of specifications for programs which may be available from the insurance and risk management industry.

S 60 10 Minimum Limits of Liability Insurance—Effective January 1, 1996, “Minimum Limits” shall be defined as no less than:

General Liability/Hospital

Professional Liability

(Primary)

USD 1,000,000 per occurrence

With a reasonable aggregate limit, no less than

10,000,000 annual aggregate minimum

Commercial Auto Liability (Primary)	1,000,000 per occurrence
Garage Liability (Primary)	1,000,000 per occurrence
Excess Liability	9,000,000 per occurrence
Executive Risk:	
Directors and Officers Liability	25,000,000 per loss and annual aggregate
Fiduciary Liability	10,000,000 per loss and annual aggregate
Employee Dishonesty Coverage	3,000,000 per loss and annual aggregate
Miscellaneous Professional Liability	1,000,000 per loss and annual aggregate
Trustees Errors and Omissions Liability	1,000,000 per loss and 4,000,000 annual aggregate
Aircraft Liability* with no per passenger limit*	50,000,000 per occurrence
Non-owned Aircraft Liability* with no per passenger limit*	50,000,000 per occurrence
Airport Liability	50,000,000 per occurrence

Any requests for exceptions in limits for Hospital Professional Liability (HPL) or Aircraft Liability due to local circumstances must be made through the applicable division to the General Conference HPL/Aviation Liability Insurance Committee (as established by the General Conference Executive Committee) for approval.

S 60 15 Property Insurance—1. *Replacement Values*—Adequate insurance shall be carried on all denominational properties for perils of fire and extended coverage, or multi-peril coverage, where applicable, it being recommended that the coverage be on the basis of replacement values on buildings and actual cash value on contents. All buildings shall be covered from commencement of construction.

*Including renter liability if applicable

2. *Survey of Buildings*—The treasurers/chief financial officers of divisions, unions, local conference, local mission/field/section, and institutions shall survey the buildings in their respective territories, including the contents of such buildings, to determine the insurable value of all property.

3. *Appraisal*—The treasurers/chief financial officers of divisions, unions, local conferences or local missions/fields/sections, and institutions are responsible to make sure that church-owned buildings are insured to value.

S 60 20 Crime Insurance—It is recommended that divisions, unions, local conferences, local missions/fields/sections, regions/field stations, institutions, churches, and schools protect their properties and moneys from the perils of theft, burglary, and robbery.

S 60 25 Boiler Insurance—It is recommended that organizations operating either low- or high-pressure vessels or boilers, water heaters, central air conditioning, commercial freezers, or refrigeration units obtain adequate coverage in the form of special boiler insurance.

S 60 30 Public Liability Insurance—There is a definite trend toward abolishing charitable immunity, both on the part of courts and legislative bodies, with the result that charitable organizations are being held liable for accidents and injuries of every description. Since it cannot be predicted when a court of law may render a decision reversing specific legislation granting charitable immunity, the following is recommended:

1. *Properties and Operations*—Liability protection shall be secured on all denominational properties and operations, with sufficient limits to protect the assets of each respective organization. Coverage should be written on a blanket basis whenever possible with all property titled in the name of each respective organization holding title, such as the local conference or local mission/field/section corporation or association.

2. *Volunteers*—It is recommended that liability coverage be extended to cover volunteers but only respecting particular projects and adhering to specific guidelines as follows:

a. The project must be preapproved by the conference or mission/field/section or organizational administrative committee.

b. The project and its nature must be reported to the Adventist Risk Management, Incorporated well in advance in order to arrange for proper extension of coverage.

c. The premium for coverage must be guaranteed by the division.

3. *Motor Vehicles*—Liability protection shall be secured on all owned as well as nonowned vehicles used in behalf of the employing organization, with adequate limits of bodily injury and property damage liability. All vehicles owned by each organization should nevertheless be included in one policy, with an automatic fleet endorsement or equivalent attached. In case of academies, all vehicles shall be registered in the name of the conference or mission/field/section and included in the blanket policy for the conference or mission/field/section.

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.)

S 60 40 Airport Insurance—Organizations owning, leasing or operating airports or airstrips shall be responsible for obtaining adequate limits of insurance to cover the denomination's potential legal liability.

S 60 45 Workers' Compensation Insurance—1. *Support of Injured Employee*—The financial responsibility for the support of injured or incapacitated individuals and their families may unnecessarily become a drain on the financial resources of a denominational organization.

2. *Approved Coverage*—Denominational organizations are encouraged to secure Employers' Liability Insurance and Workers' Compensation Insurance or its equivalent on all denominational employees including international service employees, literature evangelists, and volunteer workers. Where Workers' Compensation Insurance for employees is not required by law, coverage may be purchased on a volunteer basis and may include volunteer workers as well. In some jurisdictions, volunteer workers cannot be included in the Workers' Compensation Insurance Policy. In that instance, coverage may be obtained from Adventist Risk Management, Incorporated under an accidental death and medical indemnity policy.

3. *International Service Employees*—The General Conference shall purchase workers' compensation insurance that covers international service 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.

4. *Catastrophic Risks*—Since the cost of Workers' Compensation Insurance varies with 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.

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 resistive construction.

b. All plans drawn for any denominational building shall be in accordance with all applicable building and safety codes. In the event of a conflict between national and local codes, the more stringent one shall be applied. A statement to the effect that the blueprints conform to these codes shall be included in the specifications for the building which shall be submitted to the General Conference Treasury for approval before any construction commences.

c. The use of wood frame and/or combustible materials should not be considered in the construction of more than one story, unless completely protected by an automatic sprinkler system, including adequate pressure and water supply. Single or double family dwellings, small service buildings, and farm buildings are excluded from this requirement.

2. *Dormitories and Other Sleeping Quarters*—a. All dormitories shall have approved interior fire alarm systems.

b. Dormitories not of fire resistive construction shall be completely equipped with an approved sprinkler system.

c. All sleeping areas not located on ground level shall have a minimum of two well separated exit stairs leading to the ground level.

S 60 55 Hospital Professional Practice and Safety Committee—Each division shall establish a policy requiring its healthcare institutions

to establish appropriate committees or designate an individual to coordinate malpractice and related loss control procedures. This shall include the following activities:

1. The establishment of a hospital professional practice and safety committee in each entity with authority to recommend changes to the administration that are malpractice, loss control, or safety related. This committee shall meet on a regular basis. Copies of the minutes shall be sent to the division health director or person appointed by the division and Adventist Risk Management, Incorporated. The terms of reference shall include:

- a. Timely reporting of incidents and review of all medical incident reports,
- b. Recommending peer review procedures of medical professionals relating to specialty and licensing,
- c. Establishing a monitoring system for medical equipment and physical plant,
- d. Reviewing procedures as recommended by the division health director or person appointed by the division,
- e. Reporting to the institution's executive committee all significant incidents and claims,
- f. Encouraging in-house educational programs that emphasize safe medical procedures, plant safety, and proper maintenance of equipment.

2. Significant incidents and claims shall be reviewed by the hospital executive committee.

S 60 60 Death Benefit Plans—1. Each division may develop and maintain a self-funded death benefit plan for its regular full-time employees, spouses, and their dependent children. This may be called an Employee Survivor Benefit Plan, Benevolent Association, or Death from Any Cause Plan.

2. Provision shall be made for international service employees to be covered under the same plan.

3. Where legally permitted, provision may be made for employees to contribute to the plan for additional death benefits. If the plan is so expanded, it is recommended that intradivision and international service employees be notified requesting that they accept or reject in writing the additional benefits.

4. The maximum benefit to be provided at denominational expense shall be determined by the division executive committee.

S 60 65 Managing Risks in Denominational Operations—1. Treasurers/chief financial officers and other managers of denominational organizations shall be responsible to develop a proactive risk management and loss prevention program for their organization, in consultation with Adventist Risk Management. The objectives of the risk management program shall include identifying potential operational, transportation or natural hazards that could cause loss, develop appropriate measures to avoid or minimize loss, and determine the appropriate levels of insurance to protect denominational resources in the event of a loss.

2. Each denominational organization should designate a Safety Committee to coordinate risk management training and oversee the implementation of safety practices. The Safety Committee will also review all losses that occur within the organization on a periodic basis.

S 60 70 Risk Management and Safety Plans—The primary goal for the risk management/safety plan is to provide a safe environment in which to worship, work, study or fellowship. Proactive safety planning shall be a priority for all denominationally sponsored activities.

It is critical that every denominational organization develop a risk management/safety plan for its churches, schools, and institutions, for the following reasons:

1. To establish best practices that can prevent accidents within the organization.

2. To satisfy compliance with governmental health and safety regulations.

3. To reduce the risk negligence that may result in the loss of life, bodily injury, or loss of physical assets.

4. To help the organization prepare and plan for the unexpected.

5. To establish management's commitment, responsibility, authority, and accountability for safe practices and loss prevention.

6. To identify and reinforce safety and loss prevention awareness throughout the organization.

Each organization shall designate a safety officer to implement the risk management plans developed, conduct safety training, and perform loss prevention site surveys of denominational facilities. The Safety

Committee should report their recommendations to the officers of the denominational organization.

Adventist Risk Management shall be consulted to assist denominational organizations with the establishment and implementation of best practice risk management/safety programs and help with providing training and other risk management educational resources.

S 65 Recording of Contingent Liabilities

S 65 05 Contingent Liabilities—1. *Definition*—Contingent liabilities are liabilities which, although not representing an immediate specific claim against the assets of the organization, do represent a commitment to assume such a liability if necessary.

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 USD 1,000,000. 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. *Operating Expense*—All denominational organizations are to include depreciation on buildings and equipment in their annual statements as an operating cost, the same to be credited to an allowance for depreciation account.

2. *Use of Depreciation Funds*—This accumulated 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, etc.; and for meeting the expense of replacement of furniture and equipment.

3. *Rate*—An exhibit showing the use that has been made of depreciation funds shall be included in the operating statements.

The following are suggestive rates for building depreciation:

Well-constructed brick, stone, or reinforced cement buildings	75 yr life, 1½% of cost
Brick veneer or thin wall cement buildings	50 yr life, 2% of cost
Frame stucco buildings on good foundations	40 yr life, 2½% of cost
All other buildings	20 to 35 yr life, 3% to 5% of cost

S 75 Alien Sponsorships to the United States of America

S 75 05 Sponsorship Policy—1. *Sponsorship Committee*—The General Conference Administrative Committee has been assigned power to act in granting sponsorships on behalf of the General Conference.

2. *Records*—Records of requests for sponsorships and approved sponsorships granted shall be kept in the office of the associate treasurer/chief financial officer designated to care for sponsorships.

3. *Types of Aliens and Conditions*—Alien sponsorships may be granted by the General Conference Administrative Committee for the following types of individuals to enter the United States under the following conditions:

a. Employees and their dependents who are officially transferred on a call basis to the United States by action of responsible committees or are appointed to visit the United States by action of the division or attached union committee concerned.

b. Persons other than students entering for church-sponsored activities on recommendation of the division or attached union committee concerned and at the discretion of the General Conference Administrative Committee.

c. Employees currently employed, on leave of absence, or on study leave, with full denominational financial assistance as provided under T 35, who wish to enter the United States on recommendation of the division concerned and who have agreed to return for service in that division.

4. *Financial Responsibility*—If a sponsorship is granted on recommendation of a division, that division shall assume any financial obligations which may arise during the period of the individual's residence in the United States. This responsibility extends to any obligation that may in any way result from the terms of the sponsorship.

5. *Type of Sponsorship*—The General Conference Administrative Committee shall, at its discretion, designate in each case the type of sponsorship to be granted under the provisions of paragraph 3. a. to c. Immigrant sponsorships shall be approved only on the merits of each case and when a need is clearly indicated.

S 80 General Conference Graduate (PhD/ThD) Scholarship Fund

S 80 05 General Conference Graduate (PhD/ThD) Scholarship Fund—1. The General Conference Graduate (PhD/ThD) Scholarship Fund has been established for the purpose of sharing with all divisions the expense of providing an increased number of college and seminary teachers with PhD and ThD degrees earned at Andrews University, the Adventist International Institute of Advanced Studies (AIAS), or at the Adventist University of Africa (AUA).

2. The General Conference and the divisions shall share the cost as follows:

a. The General Conference shall provide from its Graduate Scholarship Fund one continuing doctoral scholarship at Andrews University or up to three continuing doctoral scholarships at the Adventist International Institute of Advanced Studies or the Adventist University of Africa, or a combination at AIAS and AUA not to exceed a total of three, for each division to meet the following expenses:

1) Fifty percent of the living expenses for a graduate (PhD/ThD) student at Andrews University or the Adventist International Institute of Advanced Studies, as provided for under the following sections of T 35, Assistance to Employees Sponsored for Study Outside Their Base Division: T 35 05 paragraph 5., Salary (an exception to this salary provision shall be made for those studying at the Adventist International Institute of Advanced Studies where the salary would be 100 percent of the local wage factor in effect at the Adventist

International Institute of Advanced Studies); T 35 05, paragraph 6., Rent Subsidy; T 35 05, paragraph 7., Utility Allowance; T 35 05, paragraph 8., Health Care Expense; T 35 05, paragraph 10., Tuition Assistance Dependent Children; and T 35 05, paragraph 12., Auto Insurance.

2) Full tuition and fees for the respective graduate program as specified under T 35 05, paragraph 9., Education Expenses.

b. The respective divisions shall be responsible to:

1) Select and nominate the qualified person(s) to receive the scholarship(s) subject to approval by the General Conference and acceptance into the respective doctoral program of the approved school, either Andrews University, the Adventist International Institute of Advanced Studies, or the Adventist University of Africa.

2) Provide for travel expense to and from the place of study as specified under T 35 05, paragraph 4., Transportation; T 35 05, paragraph 13., Freight and Customs Duty Allowance for Return to Base Division; and T 35 05, paragraph 14., Travel Accident and Personal Effects Insurance.

3) Provide for any additional expenses including a supplement to the 50 percent of living expenses provided for by the General Conference Scholarship Fund [as specified in paragraph 2. a. 1) above] up to the equivalent to the provisions outlined in T 35, Assistance to Employees Sponsored for Study Outside Their Base Division.

4) Assist in securing visas and all other documents for entry into the United States of America if the program is to be taken at Andrews University, into the Philippines if the program is to be taken at the Adventist International Institute of Advanced Studies, or into Kenya if the program is to be taken in residence at the Adventist University of Africa, and for return to the individual's home country/country of employment.

5) Provide a four-year sponsorship for one student at Andrews University or for up to three students at the Adventist International Institute of Advanced Studies or the Adventist University of Africa, or a combination at AIAS and AUA not to exceed a total of three. If the period is extended, the sponsorship, including the items listed in paragraph 2. a. 1) above, shall become the responsibility of the employing organization. If students are being sponsored at the Adventist International Institute of Advanced Studies and the respective division or attached union wishes to send a student to Andrews University, the

sponsorship cost for the students at the Adventist International Institute of Advanced Studies or the Adventist University of Africa becomes the responsibility of the sponsoring organization. If this change takes place, the course of study for the students at the Adventist International Institute of Advanced Studies or the Adventist University of Africa must be completed under sponsorship by the respective division.

6) Inform those who are sponsored that they will be expected to return to the division and to accept offered employment.

7) Prepare a written contract that will be signed by the sponsored student.

3. The General Conference Graduate (PhD/ThD) Scholarship Fund may alternatively be used for the purpose of helping successful PhD/ThD students already enrolled at Andrews University, the Adventist International Institute of Advanced Studies, or at the Adventist University of Africa.

a. PhD/ThD students already enrolled are eligible for special monthly stipends, provided that they:

1) Have completed all course work, passed all comprehensive examinations, and received dissertation proposal approval.

2) Are recommended to the General Conference and to the respective home division, and to the home unions by the dean of the seminary/school of theology at Andrews University or the Adventist International Institute of Advanced Studies.

3) Are selected and nominated for the special monthly stipends by the respective unions and/or divisions.

4) Commit themselves to serve in the territory of their respective home divisions as soon as their doctoral studies are completed.

b. The respective divisions shall be responsible to:

1) Report to the General Conference on their plans of employment for the nominated candidates, upon completion of their doctoral studies, and request the special monthly stipend for them.

2) Prepare a written contract that will be signed by each approved doctoral student.

3) Provide travel expense from the place of study to the assigned place of work as specified under 2. b. 2) above.

c. The financial provisions shall be the same as outlined in paragraph 2. above normally for a maximum of two years (24 months).

S 85 Investment of Church Funds

S 85 05 Safeguarding Denominational Funds—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.

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 counterparties.

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 tradeoff 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 should 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 the 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 5 percent of the total S 85 45 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 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 USD 5,000,000 would not qualify. For asset pools greater than USD 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 a 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 General Conference *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 provide 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 the International Standard on Assurance Engagements 3402 (or in the United States, Statements on Standards for Attestation Engagements No. 16) on an annual basis

16) Does not commingle 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 S 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 S 85 15
- 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 12. 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 USD 250 million with no less than USD 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. Exceptions to this policy may be made only with approval of the next higher organization

l. Not participate as a voting member of the controlling committee whether they are an external or internal manager

m. If retained as an internal manager be reviewed with the same diligence and objectivity as that of an external manager

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 securities, illiquid securities that have special agreements related to holding periods and/or sale instructions, or real estate are acquired through donation or the maturities of a trust, they may be held until a prudent investor would liquidate such assets. When held, such assets shall not constitute a violation of S 85. Reasonable effort will be made to dispose of said assets in a timely manner or according to the terms of any special agreements.

16. *Divisions and General Conference 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.

c. *General Conference Institutions*—The General Conference Administrative Committee, at its discretion, may allow a General Conference institution's board of directors to develop and administer its own investment policies, in harmony with the provisions of this policy, and should contain principles, guidelines, and processes appropriate to the institution. When granting such authority, the General Conference Administrative Committee shall consider:

1) Size of the institution's investment pool.

2) Level of investment expertise of the institutional board or executive committee.

3) Level of long-term institutional resources committed to supporting the administration and staffing of an investment office with individuals competent to implement the institution's investment policy.

d. Divisions choosing not to develop an investment policy for the division and its affiliated organizations, and General Conference institutions that are not approved to develop and administer their own investment policy, shall be limited to investments in the General Conference Unitized Funds and/or those investments covered in S 85 35.

Notwithstanding, the requirements of S 85 50 exceptions requests to limitations of S 85 20, paragraph 3. may be addressed in writing to the secretary of the Investment Management Committee, who, in consultation with the officers of the General Conference, requesting division or General Conference institution shall recommend for action to the General Conference Administrative Committee whether the General Conference Executive Committee, division executive committee, or General Conference institution's board should be authorized to determine the acceptability of the exception request.

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 US Large Capitalization Equity Fund
- g. General Conference US 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)

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 Fund 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:

<i>Fund Name</i>	<i>Primary Objective</i>	<i>Secondary Objective</i>
General Conference Money Fund	Current Income	Stable Daily NAV
Capital Preservation Fund	Preservation of Capital	Current Income
OLDI Fund	Income	Preservation of Capital
Bond Fund	Income	Preservation of Capital
Income Fund	Income	Preservation of Purchasing Power
US Large Cap Equity Fund	Growth of Capital	Preservation of Purchasing Power
US Small Cap Equity Fund	Aggressive Growth	Growth of Capital
International Equity Fund	Growth of Capital	Preservation of Purchasing Power
Emerging Markets Equity Fund	Aggressive Growth	Growth of Capital
Global Opportunities Fund	Growth of Capital	Preservation of Purchasing Power
Micro Capitalization Fund/Private Equity Fund	Aggressive Growth	Growth of Capital

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 USD 250,000,000
- g. Union revolving 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 S 85 15 with an average life of less than 48 months and which generally meets the rating criteria in S 85 40, paragraph 2., on at least 95 percent of assets

S 85 45 Investment of Long-Term Funds—1. All provisions as provided in S 85 35 and S 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-US 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 S 85 15 and which generally meets the rating criteria of S 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) Intradominational 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 7) above 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 of the borrower's parent organization.

b) In addition to the terms of 7) above 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 and Income Unitized Funds or an income fund with a thirty-six-month average life

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 USD 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 5 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 5 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 5 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 Miscellaneous—1. Questions regarding investment vehicles not named in this policy shall be submitted in writing prior to making any investment or binding commitment through the Secretary of the General Conference Corporation Investment Management Committee for interpretation by that committee of 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 trust legislation contains certain regulations and that such regulations supersede the provisions of the S 85 policy.

3. General Conference treasurers in consultation with the General Conference Investment Office hold standing authority, upon request from the associate treasurer charged with responsibility for the General Conference Investment Office, to grant exceptions to the policies found in S 85.

S 90 General Conference Core Policies for Policy Compliance Testing (a)(b)

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.

<i>Summary of Policy</i>		<i>Materiality</i> ^(c)	<i>Assertion</i> ^(d)
GENERAL			
1.	Policies on financial control:		
	A. Financial reports provided on a regular basis: Administration—minimum of 9 per year and Committee—minimum of 4 per year. (S 19 05)	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 which compared them with the annual budget.
	B. Budget plan approved by committee. (S 09 10)	Approved = Yes/No	Management has prepared an annual budget which was approved by the controlling committee.

	<i>Summary of Policy</i>	<i>Materiality ^(c)</i>	<i>Assertion ^(d)</i>
	C. If, at the close of the financial year, the organization recorded an operating loss, recovery shall be provided for in subsequent budgets, if available working capital and available liquid assets are less than the six-month and three-month minimums, respectively, recommended by policy. (S 09 20)	Provided – Yes/No available working capital and available liquid assets allowed to drop to 4 months and 2 months, respectively, before reported in Policy Compliance Report.	When available working capital and available liquid assets were less than the recommended amounts, management included a recovery plan when preparing the ensuing years' budgets.
2.	Audit Committee appointed by controlling committee composed of a minimum of three persons who are members* of the controlling board or executive committee and who are not employees of the organizations being audited and submit a report to the controlling committee (S 34 05) *In unusual circumstances, persons who are not members may be selected.	Appropriate composition and submission of report to controlling committee = Yes/No	The controlling board or executive committee has appointed the Audit Committee composed of a minimum of three persons from its membership* who are not employees of the organization being audited and they have submitted a report to the controlling committee. *Or have documented the unusual circumstances for selecting persons who are not members of the controlling board or executive committee.
3.	Funds borrowed from church members. (S 45 05)	Other than the Trust Services Program and Union Revolving Fund Plan, was borrowing from members more than 5 percent 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.
4.	All board members and employees designated by policy shall sign statements of acceptance of the conflict of interest policy. (E 85 20)	All = 90 percent of individuals (must include 100 percent of officers plus any others specially specified by organization's board)	The chief administrator has received a statement of acceptance and compliance with the policy on conflict of interest from each of the individuals designated by policy.

Summary of Policy		Materiality ^(c)	Assertion ^(d)
5.	Available working capital and available liquid assets shall be at least the six-month and three-month minimums, respectively, recommended by policy. (S 24 10)	Available working capital and available liquid asset amounts are recommendations only, therefore would never be in the Policy Compliance Report.	The organization has the recommended amounts of available working capital and available liquid assets.
6.	Contributions to denominational Retirement Plan(s) shall comply with applicable division policy. (Z 10 35 and applicable division policies)	Compliance = 100 percent of required contributions in period when due.	The organization has made all required contributions to the applicable retirement plans in accordance with <i>Working Policy</i> .
7.	The provisions of insurance coverage shall be in harmony with Working Policy. (S 60 05)	All = at least 95 percent of the properties covered, and at least the minimum levels of liability coverage.	The organization has purchased property, liability, and other applicable insurance coverage that is in harmony with S 60 05.
8.	Formation of new legal corporations shall be approved by the respective division or GC committee. (BA 25 10)	Approved = Yes/No	The organization obtained approval from the respective higher organization to form a new legal corporation.
SECURITIES & INVESTMENTS			
9.	Investments (in all Funds, for the type of entity) shall comply with policy.		Divisions that adopt their own investment policies in accordance with S 85 should replace steps 9A through 9H with their own policies.
	A. Intermediate and long-term investments shall not exceed 2.5 percent of the outstanding ownership of any entity which it is invested in. (S 85 20)	Less than 2.8 percent of the outstanding ownership of any one issuer.	The organization does not own more than 2.5 percent of the total equity of any other entity.
	B. Controlling committee shall not allow more than 5 percent of the assets under its management, based on market value, to be invested in the securities of any one issuer, other than government debt. (S 85 20)	Less than 5.5 percent of the total assets under management	Other than government debt, the organization has not invested more than 5 percent of its total assets in the securities of any one issuer.

Summary of Policy	Materiality ^(c)	Assertion ^(d)
C. Controlling committee shall not allow more than 15 percent of assets under management, based on market value, to be invested in any one industry. (S 85 20)	Less than 16,5 percent of assets under management invested in one industry	The organization has not invested more than 15 percent of assets under management in any one industry.
D. Asset pools shall be large enough to justify management costs paid for the retention of external managers or the purchase of individual securities. (S 85 20)	Asset pools greater than USD 5,000,000, Yes/No	The investment committee has evaluated available options with a view to minimizing management costs.
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. (S 85 20 and S 85 30)	Compliance = Yes/No	The controlling committee has completed an asset allocation study, approved an investment policy statement, and based on these divided all assets for investment into three classes.
F. All short-term securities purchased shall have adequate market liquidity and shall be rated A-1, P-1 or equivalent except those issued by a sovereign government. (S 85 35)	All = 95 percent of all short-term securities	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
G. Investment of intermediate-term funds shall 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. (S 85 40)	All = 95 percent of all intermediate-term securities including special temporary employee loans	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.

<i>Summary of Policy</i>		<i>Materiality</i> ^(c)	<i>Assertion</i> ^(d)
	H. Investment in long-term funds include approved equity investments listed on recognized exchanges and also shall meet all the provisions provided in S 85 35 and S 85 40. Intradominational loans shall be adequately secured. (S 85 45)	All = 95 percent of total long-term funds	The organization has invested in approved equities listed on recognized exchanges. For intradenominational 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 percent of the fair market value of the collateral.
	I. Investments in other vehicles (“special consideration securities”) requires appropriate approval. (S 85 50)	Approval = Yes/No	The organization has obtained appropriate approval before investing in securities in the “special consideration” category.
SPLIT-INTEREST AGREEMENTS			
10.	Local conferences or local missions/fields/sections considering gift annuities in excess of USD 100,000 or non-cash annuities, shall counsel with union prior to writing agreements. (S 40 10)	All = 95 percent of the value of cash and non-cash gift annuities	The organization counseled with union prior to accepting and administering gift annuities in excess of USD 100,000 or non-cash annuities. All gift annuities have been accepted and administered in accordance with local laws.
11.	Annuity rates shall be in accordance with policy. (S 40 10)	All = 95 percent of annuities are in accordance with GC/division provided rate schedules	The organization has adhered to applicable GC/division provided rate schedules for gift annuity agreements.

	<i>Summary of Policy</i>	<i>Materiality ^(c)</i>	<i>Assertion ^(d)</i>
12.	All trust agreements shall be authorized by board or appropriate committee, written upon competent local legal counsel, and the denomination will benefit substantially from the trust agreements. (S 40 15)	All = 95 percent of agreements and the related monetary amounts were authorized, written upon counsel, and benefited the denomination. Yes/No	Trust agreements were all authorized by the board or an appropriate subcommittee, were written upon competent local legal counsel, and substantially benefited denominational organizations.
13.	Each organization shall record in the legal corporation minutes the maturity of all deferred gift instruments and the distribution made to beneficiaries. (S 40 25)	All = 95 percent of agreements and related monetary amounts. Yes/No	The organization has recorded the maturities of all deferred giving instruments and the distributions made to beneficiaries in the legal corporation's minutes.
14.	No denominational employee, serving as administrator, trustee or executor of wills shall receive any fees for his/her personal benefit. (S 40 30)	Fees received for personal benefit? Yes/No	No denominational employee, acting as administrator, trustee or executor of wills has received any fees for his/her personal benefit for rendering this service.
DEBT, OTHER LIABILITIES, AND CONTINGENCIES			
15.	Accounting for gift annuities shall comply with policy and be in harmony with GAAP. (S 40 10)	All = at least 95 percent of gift annuities and related monetary amounts are accounted for in accordance with GAAP.	The organization has accounted for all gift annuities in accordance with generally accepted accounting principles. (GAAP)
16.	As far as possible, financial activities should be conducted without the use of borrowing. When borrowing is used it must comply with the policy which includes the following limitations:		

Summary of Policy		Materiality ^(c)	Assertion ^(d)
	A. Borrowing for capital projects must comply with the policy specifying maximum percentage of borrowing on any project and cash requirements before commencement. (S 14 05, paragraph 5.)	All = At least 95 percent of costs for enlargement of facilities without debt, except as provided by policy and properly authorized	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.
	B. Denominational organizations shall not borrow money for reinvestment. (S 14 05, paragraph 2.)	Borrowed money to reinvest? Yes/No	The organization did not borrow any money for reinvestment or to lend to individuals.
	C. No organization shall borrow money to re-lend except through a denominational revolving fund or similar method approved by the division executive committee. (S 14 05, paragraph 3.)	Borrowed money to re-lend? Yes/No	The organization did not borrow money to re-lend except through the denominational revolving fund.
REVENUE			
17.	Proper tithe percentages shall be remitted by the divisions to the GC. (V 09)	All = at least 100 percent of the amount each division's appropriate tithe percentages to the GC on behalf of the world field	The divisions have remitted all required tithe percentages to the GC.
18.	Tithe funds shall be used only for their intended purposes (V 14)	All = 100 percent of all tithe funds used	The organization used all tithe funds in accordance with policy.
19.	Capital expenditures for land, buildings, and other facilities shall not be funded out of tithe, except the purchases of evangelistic equipment. (V 14 30) (See V 14 05 for exceptions)	Yes/No	Except the purchase of evangelistic equipment, the organization did not use tithe funds to finance capital expenditure activities.

<i>Summary of Policy</i>		<i>Materiality</i> ^(c)	<i>Assertion</i> ^(d)
20.	Mission offerings shall be passed on to the General Conference and shall be distributed appropriately per policy. (T 05 20)	All = 100 percent of GC-designated world mission funds	All world mission funds recognized as General Conference funds have been received, recorded, and appropriately distributed in accordance with policy.
PAYROLL			
21.	For all employees:		
	A. Pay rate shall be within applicable range in remuneration scale. (Y 05)	All = 100 percent of all employees ^(e)	Employees have been remunerated in accordance with applicable ranges in remuneration scale.
	B. Service record shall be maintained, updated, and signed. (E 70 20)	All = 90 percent of all employees	The organization has maintained and updated service records in computerized format. A responsible official has signed the official copy of the computerized form.
22.	Vacations, holidays, and medical leave shall comply with policy. (E 75)	All = 100 percent of officers, 90 percent of non-officer employees	The organization has complied with the policies on vacation, holiday, and medical leave for each employee.
23.	Employee reimbursements for auto use, per diem, and other travel related expenses shall comply with policy. (Y 10 05)	All = 100 percent of officers, 90 percent of non-officer employees	The organization paid auto allowance, per diem, and other travel related expenses in accordance with policy.
24.	Health care assistance shall comply with policy. (Y 15 15)	All = 100 percent of officers, 90 percent of non-officer employees	The organization provided health care assistance to employees and their other eligible dependents in accordance with policy.
25.	Scholarship grants to dependents of employees shall comply with policy. (Y 15 30)	All = 100 percent of officers, 90 percent of non-officer employees	The organization provided tuition assistance to the dependents of eligible employees in accordance with policy.

	<i>Summary of Policy</i>	<i>Materiality ^(c)</i>	<i>Assertion ^(d)</i>
26.	The financial particulars of all settlements paid to discontinued employees shall be recorded in the official office copy of the appropriate committee minutes and on their service record. (E 70 30)	All = 100 percent of sample tested, complied with policy	The organization has recorded in the official office copy of the appropriate committee minutes and on the service record an appropriate action relating to the discontinuance of service and the particulars of any financial settlement made.

Notes:

(a) These policies relate to General Conference *Working Policy*. Each division should prepare a similar document, referencing its core policies, which should include at least the core policies listed above. Each division may add core policies to this list, where desired for their territory.

(b) Auditors are to test for compliance with these core policies on every financial audit or review engagement. When additions are made to core policies at an Annual Council, they become effective on January 1 of the following year and auditors will test for compliance after the conclusion of that year. If auditors become aware of noncompliance with other policies that appear to be significant or pervasive in their district or territory, they will report such noncompliance in general terms in communications with either the respective 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 noncompliance. If the noncompliance exceeds the materiality, it will be noted in the Policy Compliance Report. If noncompliance 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 policies 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

AUDITING POLICIES

SA 05 Auditors and Auditing

SA 05 05 General Conference Auditing Service—1. *Responsibility*—The General Conference Auditing Service is charged with the responsibility for:

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

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

c. Recommending to the General Conference Executive Committee or division executive committee standards and/or guidelines for the endorsement and selection of external auditors (see SA 05 30); and

d. Reporting annually 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; and

e. Reporting annually to the administrators and executive committees of divisions on the overall assurance and related services in their respective territories and on current issues and emerging trends that appear in the regional picture of financial reporting and organizational policy compliance.

2. *Purpose*—The purpose of the General Conference Auditing Service is to conduct structurally independent financial audits, financial reviews, financial inspections, 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 policy and external regulations.

3. *Objectives*—a. Within the scope of a financial audit, the objective is to provide administrators and controlling boards, or executive committees, reasonable assurance on financial and nonfinancial information and its compliance with applicable professional standards, denominational policy, and external regulations.

b. Within the scope of a financial review, the objective is to provide administrators and controlling boards or executive committees moderate assurance on financial and non-financial information in accordance with applicable professional standards.

c. Within the scope of a financial inspection, review of trust operations, and compliance tests, the objective is to provide administrators and controlling boards or executive committees sufficient and appropriate insight on financial and non-financial information in accordance with applicable professional standards, denominational policy, and external regulations.

4. *Mandate*—a. The General Conference Auditing Service and external auditors engaged by a denominational entity shall comply with professional standards in the delivery of assurance and related services to 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.

5. *Enablement*—a. To enable the General Conference Auditing Service to fulfill its responsibility, achieve its purpose, meet its objectives, and comply with its mandate, all General Conference Auditing Service personnel shall be responsible to the director of the General Conference Auditing Service through 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, unions of churches, and incorporated

institutions may request or require unannounced audits. In the case of union missions/sections, local missions/fields/sections, and their unincorporated institutions, an unannounced audit may be authorized by the administration of the next higher organization.

SA 05 10 Standards for Assurance and Related Services—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 that, at a minimum, complies with International Standards on Auditing. For any other level of assurance or related service provided, the General Conference Auditing Service shall similarly adopt a methodology based on the relevant professional standards.

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. For any other level of assurance or related service provided, the General Conference Auditing Service shall similarly adopt a methodology based on the relevant professional standards.

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 that 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. General Conference Auditing Service or external audit personnel shall not be members of any denominational administrative committee or controlling board or executive committee, 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.

d. 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 assurance and related services provided to denominational organizations and performed by persons who have adequate technical training and proficiency, the General Conference Auditing Service shall employ professionals who have, either through formal education or experience, the appropriate background to perform such services.

b. The General Conference Auditing Service shall establish guidelines and requirements for attaining relevant professional certification and completing continuing professional education commensurate with the requirements of professional accounting bodies. The objective is to ensure a foundation in accounting as evidenced by professional certification and continuing awareness of developments in the field of accounting and auditing matters.

5. *Quality Control*—a. The General Conference Auditing Service shall establish a system of quality control to provide it with reasonable assurance of conforming with the professional standards that govern the assurance and related services that are rendered to denominational organizations.

b. The director shall report to the General Conference Auditing Service Board regarding the design, implementation, and monitoring of its system of quality control.

SA 05 15 Levels of Assurance and Related Services—The financial oversight program of the Church includes the following levels of assurance and related services:

1. *Financial Audits*—An examination in accordance with International Standards on Auditing, of the assertions management has made on its financial statements resulting in an opinion that provides reasonable assurance on whether those statements are fairly stated in

accordance with International Financial Reporting Standards or other appropriate financial reporting framework.

2. *Financial Reviews*—A review, in accordance with International Standards on Review Engagements, of an organization’s financial statement comprised of analytical review procedures and inquiries resulting in a report that provides moderate assurance on whether those financial statements are prepared in accordance with International Financial Reporting Standards or other appropriate financial reporting framework.

3. *Financial Inspections*—An inspection in accordance with standards developed by the Seventh-day Adventist Church, of an organization’s financial activities resulting in a report related to a set of agreed-upon procedures and supplemented by a letter of recommendations with corrective actions based on findings related to the agreed-upon procedures performed.

4. *Other Services*—Other services may be requested. 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 services shall be borne by the organization requesting the service, unless other arrangements have been made.

5. *Reviews 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, and is also designed to make recommendations that will assist in the safeguarding against loss from unauthorized use or disposition and that will assist in ensuring that transactions are executed in accordance with appropriate authorizations and in conformity with the governing instruments, and are recorded properly to permit the preparation of the required financial, tax, and other reports.

6. *Compliance Testing*—a. A compliance test is the examination by an auditor of evidence to determine compliance with General Conference *Working Policy*, division working policy, and other denominational policies, if any, applicable to the client. The General Conference 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 General Conference policies. Division executive committees shall do likewise for any additional policies established by the division. An entity's controlling board or executive committee 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:

1) 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 General Conference Executive Committee or as enhanced by additional clauses as determined by the organization's governing authority; or

2) By performing agreed-upon procedures on all the core policies. An organization whose controlling board or executive 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, a report under paragraph a. above.

3) By performing an examination engagement in accordance with generally accepted attestation standards on, at a minimum, the core policies designated by the General Conference Executive Committee from time to time. Every controlling board or executive committee may add to the core policies to meet specific circumstances and situations. An organization whose controlling board or executive 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 core policies under consideration, and where applicable, a report under paragraph a. above.

4) By performing, as per prior arrangement with the controlling board or executive committee, a combination of the three levels described above.

b. The controlling board or executive committee of each organization wishing to select options 2), 3), or 4), above must do so prior to the commencement of the financial audit; otherwise, option 1) will apply. The responsibility for additional costs relative to option 2), 3), or 4), are to be determined at the time the option is selected.

c. 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 25 Responsibility for Assurance and Related Services Provided to Denominational Organizations—1. *Providers*—All assurance and related services required by denominational organizations shall be performed by the General Conference Auditing Service and/or by an external auditor selected from a roster of auditors endorsed by the General Conference Executive Committee in the case of audits for divisions or General Conference institutions or field units directly attached to the General conference or, in the case of audits for entities within a division, endorsed by the division executive committee. (See SA 05 30.)

2. *Management*—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 financial audit of the financial statements does not relieve management of its responsibilities. Management shall allow the auditor 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 a financial audit, financial review,

financial inspection, 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 unit's constituency or of the controlling board or executive committee of the next higher organization.

3. *Client Base*—The General Conference Auditing Service 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/unions of churches and their institutions, local conferences, local missions/fields/sections, regions/field stations, 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. Generally, the level of assurance and related services applicable to these entities would be financial audits or financial reviews (where financial reviews are determined to be appropriate). Any tithe-based organization is required to have an annual financial audit. The General Conference Auditing Service shall not be responsible for the financial 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. The client base and any change in level of service, for other than a tithe-based organization or exclusions are determined in consultation with the General Conference and division administrations and voted upon by the General Conference Executive Committee. Any type of organization not herein described requires a specific voted action of the General Conference 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.

4. *Frequency*—Assurance or related services shall normally be conducted annually. When this does not occur, all years since the last financial review shall be included in the next scheduled engagement, unless as otherwise provided by an agreement between the General Conference Auditing Service and division administrations.

5. *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.

6. *General Conference Audit*—The financial records of the General Conference shall be audited by a certified public accounting firm, engaged for this purpose by the General Conference Executive Committee. The audit shall be conducted, and the audit reports signed, by employees of the certified public accounting firm. The General Conference Auditing Service shall assist with the audit.

SA 05 27 Responsibility for Assurance and Related Services for Local Conference Institutions and Local Churches—Except for educational institutions at the secondary level or higher, the local conference, local mission/field/section, or region/field station is responsible for assurance and related services for its institutions, churches, and enterprises operated by one or more churches. It is the responsibility of the division to determine which level of service these entities receive. Generally, the appropriate level of service would be a financial inspection, or the division will give guidance on a lower level of service. If a higher level of service is determined to be appropriate, divisions shall secure the services of General Conference Auditing Service or an external firm to provide such services (see SA 05 25).

Reporting—At the conclusion of each engagement a report should be provided to the officers of the entity for which a financial inspection, or other lower level of service, has been performed with copies to the officers of the local conference, local mission/field/section, or region/field station. 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, a financial inspection or lower level of service will be done. An annual report on all engagement shall be presented to the Audit Committee of the conference or mission/field/section indicating which organizations have received a financial inspection, or lower level of service 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 engagement.

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. A division, or the General Conference Executive Committee in the case of General Conference institutions, divisions or other entities attached to the General Conference, 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 from a list of external auditors endorsed by the General Conference Executive Committee in the case of General Conference institutions, divisions or other entities attached to the General Conference, or in case of audits or financial reviews for entities within a division, endorsed by the division executive committee. (See Appendix C for the standards and guidelines for the endorsement and selection of external auditors.) 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 or reviewed unless other prior arrangements have been approved by organization(s) sharing the cost. (In the case of audits where the General Conference is requested to share in the costs, approval must be obtained from the General Conference Administrative Committee.)

SA 05 35 Assurance and Related Services Reports—In connection with the assurance and related services described in SA 05 15, the following reports shall be provided:

1. *Financial Audit 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 also communicate matters required by professional auditing standards in an audit communication letter.

c. 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.

2. *Financial Review Reports*—The auditor’s written financial review report may be standard or non-standard, depending on whether it describes departures from the applicable financial reporting framework which were not corrected by the client entity. If the auditor issues a supplemental communication letter, that letter shall accompany the review report.

3. *Financial Inspection Reports*—The auditor’s written financial inspection report shall list the agreed-upon procedures performed and the findings related to each procedure. If the auditor supplements the report of findings with a letter of recommendations, that letter shall accompany the report of findings.

4. *Compliance Reports*—a. The auditor’s written report on policy compliance may be standard or non-standard, depending on whether it describes detected instances of non-compliance.

b. The auditor shall be required to report on the entity’s compliance with

1) General Conference *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.

3) Instances of noncompliance with the General Conference *Working Policy*, division working policy, and other applicable denominational working policies and contractual agreements and regulatory requirements shall be enumerated in the relevant report.

5. *Review of Trust Operations*—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 and will provide related recommendations that will assist in the safeguarding of assets against loss from unauthorized use or disposition and will assist in ensuring that transactions are executed in accordance with appropriate authorizations and in conformity with the governing instruments, and are recorded properly to permit the preparation of the required financial, tax, and other reports.

6. *Distribution of Reports*—a. The auditor’s opinion, review report, or inspection of findings, and the report on compliance, and the audited or reviewed annual financial statements shall be forwarded by the auditor, along with the audit communication letter in connection with

audits, or a supplemental communication letter, if any, in connection with reviews, to the officers of the organization being served, the chair of its controlling board or executive committee, and the chair of its Audit Committee.

b. Every division/attached union 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 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 to the auditor a response to the audit communication letter. 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 recommendations. 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, review report, or inspection report of findings, and the report on policy compliance, the audited/reviewed financial statements, and the audit communication letter or supplemental 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, review report, or inspection reports of findings, and the reports on compliance, the audited or reviewed financial statements, the audit communication letter, or supplemental communication letter, and management's response to the audit communication letter, if any, to the treasurer/chief financial officer for the members of the controlling board or executive committee of the organization 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 distributions. 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 and, as required, to the appropriate Financial Statement Review Committee,

b) To the General Conference Auditing Service, and

c) The auditor's opinion, review report, or inspection of findings, and the report on compliance, and the audited financial statements to the General Conference Office of Archives, Statistics, and Research.

c. The auditor's report resulting from a review of trust operations shall be distributed to the controlling board or executive committee, 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 trust services accreditation committee of the appropriate division.

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 in 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 taking into consideration work performance and feedback from a variety of sources.

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 (see definition of “for cause” in B 45 20), 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 Resource office in each division will act upon the authorization of the General Conference Auditing Service Human Resource 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 (see Y 05 05, paragraph 4.).

2. *Offices*—The headquarters office of the General Conference Auditing Service shall be situated in Silver Spring, Maryland, United States of America. In addition to the headquarters office, the General Conference Auditing Service Board, upon recommendation of the director of the General Conference Auditing Service, shall establish such area and regional offices throughout the world as may be necessary to facilitate the work of the General Conference Auditing Service Area offices. 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.

T

DIVISION FINANCIAL POLICIES

T 05 Financial Support

T 05 05 Unity—Division executive 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 mission/field/section or union mission/section which has not yet attained self-support shall, in cooperation with its union/division executive 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 05 20 Tithes and Offerings—1. *Tithe*—Frequent appeals shall be made by division and union leaders, conference or mission/field/section 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 or mission/field/section 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 or Local Mission/Field/Section 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, Hope Channel International, and such other offerings as are emphasized worldwide by the General Conference.

7. *Conference or Mission/Field/Section Development*—Local conference or mission/field/section development funds are given and used for such needs as youth camps, secondary school expansion, camp meeting facilities and other local conference or local mission/field/section endeavors which require additional funds of a non-tithe 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 05 25 Institutions—The goal of every managing board shall be to place publishing houses, hospitals, and other institutions on a self-supporting financial basis in order that more funds may be released for the extension of the message into unentered territories, so that an increasing proportion of the funds appropriated by the General Conference may be used for extending the work into new areas.

T 05 30 Tithe Percentage—Division executive committees shall endeavor to arrange for an increased percentage of the tithe (see section V 09 05) in addition to the tithe of tithe and the Retirement Plan percentage, to come from the conferences or missions/fields/sections within their territories to the division for distribution as part of the division budget.

T 10 Division Funds

T 10 05 Division Funds—1. *Principal Funds*—The principal funds of divisions are the appropriations received from the General Conference, that portion of the tithe belonging to the division fields, Ingathering funds, and special donations.

2. *Ingathering Funds*—Ingathering Funds shall be reported annually to the General Conference Office of Archives, Statistics, and Research in order that these donations for missions will appear in the General Conference statistical records.

3. *Special Funds*—All special funds for general purposes (aside from Ingathering) raised in the division fields may be used by the divisions, but such special funds shall be reported in the annual financial or statistical reports to the General Conference Treasury.

4. *Disaster and Famine Relief Offering*—One hundred percent of the Disaster and Famine Relief Offering shall be reported to the General Conference. Fifty percent of this offering shall be reverted to the divisions by the General Conference.

5. *Offering Plans*—The division shall retain that portion of the offering plan to which it is entitled, as provided for in the specific offering plan in V 30 05 that has been chosen by the division executive committee.

6. *Appropriations*—Appropriations shall be made to the organizations in the division for their requirements as the division executive committee may determine.

T 20 Appropriation Requests from Divisions

T 20 05 Appropriation Requests—1. Each division shall submit a list of requests for appropriations to the General Conference by August 1 each year. Requests are to be accompanied by such supporting reports and documentation as called for by the General Conference.

2. *Categories of Requests*—Requests are to be categorized as follows:

a. *Operating Appropriations*—Regular recurring operating expenditures

1) Tithe

2) Non-tithe

b. *Special Non-tithe Appropriations*—Capital and other nonrecurring expenditures

c. *Global Mission Appropriations*

3. *Divisions*—Similar procedures, as determined by each division, are to be followed throughout the world for appropriation requests.

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 US 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 International Service Employee *Working Policy*, 100.45, 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 Currency Exchange Gains or Losses—Currency exchange gains or losses are incurred due to exchange rate variations. The following provisions shall apply:

1. *Responsibility*—Gains or losses due to currency 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. *Union Conferences, Union Missions/Sections, Local Conferences, or Local Missions/Fields/Sections*—In union conferences, union missions/sections, local conferences, or local missions/fields/sections whose territory covers more than one country, and who therefore operate in more than one currency, gains or losses on currency exchange are to be carried by the organization concerned.

4. *Protection*—Treasurers/chief financial officers at all levels are to handle currency and currency 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 currency exchange rates, divisions are encouraged to maintain an allocated currency fluctuation fund to be funded as follows:

a. Currency exchange gains on appropriations and other transactions.

b. Allocations through the annual budget with monthly credits posted to the fund.

c. Special appropriations.

d. Currency 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 currency exchange rates.

7. *Appropriation Adjustments*—In cases where divisions incur substantial currency exchange losses on operating appropriations over an extended period, the General Conference will endeavor to partially compensate by providing additional operating appropriations.

T 30 Postgraduate/Continuing Education—Locally Employed Health Care Professionals

T 30 05 Postgraduate/Continuing Education—Locally Employed Health Care Professionals—Each division may arrange for locally employed health care professionals to take postgraduate work/continuing education required for licensure within the division territory. The allowances for such cases shall be set according to the needs in each division in harmony with the general principles of the General Conference Working Policy. Should the required postgraduate work not be available within the division territory, the division executive committee may, in special cases, arrange for locally employed health professionals to take postgraduate study/continuing education elsewhere. In such cases the division executive committee shall determine the allowances to be made.

T 35 Assistance to Employees Sponsored for Study Outside Their Base Division

T 35 05 Study Programs—1. *Assistance*—The following policy for assistance to all employees who are sponsored by a division for study in a division other than their base division has been adopted. This policy will not apply to physicians/dentists taking residencies, nor will it supersede the provisions of the Theological Seminary study plan.

2. *Selection*—The responsibility for selection shall be with the division executive committee on recommendation from the employing organization.

3. *Duration of Sponsorship*—a. When voting a candidate, the sponsoring organization should clearly state the number of years (and months) that the sponsorship will be in effect. Candidates with pending prerequisites (course work, language, etc.) will need from one to three quarters more than other candidates.

b. Before the duration of sponsorship is voted, the sponsoring organization should receive from the program director at the educational institution an academic evaluation that would include a tentative timetable.

4. *Transportation*—The division shall provide round trip transportation for the employee and spouse and unmarried dependent children under 21 years of age. Travel shall be by the most direct route and by the approved class of travel.

5. *Salary*—The division shall provide 60 percent of the salary of the area in which the study program is undertaken, plus 5 percent for each child, up to a total of 80 percent; plus, an additional 5 percent for each child attending a Seventh-day Adventist church school, up to a maximum total of 100 percent. In the case of the North American Division, two-thirds of the above percentages shall be applied.

6. *Rent Subsidy*—a. No rent will be charged in the employee's base division.

b. Rent subsidy shall be allowed on the basis of the rent policy in effect in the area where the study program is undertaken.

7. *Utility Allowance*—Utility allowance, when needed, shall be granted on the basis of the utility allowance policy in effect in the area where the study program is undertaken.

8. *Health Care Expense*—a. The division shall pay the cost of any required college or university student medical insurance plan.

b. Health care expenses not covered by the college or university student medical insurance plan, nor by any medical expense insurance of the employee's division, shall be processed under the regular health care expense policy at the expense of the sending division.

9. *Education Expenses*—For the employee:

a. The sending division shall pay 100 percent of the following expenses:

- 1) Tuition
- 2) Registration fees
- 3) Local transportation
- 4) Graduation fee

b. Textbook allowance shall be granted at the rate of up to USD 100 per semester.

c. The following allowances shall be given for thesis/dissertation/project preparation:

- 1) Master's degrees—Actual cost up to USD 400
- 2) PhD, ThD, EdD degrees—Actual cost up to USD 1,000
- 3) DMin degree—Actual cost up to USD 500

d. Full financial assistance under the above policies shall be made available for make-up/equivalency studies as required, provided the employee is enrolled for full time study and when certified by the dean. The dean shall notify the employee's division regarding the projected normal time required to complete the degree for which the employee is being sponsored, including any make up of deficiencies required for entering the degree program.

e. In cases where a study program is approved for an employee's spouse, the above provisions shall apply.

10. *Tuition Assistance—Dependent Children*—When divisions send personnel with their families on some type of bursary plan that provides less support than employees receive in the division where the employee is studying, unmarried dependent children attending denominational elementary, secondary, or liberal arts schools may be granted up to 60 percent of their tuition by the sending division.

11. *Auto Depreciation*—No auto depreciation is allowed on any automobile that may be operated by the employee in the area where he/she is studying.

12. *Auto Insurance*—If the employee operates a car in the area where he/she is studying he/she should arrange such insurance coverage as is appropriate, including personal and denominational protection. The division meets 100 percent of the expense.

13. *Freight and Customs Duty Allowance for Return to Base Division*—Such freight and/or customs duty allowance as may be determined by the division concerned will be allowed.

14. *Personal Effects Baggage Insurance*—Personal Effects Baggage Insurance shall be provided by the division at its expense for both forward and return journeys.

15. *Contract With the Employee*—a. All travel costs, allowances, expense reimbursements, and salary referred to in this policy shall be regarded as advances under a contract.

b. 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.

c. In case an employee under such contract is called by another organization prior to the complete amortization of study advances, any balance remaining shall be assumed by the calling organization.

16. *Work by Sponsored Student*—In order to help ensure he/she completes the needed studies on time, a sponsored student should not work more than 10 hours per week.

17. *Authorization for Additional Classwork, etc.*—The sponsoring organization will be responsible to authorize any additional classwork, study tours, workshops, etc., beyond what is needed for the degree sought. The program director should be advised in writing of such authorization by the sponsoring organization. The approved time may be extended a maximum of two quarters.

18. *Progress Report*—A semi-annual progress report shall be sent by the educational institution to the sponsoring organization and the sponsoring division. Before the candidate arrives on the campus, he/she shall sign an agreement authorizing such a report to be sent to the sponsoring organization.

19. *Vacation Time*—Additional vacation time beyond what is included in the study program for which the student is enrolled shall not be added to the sponsorship period.

T 35 10 Eligibility of Foreign Nationals—Medical and Dental Deferred Appointees—Assistance [Repealed Annual Council 2021]

T 40 Health Related Deferred Appointees—Divisions Other Than North America

[Repealed Annual Council 2021]

T 45 National Employees Returning

T 45 05 Returning to Home Division—1. *Procedure*—Calls for nationals who have been employed in their home divisions and who have gone at their own expense to another division, but do not qualify for adopted division status, and are returning to their home divisions for denominational service, shall be processed by the calling division directly to the individual. Physical examinations are not required unless requested by the calling division. The calling division shall contact the division where the returning national has been living to discuss and document issues including independent transfers, unamortized loans or

advances, service credit, retirement contributions, and relationship to the Church.

2. *Salary*—Salary for such employees shall begin as of such time as is arranged by the division in each case, but no later than the authorized date of departure for the new employment.

3. *Transportation*—The cost of fares by the direct route of travel as approved by the division concerned shall be paid by the division and/or the subsidiary organization concerned on behalf of the employee and all members of the immediate family.

4. *Outfitting and Freight Allowances*—An outfitting allowance and a freight allowance shall be granted to each employee as recommended by the division concerned.

5. *Other Obligations*—Any further consideration, such as may relate to indebtedness due to heavy educational costs, may be determined by the division according to the individual circumstances.

6. *Amortization*—All allowances and costs except salary as outlined in this policy shall be considered as a prepaid expense and amortized on the basis of 20 percent for each year of the employee's service after returning to the homeland. In the event the employee leaves denominational employment before the entire amount has been amortized, the unamortized portion shall be repaid by the individual to the employing organization. If the employee is called to another organization before the amortization is complete, the calling organization shall assume the unamortized portion of the above allowances and costs except salary and shall continue the process of amortization on the original basis.

T 50 Unsponsored Students

T 50 05 Financial Plan—1. *No Division Responsibility*—Educational institutions are advised that divisions will contribute financial assistance only for those students selected by the division executive 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. *Student Responsibility*—Students not approved by a division executive 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.

T 55 Cross-Cultural Training for Intradivision Employees and Volunteers

When a division has a large number of intradivision employees and volunteers serving in different cultural settings than their own, the division should provide cross-cultural training for these employees and volunteers. (See International Service Employee *Working Policy*, 300.15.) Counsel should be requested from the Institute of World Mission to ensure that the teaching staff is qualified to conduct the training programs. The division executive committee shall determine the location, length, and curriculum of such training programs.

U

INSTITUTIONAL FINANCIAL POLICIES

U 05 School Subsidies and Finance

U 05 05 Operating Subsidies to Colleges/Universities—Each division shall develop a policy providing annual operating subsidies to the colleges/universities within its territory.

U 05 10 Operating Subsidies to Academies—1. *Subsidies*—Each division shall develop a policy for providing annual operating subsidies for the academies/high schools within its territory.

2. *Operating and Capital 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 15 Operating Subsidies to Primary Schools—In the interests of promoting and stabilizing the work of primary schools and of providing adequate support of primary school teachers, each division shall develop policies governing subsidies from the division, union, conference, mission/field/section, or region/field station and the sources of these funds, as may be necessary.

U 05 20 Students' Accounts—Schools shall adhere to the following as regards students' accounts:

1. Definite financial plan arranged with the student before entering classes.
2. Prompt and regular issuing of statements of students' accounts.
3. Issuance of academic credits and diplomas are subject to settlement of accounts with the school. The acceptance of students into a school is subject to assurance that accounts with a former school or other denominational organization have been cared for.

U 05 25 College Board of Trustees Membership [Repealed Annual Council 2021]

U 05 30 Local Board—When appointing a local board, the trustees shall elect 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. *Schools*—Tuition charges for students in the Seminary and the School of Graduate Studies are the same.

2. *Students*—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 Seminary—1. *Salary*—The local conference, local mission/field/section, region/field station, or institution sending the minister continues his regular salary.

2. *Education Expenses*—Unless other arrangements are made, the sending organization shall reimburse the employee for regular tuition charges and grant assistance on the expense of preparing a thesis/dissertation/project as follows:

- a. Master's Degree—Actual cost up to USD 400.
- b. Doctor of Ministry Degree—Actual cost up to USD 500.
- c. All other doctoral degrees—Actual cost up to USD 1,000.
- d. Textbook and syllabus allowance at the rate of USD 100 per

semester.

3. *Housing*—When the employee attends the Seminary without his family, making it necessary to pay for housing in two places, the conference, mission/field/section, region/field station, or institution employing him continues the housing arrangements for the family at home and also pays the current rent charge for the employee's single room. If the employee is accompanied by his family, the General Conference rent subsidy policy applies.

4. *Special Living Allowance*—When the employee attending the Seminary is separated from his family, thus increasing the family board bill, a special living allowance of one half of the North American Division-approved daily travel allowance is granted by the sending organization.

5. *International Service Employees*—When international service employees are authorized to attend the Seminary while on annual leave

in North America, the host division shall pay the transportation of the employee and his family and shall pay the rent allowance and special living allowance in harmony with paragraphs 3. and 4. above.

6. *World Divisions*—World divisions are asked to make provision for selected employees other than those on annual leave to attend the Seminary, necessary travel expense of such employees and their wives to be borne in equal proportion by the division and the union in which the employee is employed.

7. *National Employees—Rent Subsidy*—The General Conference rent subsidy policy applies when world divisions approve national employees' being accompanied by their families. When an employee is alone, the division or its subsidiary organization pays the entire room rent of quarters arranged by the Seminary and grants one half the North American Division per diem allowance in addition to the other allowances provided above.

8. *National Employees—Adequate Support*—World divisions sending national employees to the Seminary should keep in mind the necessity for making adequate financial provision in harmony with economic conditions prevailing in the United States.

9. *Graduate Study for Ministers—Amortization and Reimbursement Schedule*—A minister who is approved by his controlling committee for a leave of absence for advanced study under the above provisions shall be under obligation to serve the sending organization four years for the first full year of graduate study and two months for each additional one month of study leave. At the time he returns to active ministry, 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, living and educational allowances (also travel if he is not enrolled in the Theological Seminary), which shall be amortized by service on the schedule indicated above. In case a call is placed for the minister before the obligation is fully amortized, the amount uncared for shall be assumed by the calling organization. In case the call is to overseas service, this provision may be waived.

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. *Ordained/Commissioned*—Be an ordained or commissioned minister of the Seventh-day Adventist Church.

2. *Degree*—Have a Master of Divinity or Bachelor of Divinity degree or equivalent (as required by the Seminary).

3. *Evaluation*—Have made satisfactory progress in his past ministry and demonstrated capacity for filling unique pastoral assignments.

4. *Employment*—Have served as an employee of the sponsoring organization for a minimum of two years.

5. *Pastoral Experience*—Have served a minimum of four years in the pastoral evangelistic ministry.

6. *Doctoral Degrees*—Have no other doctoral degree and not be near completion of a doctoral degree in some other discipline.

U 15 10 North American Division Based International Service Employees—A North American Division based international service employee on annual leave sponsored by his employing organization to study for the Doctor of Ministry degree shall be granted financial assistance as follows:

1. *Salary and Allowances*—The sending organization shall continue the employee's regular salary and normal allowances.

2. *School Expenses*—The sending organization shall reimburse the employee for regular tuition charges, library fee, up to USD 100 per semester for required textbooks and syllabi, project expense up to USD 500, and graduation fees.

3. *Rent Expense*—The sending organization shall pay the rental charge for a single room when the employee is not accompanied by his family.

4. *Special Living Allowance*—The sending organization shall grant a special living allowance of one half of the per diem allowance when the employee attending the Seminary is separated from his family thus increasing the family board bill.

5. *Transportation Expense*—The sending organization shall pay the transportation of the employee and his family to the Seminary.

U 15 15 Employees Based in Divisions Other Than North American Division—A national minister or an international minister on annual leave based in a division other than the North American Division, sponsored by his employing organization to study for the Doctor of Ministry degree, shall be granted financial assistance as follows:

1. *Salary*—The division shall provide salary on the basis of whichever of the following two formulas is the more beneficial to the employee:

a. Continuance of the equivalent of local salary, or in the case of an international service employee on annual leave, of his base division salary.

b. Sixty percent of the wage factor of the North American Division, plus 5 percent for each child, up to a maximum of 80 percent of the wage factor, plus an additional 5 percent for each child attending a denominational elementary/secondary school or college/university up to a maximum total of 100 percent.

2. *Rent Subsidy*—a. No rent will be charged in the employee's base division, nor in the case of an international service employee in the division in which he is employed.

b. Rent subsidy shall be allowed by the sending organization on the basis of the rent policy of the General Conference.

3. *Utility Allowance*—Utility allowance, where needed, shall be granted by the sending organization on the basis of the utility allowance policy of the General Conference.

4. *Medical Insurance*—a. The sending organization shall pay the cost of any required university student medical insurance plan.

b. Medical expenses not covered by the university medical insurance plan, nor by any medical expense insurance plan of the employee's sending organization, shall be processed under the regular health care policy at the expense of the sending organization.

5. *School Expense*—The sending organization shall reimburse the employee for regular tuition charges, matriculation and library fee, up to USD 100 per semester for textbooks and syllabi, project expense up to USD 500, and graduation fees.

6. *Unmarried Dependent Children*—Where the employee receives less support than employees receive on the North American Division rate,

unmarried dependent children under 21 years of age authorized to accompany the employee, attending a denominational elementary/secondary school or college/university, may be granted up to 60 percent of their tuition by the sending division.

7. *Education Assistance for Spouse*—Registration fees, tuition expenses, required textbooks up to USD 100 per semester, thesis expenses up to USD 500, and graduation fees shall be reimbursed in full by the sending division for any approved study program.

8. *Auto Depreciation*—No auto depreciation is allowed on any automobile which may be operated by the employee in the area where he is studying.

9. *Auto Insurance*—If the employee operates a car in the area where he is studying, he should arrange such insurance coverage as is appropriate in the North American Division, including personal and denominational protection. The division meets 100 percent of this expense.

10. *Freight and Customs Duty*—Freight and/or customs duty allowance for return to place of employment as may be determined by the division concerned will be allowed.

11. *Insurance*—Travel-related insurance shall be provided by the division at its expense for both the forward and return journeys.

12. *Travel Expenses*—When the division sends an employee or an employee and his family under this program, the travel expense shall be met by the denomination.

a. When a national employee attends the Seminary the necessary travel expense shall be borne in equal proportion by the division and the union in which the employee is employed.

b. When an international service employee on annual leave whose base division is a division other than North America, is sent to the Seminary, the sending division shall bear the cost of the annual leave travel expense or its equivalent, and the balance shall be borne equally by the sending division, and the union in which the employee is employed.

13. *Contract With the Employee*—All travel costs, allowances, expenses, reimbursements, and salary referred to in this section of the policy shall be regarded as advances under a contract.

14. *Service Obligation*—The employee benefitting under this plan has a service obligation to the denomination. He shall agree to serve his

sponsoring organization one year for each of the four quarters granted for study toward the Doctor of Ministry degree.

15. *Unamortized Expenses*—If a call is passed to and accepted by the employee who has been sponsored under this program, any unamortized portion of the total cost included in the contract shall be assumed by the calling organization.

U 20 Health Care Institutions Financial Policies

U 20 05 Financial Policies—1. *Departmentalized Accounting*—In order that health care institution financial statements may reflect uniformly the operating condition of every department of the institution's work, it is recommended that in those institutions where the scope of the accounting system makes it feasible, the operating accounts be segregated as follows:

- a. Board, Room, and General Care, separated by various services such as Medical, Surgical, Obstetrical, Pediatric, and Psychiatric
- b. Diagnostic Departments
- c. Therapy Departments and Services
- d. Educational Departments
- e. Auxiliary Departments and Services

2. *Departmental Operating Reports*—Operating expenses in each department or group of departments should be offset by the corresponding incomes so that the administrators may properly compare and evaluate labor and other vital relationships in the various departments.

3. *Comparisons With Other Institutions*—The administrative staffs of medical institutions should periodically conduct a survey of costs in the various operating departments comparing cost trends with those of other similar Seventh-day Adventist institutions and nondenominational institutions, in order to measure accomplishment and exercise efficient fiscal control.

4. *Funding of Equipment Depreciation*—An amount equal to one twelfth of the annual allowance for equipment depreciation shall be set aside each month in an allocated fund out of which new equipment may be purchased.

5. *Bonding*—Employees with the responsibility for handling institutional funds shall, where possible, be bonded.

6. *Expenditures*—The board shall set a maximum amount for the purchase of equipment or other projects that administration can spend without prior board approval except in an emergency.

U 25 Postgraduate Study for Denominationally Employed Physicians

U 25 05 Qualified Physicians—Upgrading Plan—The Spirit of Prophecy counsels that our hospitals “should stand forth with scientific ability.” To aid in developing well qualified physicians and to provide each institution with a properly qualified staff of professional employees as well as to encourage permanency and continuity of service by consecrated medical employees, it is suggested that each division develop definite plans providing for postgraduate study for denominationally employed physicians as follows:

1. *Allowance—Time and Money*—An allowance of both time and money should be provided for each denominationally employed physician, with both allowances being permitted to accumulate up to limits set by the division. This provision of both time and money would belong to the physician and shall be available to him/her upon request and on approval of the employing organization for postgraduate study.

2. *Use of Allowance*—The physician’s accumulated credit of time and money may be used by the physician in counsel with the employing organization for a residency program.

3. *Special Allowance*—If physicians are asked to do special postgraduate study where the tuition expense is unusually excessive, special consideration may be given by institutional boards to allowing additional postgraduate funds for tuition above the regular provisions.

4. *Authorization*—To have postgraduate study authorized, the physician shall submit a request to the hospital for approval. The request shall include the school where he/she plans to do the postgraduate study, the length of time involved, and a budget for all expenses including travel. The physician applying for this postgraduate privilege will remain with the institution for a period of at least one year after such training.

5. *Unused Allowance*—The postgraduate fund shall not be considered an obligation owed to the physician, and it shall be carried by the institution in an allocated fund. In case a physician disconnects from

the institution for any reason, any credit balance in the postgraduate fund shall be credited back to the department to which it was charged when set up.

6. *Postgraduate Expense*—Postgraduate expense shall be allowed as follows:

a. The regular per diem during actual travel and a food allowance of 50 percent of the regular per diem during the time of postgraduate study.

b. Travel expense and per diem in harmony with division policy.

c. Regular salary.

d. Tuition and fees.

e. The cost of economical accommodations for up to a period of ten days.

f. Textbooks that are specifically required for the course of study authorized.

g. Such instruments as are specifically needed when the purchase has been authorized by the institution concerned. Textbooks and instruments thus purchased will become the possession of the employing organization on completion of the authorized course of study.

7. *Service Requirement*—Physicians shall be required to sign notes for the actual cost, plus salary, above the amount of their postgraduate credit, the notes to be canceled by their postgraduate allowance year by year. Such physicians should agree to remain with the institution a minimum of one year beyond the time required to cancel these notes.

U 25 10 Provision for Special Training of Medical Graduates—

When institutions authorize physicians to do extended postgraduate study shortly after graduation, the cost for such postgraduate study shall be amortized at one and one-half times the rate for both appropriation and time allowance. The physician involved shall sign notes for the full cost of the study, including salary. In case a physician disconnects from the institution, the remaining notes will be due and payable immediately. Unless disconnected from the institution by board action, such physician shall be expected to remain with the institution a sufficient time to liquidate the total cost of the postgraduate study, or at least a minimum of five years after the postgraduate training. It is recommended that the physician receiving this training in a clinical specialty shall further agree

in writing not to establish private practice within an area that would cause a loss of clientele to the institution.

U 25 15 Miscellaneous Provisions—1. *Maximum Accumulation*—

The postgraduate provision shall not be allowed to accumulate for more than four years before being used by the physician except by special arrangement with the board.

2. *Transfers*—In case a physician is called to another institution, any debit balance in the postgraduate account shall be assumed by the calling institution.

3. *Residencies*—No postgraduate allowance shall be made to physicians taking residencies.

4. *Agreement*—After postgraduate study is authorized by the board, a letter shall be addressed to the physician by the business manager setting forth the action of the board, showing the schedule approved and the amount allowed, and referring to the requirement for signing of a note for any amount of the proposed postgraduate expense and salary above the amount that has accrued, stating the provision that the note will be canceled as provided for in U 25 05, paragraph 7., and U 25 10. This letter shall be signed by the physician, thus certifying that he/she agrees to the provisions set forth in it.

5. *Promissory Note*—A note should then be prepared for the amount of the postgraduate expense including salary, provided for in U 25 05, paragraph 7., and U 25 10, with interest at the current bank loan rate. The note should specifically mention that in case the physician disconnects from the institution for any reason whatsoever the note shall become immediately due and payable; also, that in the event of any default in the payment of the principal or interest when due, the entire amount of the note will become due and payable at the option of the holder.

U 25 20 Cost of Securing Higher Qualifications—When physicians who by authorization of and arrangement with the employing organizations undertake special studies to acquire advanced professional standing, whether this study is done while carrying regular institutional work or during a leave of absence, and such studies involve expense such as examination fees, books, and association fees, these expenses shall be

shared equally by the employing organization and the physician. The amount allowed shall not be considered postgraduate work or deducted from the regular postgraduate allowances made to physicians according to the policy.

V

THE TITHE AND OFFERINGS

V 04 The Tithe

V 04 05 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 a correct understanding of God’s revealed will. In harmony with this approach, the Seventh-day Adventist Church recognizes the tithe as God’s holy portion of our income and increase to be used by the Church in the worldwide proclamation of the gospel. While many entities and activities of the Church are part of the mission of the Church, the Bible and Ellen G White make a distinction between those activities and functions that can be funded from tithe and those that are to be funded from other sources. Scripture reveals that the tithing system was instituted by God for both the spiritual benefit of the individual and the furtherance of His cause. In this task of gospel ministry individuals and agencies properly recognized, appointed, and supervised by the organized Church will play the central role, and are supported from the tithe.

In contrast to offerings, the use of which is discretionary, the tithe does not belong to the individual but to the Lord and He is the One who determines how it should be used. Its very nature places it outside the realm of human manipulation, restricts its usage, and requires a proper system of collection, storage, and distribution. The world Church plays a significant function in safeguarding the sanctity of the tithe.

V 04 10 The Nature of Tithe—1. *Holy unto the Lord*—Tithe is a tenth portion of our income and increase that God claims for Himself and should not be confused with the second/third tithe also mentioned in the Scripture.¹ The claim that God lays on the tithe is not based on human

¹Deuteronomy 12:6, 11, 17; 14:22-27 mentions a tithe that was to be taken to the central sanctuary to be eaten there by the family as a fellowship meal in the presence of the Lord. This tithe came from the produce of the earth and significantly differed from the use of the regular tithe which was the exclusive property of God. It has been additionally called the second tithe. There was another tithe given in the third year (Deut 14:28, 29;

benevolence but on God's ownership of it. It is for this reason that refusal to bring in the tithe constitutes robbery (Mal 3:8). All the tithe of the land is the Lord's; it is not just the Lord's; it is holy unto the Lord (Lev 27:30). Although God owns everything (Ps 50:10-12), He lays claim to the ownership of the tenth in such a special way as to make it distinct. Therefore, the tithe that God demands is a sacred reserve (COL 300). "The tithe is sacred, reserved by God for Himself" (GW 226).

2. *An Enduring Ordinance*—In reserving the tithe unto Himself we are told that God established it as one of His ordinances (Lev 27:30; CHL 71), and on the basis of a principle that is as enduring as the Law (CS 67). On the one hand, being in the nature of an ordinance, the tithing practice was, first of all, ordained or set in place by the order or initiative of God. But since an ordinance is generally instituted for an identifiable purpose, the establishment of the tithe had to carry with it a specific intention. On the other hand, having been instituted on the basis of a principle that is as enduring as the Law, the tithe partakes of the nature of the Law with regards to its perpetuity. Like the Law of God, the principle of tithing endures and extends beyond Moses (CS 69). Jesus fully endorsed it when during His conversation with the Pharisees He stated, "You give a tenth of your spices—mint, dill and cummin. But you have neglected the more important matters of the law—justice, mercy and faithfulness. You should have practiced the latter, without neglecting the former" (Matt 23:23).

3. *A Covenant with God*—God's intention for instituting the tithe presupposes and strengthens a special relationship between Him and humans. God intends the return of a faithful tithe to be a blessing, first in its giving (Mal 3:10), for it is a system of beneficence which fallen humans need (3T 404, 405), and second, in its use, for by it people will be blessed. Therefore, in keeping a faithful account with the Creator in the matter of tithing, humans are brought into a covenant relationship with God for the proclamation of the gospel and the salvation of souls into His kingdom. Consequently, the need arises to entreat the "brethren

26:12-15). This was also from the produce of the earth and was kept in the towns. Its purpose was that "the Levites ... and the aliens, the fatherless and the widows who live in your towns may come and eat and be satisfied" (Deut 14:29). This was most probably a different use of the second tithe every three years. In other words, for two years the second tithe was brought to the sanctuary/temple and eaten there by the Israelites but every third year ... this second tithe was to be used at home, in entertaining the Levites and the poor" (PP 530). The second tithe should not be confused with the Levitical tithe that exclusively belonged to the Lord.

and sisters throughout the world to awaken to the responsibility that rests upon them to pay a faithful tithe. . . . Keep a faithful account with your Creator” (AG 151). Tithing takes the form of a covenant (CS 75). Christians count it a privilege to partner with God in support of His worldwide work and recognize the practice of tithing as an essential in claiming by faith the fullness of His blessing in Christian life and experience.

4. *The Tithe Belongs to God and is Entrusted to the Church*—God owns the tithe and He intends it for the benefit of humans through human instrumentalities. To achieve its intended goal, the tithe is to be brought into the “storehouse” (Mal 3:10), it is “to be brought into His treasury” (9T 249) to be disbursed as God would have it, for the support of the ministry of the gospel. Thus, the Church, by virtue of being God’s agent on earth to proclaim the gospel, is entrusted with the responsibility of managing the tithe; nevertheless, God remains the owner. In this context, the expression “the Church” means the worldwide organized Seventh-day Adventist Church.

V 04 15 Purpose of Tithing—Reveals that God is First—1. By establishing the tithe, God made provision for individuals to express their acknowledgement of His ownership and sustaining power in their lives (cf. Gen 28:20-22; Ps 24:1; Ps 116:12-14). Since tithing demonstrates our covenant relation to God part of our worship includes bringing our tithe to Him (Mal 3:10). Tithing indicates that God occupies first place in our lives.

2. *Tithing Contributes to Overcoming Selfishness*—Tithing is one of the ways the Lord uses to help us overcome selfishness. In God’s command to tithe He does not appeal to our gratitude or generosity. In His eyes it is a matter of simple honesty (Mal 3:7, 8; Ed 138, 139). Therefore, faithful tithing demonstrates that we are willing to set aside our selfish concern for preservation by being honest with God.

3. *Support of the Gospel Ministry*—Tithe was to be used for the advancement of God’s work on earth. Rather than burning up the tithe, as He did the sacrificial lambs, God chose to use it for the support of the ministry (Num 18:21; 1 Cor 9:13, 14). It was to be specifically used for that purpose (9T 247-249).

4. While many activities and entities contribute significantly to the mission of the church, God has been very specific about the use of His holy tithe. Provision is to be made in other ways to support those other

activities and entities that do not qualify to be funded from tithe (9T 250). Because tithe is reserved by God for a special purpose, freewill offerings are needed to provide funding for many functions and expenses at each level of our Church organization. His comprehensive plan of support for His Church workers and the outreach of the Church in fulfillment of the great commission through our tithes and offerings provide the funds that are needed to accomplish the task.

V 04 20 Tithe and the Role of the Church—1. Christ entrusted His Church with authority to be used in the building up of the community of believers and in the fulfillment of its mission. The mission of the Seventh-day Adventist Church is to “Make disciples of Jesus Christ who live as his loving witnesses and proclaim to all people the everlasting gospel of the Three Angels’ Messages in preparation for His soon return.” (See A 05 05.) God determined to finance the gospel ministry through the tithing system and entrusted the Church with the responsibility of administering this sacred fund (cf. Num 18:21).

2. Under the guidance of the Word and the Spirit, it is God’s organized Church that recognizes, appoints, and supervises those called by God to serve Him and His Church as ministers of the gospel (cf. Acts 9:26-28; See also Acts 11:22). The church may assign to ministers different functions, as was the case with the Levites (2 Chr 31:4-19), but the primary focus of their work is to be involved in and to promote the spiritual life, ministry and witness of the Church. Since this commitment requires a full-time investment of energy and time, they are to be compensated from the tithe (cf. Num 18:21). In other words, “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” (*Echoes*, June 21, 1905; cf. 1 Cor 9:3-14).

3. Certain functions in organizational leadership play a significant spiritual role in the life of the organization as it relates to the mission of the Church. Individuals fulfilling these functions are identified by the organized Church as fulfilling, sustaining and supporting the gospel ministry and may be supported from the tithe.

4. The organized Church is also responsible for establishing a proper system for the collection and distribution of tithe throughout the world Church (cf. Neh 13:12-13).

5. In a particular way, the Church, through its appointed leaders, has authority to oversee the implementation of the biblical teachings and principles related to the proper use of tithe, and to call for reformation whenever needed (cf. 2 Cor 8:16-21).

V 04 25 Central Store House—1. Just as God has been very specific in regard to the use of His holy tithe, He has also given explicit instruction regarding where members should return it. His command is, “Bring ye all the tithes into the storehouse” (Mal 3:10). From ancient times the storehouse has been the name given to the temple treasury (Malachi 3:10; cf. CS 82). In Deuteronomy 12:5, 6 the Israelites were commanded to bring their tithes to the place where God said He would choose to dwell, among His people, in the land of Canaan (cf. 6T 39). From that central place of worship, the tithe was to be distributed, by appointed individuals, to the Levites and priests (cf. 2 Chr 31:4-19). The system provided a check and balance on the proper distribution and use of tithe.

2. In harmony with the biblical central storehouse principle, the Seventh-day Adventist Church has designated the local conferences, local missions/fields/sections, and unions of churches as storehouses, on behalf of the world Church, to which the tithe is to be returned. In this manner, God’s tithe, the distribution of which He has entrusted to the world Church, is gathered from around the world and is made available to meet the needs of the gospel ministry.

3. As part of the worship experience of church members, the tithe is returned to God through the local church. (Where systems have been developed to allow tithes and offerings to be processed through the internet, the tithe may go directly to conferences, missions/fields/sections, or unions of churches rather than through the local church.) The local church treasurer then forwards all the tithe to the conference, mission/field/section, or union of churches storehouse/treasury from which those involved in gospel ministry are supported. This system, outlined by God, has enabled His Church to have a worldwide and ever-growing impact in the world.

V 04 30 Responsibilities with Respect to Tithing—1. *Responsibility of the Individual*—a. The individual church member has the unique responsibility and privilege of returning a faithful tithe to the storehouse. A faithful tithe means returning a whole tenth of our income and/or increase, as established by the Lord, to the rightful place, namely the storehouse (CS 82).

b. A person is not relieved of the responsibility to return the tithe by merely having the goodwill to do so. Neither is the tithe to be kept by the individual for any reason, including loss of confidence in local or denominational Church leadership or management (cf. Neh 13:4-12; 9T 249). By following the tithing plan as delivered to the Church by God Himself, members assist in maintaining the financial structures of the Church and strengthen the Church's ability to fulfill its divinely appointed mission.

2. *Responsibility of the Local Church*—For the convenience of church members the tithe is, as an act of worship, normally to be returned to the Lord through the local church where their membership is held. Where systems have been developed to allow tithes and offerings to be processed through the internet, the tithe may go directly to the conference, mission/field/section, or union of churches. As it is the local conference, mission/field/section, or union of churches where an individual lives, and where they should have their membership, that provides the pastoral support to the member it is appropriate for that conference, mission/field/section, or union of churches to receive the tithe. The local church has the responsibility of forwarding the tithes received on behalf of the church members, to the local conference, local mission/field/section, or union of churches as the storehouse.

3. *Responsibility of the Church Organization*—In order for the Church to fulfill its mission, it is imperative for it to coordinate, at a global level, the proper distribution and use of its financial resources, particularly the sacred tithe. In the Old Testament the collection and distribution of tithe was centralized (Mal 3:10). As already indicated, it was brought to the temple and from there it was distributed to Levites and priests (See 2 Chr 31:5-12). Based on that biblical model, the Church has established a representative decision-making process regarding the distribution and use of tithe. On all levels of Church organization (mission/field/section, conference, union, division, and General Conference) rests the responsibility of preserving the sacredness of the tithe by cooperating with God's own plan for the tithe and not "daring to attempt an improvement on it" (9T 248). It is the responsibility of the Church at all levels, as it fulfills the gospel commission, to ascertain that tithe is being used in accordance with the divine mandate.

4. *Institutional Tithing*—The Bible is clear that individuals are to return tithe on their gains which include gains from ownership of a

business or shares in a business. Although the Bible does not specifically address the topic of institutional tithing, such tithing would be (is) an expression of gratitude to the Lord for the blessings He has bestowed and is an act of solidarity with the world church. The practice of institutional tithing is encouraged by church leaders.

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*—The following schedule of tithe sharing has been established for the work of the Church around the world and may be adjusted from time to time by action of the General Conference Executive Committee at an Annual Council meeting:

a. Local Church (which includes companies) to Conference, Mission/Field/Section, or Union of Churches—Churches and companies forward 100 percent of the tithe received to the conference or mission/field/section treasury. In a union of churches (where there is no conference or mission/field/section) the churches forward 100 percent of the tithe to the union of churches treasury. Churches are not to retain tithe for use in the local church. Where government regulations require a different process, the division in consultation with the General Conference will provide guidance on how to proceed.

b. Local Conference or Local Mission/Field/Section to Union Conference or Union Mission/Section—Local conferences or local missions/fields/sections forward a percentage of the tithes received to the union conference or union mission/section treasury. The percentage is established by the division executive committee but is not to be less than 7 percent.

c. Union Conferences, Union Missions/Sections or Unions of Churches to Division—The division executive committee will set the percentage of gross tithe,² up to a maximum of 20 percent, that is to be forwarded to the division for its operations and for use in supporting programs and sharing of tithe within its territory.

d. Divisions are to forward to the General Conference Treasury a percentage of the gross tithe from their territory based on the schedule

²Gross tithe” is the total amount of tithe received by Church entities (churches, companies, conferences or missions/fields/sections, unions, and the division).

below. These funds are to be used by the General Conference for operations of the General Conference headquarters, appropriations to divisions and General Conference institutions, and the support of global programs adopted by the General Conference Executive Committee.

In order to achieve parity in tithe percentages the following changes will be phased in:

<u>Year</u>	<u>NAD</u>	<u>All divisions, except NAD</u>
2019	5.25	2.00
2020	5.00	2.00
2021	4.50	2.10
2022	4.00	2.20
2023	3.50	2.30
2024	3.00	2.40
2025	3.00	2.50
2026	3.00	2.60
2027	3.00	2.70
2028	3.00	2.80
2029	3.00	2.90
2030 and onward	3.00	3.00

e. The North American Division will contribute an additional 0.85 percent of tithe annually due to the benefit received by its members and entities as a result of Andrews University and Loma Linda University being physically located within their territory. In 2019 the combined rate for the North American Division will be 6.10 percent (5.25 + 0.85) and in 2024 and onward the combined rate will be 3.85 percent (3.00 + 0.85).

f. The percentages listed in paragraphs a. through e. are based on gross tithe received within the division, union, conference, or mission/field/section. In some division policies, part or all of the percentage forwarded to the General Conference is reflected as coming from union or division funds rather than from the local conference, local mission/field/section, or union of churches. Divisions are free to outline the tithe sharing percentage process in the way that best meets their needs as long as the ultimate percentages reaching each level of the organization are in compliance with this policy and are based on gross tithe.

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*—All divisions will, by 2030, be contributing 3.00 percent of tithe (see V 09 05, paragraph 2. d. and 2. e. above). A comprehensive evaluation and thorough review of the financial impact of paragraph 2. d. above on the General Conference and within its divisions will take place in 2024 and again in 2028, with complete reports to be submitted to the 2024 and 2028 Annual Councils for consideration.

b. Tithe from the General Conference funded portion of the International Service Employees (ISEs) salaries.³

c. *Members' tithe for purposes of anonymity*—Occasionally a member wishes to return their tithe in a way that is anonymous as relates to the local church. In such cases they may send it to the conference or mission/field/section, union, division, or General 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 received by the treasury where it was received, such tithe is to be returned anonymously to the local conference, local mission/field/section, or union of churches where the member holds membership.

V 09 10 Tithe and Non-Tithe Appropriations—1. *Regular Appropriations*—The church has established a system of annually

³This tithe is only on the portion of the ISE remuneration paid directly by the General Conference. The Church has used this plan to avoid distorting the tithe received by the local conference, local mission/field/section, or union of churches during the time the ISE 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 ISE left or the budget was transferred elsewhere.

budgeted appropriations to facilitate the sharing of resources around the world. This is done at many levels of Church organization in response to the counsel from Ellen G White concerning the sharing of resources. The General Conference receives both tithe and non-tithe funds. Tithe funds come to the General Conference primarily from the formula driven tithe sharing percentages. Non-tithe funds come from the mission offerings, other General Conference offerings, investment earnings, and other non-tithe sources. Most of the offerings, except for the Thirteenth Sabbath Offering, Annual Week of Sacrifice offering, and a few others, come unrestricted, and along with the tithe, are used to support the work of the church around the world as well as the costs of operating the General Conference headquarters. As the General Conference prepares its budget each year, it receives tithe and non-tithe funds from each division and provides tithe and non-tithe appropriations to most divisions based on their needs. This naturally results in some divisions receiving more or less non-tithe funds in the form of appropriations than they sent to the General Conference and the same is true of tithe appropriations.

2. *Maintaining Global Balance in the Distribution of Tithe and Non-Tithe Funds*—All conferences, missions/fields/sections, unions, divisions and the General Conference can always use more tithe as well as more non-tithe funds. But there are areas where the need for additional non-tithe funds are more pressing than the need for additional tithe funds and at the same time there are areas that because of the nature of work can appropriately use more tithe funds. In the cases where divisions are receiving appropriations these factors are normally taken into consideration at the time the annual budget is prepared in the split between tithe and non-tithe appropriations provided from the General Conference. But in situations where divisions receive little or no appropriations from the General Conference, the need for more non-tithe funds cannot be cared for through the normal annual appropriations. In such cases divisions may request the General Conference to include in the annual budget or supplemental budget an agreed upon amount of non-tithe appropriation in exchange for an equivalent amount of non-formula driven tithe sharing from the division. Such requests will be considered in the budget process and will be limited by the amount of non-tithe funds available. Such requests would be accompanied by details supporting the need for the non-tithe funds in the same way as other appropriation requests.

3. *Division Non-Formula Driven Tithe Sharing Appropriations Guidelines*—Divisions may also develop non-formula driven tithe sharing appropriations guidelines on a similar basis to that outlined in paragraph 2. above.

V 14 Use of Tithe

V 14 05 Gospel Ministry—1. *Rationale*—Proclaiming the Three Angels' Messages to the world requires the involvement of every member and uses the wide variety of talents given them by God. In that respect all members are an integral part of the ministry of the Church. But not all are to be supported from the tithe. God has clearly indicated that ministers of the gospel, pastors whose main function is to be involved in and promote the spiritual ministry of the Word, are to be the primary focus for the use of tithe.

The broad principles found in the Bible and Spirit of Prophecy give guidance to the Church as it establishes detailed policies for the use of tithe which are in harmony with its understanding of those inspired principles. Church leaders at every level are responsible to ensure that tithe is used in accordance with these principles and policies.

2. *Pastors, Evangelists, Ministers*—Tithe should primarily be used to support individuals paid by the Church and directly engaged in pastoral and evangelistic soul-winning activities. "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."—Ellen G White, Ms 82, 1904.

Although other funds may be available and should be used first, chaplains serving in schools and hospitals may also be paid from the tithe.

3. *Soul-Winning Support*—a. *Personnel*—In order for those on the front lines to function effectively a support team is needed to supply, coordinate, and oversee their efforts. In the same way that tithe was used to sustain the Levites who supported the small group of priests, and Moses who oversaw their work, it may also be used to sustain those who are directly supporting and coordinating the work of the pastors in their soul-winning activities. This would include administrative leadership, departmental directors, and their staffs at each level of Church organization.

b. Operating Expenses—The operating expenses of the conferences or missions/fields/sections, unions, divisions, and General Conference headquarters office are considered an appropriate use for tithe.

4. *Literature Evangelists*—Literature Evangelists are to be primarily supported from sales, but it is appropriate to use tithe funds to assist with the contribution to their benefit fund if proceeds from sales are not sufficient and other funds are not available.

As with other departmental directors who support the pastors in their soul winning endeavors, it is appropriate to use tithe to pay the Publishing Director's (Literature Evangelist Leader's) salary, benefits, and office operations if other funds are not available.

5. *Evangelistic Activities*—In many places youth camps and camp meetings are an integral part of the evangelistic thrust of the Church and a strong support for the pastors in their soul-winning activities. As such, it is appropriate to use tithe for the operating subsidies provided to them.

6. *Evangelistic Equipment*—Evangelistic equipment comes in many forms. Whether the preacher's voice is projected by microphone across a rented hall, carried into homes by DVD players, or beamed around the world by radio transmitters, satellite uplink systems, or the internet, the principle is the same. The purchase of evangelistic equipment and support of these evangelistic means may be an appropriate use for tithe if their purpose is to support soul winning endeavors and other funds are not available.

7. *Auditing Service and Auditing Costs*—The cost of auditing tithe-funded organizations and local churches may be supported from tithe. Divisions determine funding arrangements within their territories within guidelines set by the General Conference. The cost of audits for hospitals and other non-tithe supported entities should come from non-tithe funds.

8. *Bible/Religion Teachers and Spiritual Support Personnel in Schools* (See V 14 15 below for a description of educational expenses that may appropriately be supported from the tithe.)

9. *Retirement Costs*—Retirement costs are part of an employee's remuneration, so the retirement costs of those who are supported from tithe may also be funded from tithe.

Contributions to unfunded defined-benefit retirement plans which in the past were funded from a percentage of tithe, may continue to be funded from tithe where it is not practical to try to sort out all past service,

but funding of new service from tithe funds should relate to those who are paid from tithe funds.

10. *Housing for Personnel*—Provision for housing is part of the employee costs of an organization. In some parts of the world the cost of housing is provided for in the salary package or as a rental or housing allowance, while in others the denomination may rent, purchase or build housing. It is appropriate to use tithe for rental, purchase, construction, and maintenance costs of housing for those who are supported from the tithe.

11. *Church Buildings*—Church buildings should be purchased, constructed, or remodeled with non-tithe funds, except in extraordinary circumstances, and then only with division executive committee approval after consultation with General Conference officers.

V 14 15 Education—1. *General Principles*—Ellen G White often expressed a deep concern over the tendency of some to divert tithe from the special purpose for which it has been designated—the support of the preaching, pastoral, evangelistic ministry. While urging that the use of tithe for school purposes be limited, she also recognized legitimate situations in which tithe should be used to pay some of the individuals connected with the schools.

“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.”—6T 215.

While recognizing that all our educational institutions should be soul-winning in nature and all our educational staff should be ministering spiritually to the students and their families, the Seventh-day Adventist Church has chosen to limit the amount of tithe it will use in its educational programs. This is done partly because there are other sources of funding available to schools and partly to ensure that the tithe resources remain focused on their primary objective—support of the pastors and their soul-winning activities.

2. *Use of Tithe in Schools*—The policies outlined below provide maximums that may be provided from tithe funds for support of Seventh-day Adventists employed in our educational system. In many areas the tuition and other non-tithe funding available both from within the church and from outside sources are sufficient to sustain our schools and no tithe funds are needed. In some areas given the size of our educational

systems, if the maximum amount of tithe funds allowed under these policies were used in the education program, there would be little or no tithe funds left with which to employ pastors. Each division should study the work in its territory and develop policies within the framework outlined below which will assure that the tithe has not been diverted from the special purpose for which it has been designated—the support of the preaching, pastoral, evangelistic ministry.

a. Primary/Elementary Schools—Up to 30 percent⁴ of remuneration and benefits of teachers and principals may come from tithe.

b. Secondary Schools—Up to the total cost of remuneration and benefits of Bible teachers, residence hall deans, and principals and up to 20 percent of the cost of instructional staff (excluding contract employees) may come from tithe.

c. Colleges and Universities—Tithe may be used to cover up to the cost of the Bible/theology/religion department, the chaplain's office, the dean of students' office, the residence hall deans and their staff, and the president's office and up to 20 percent of the cost of instructional staff (excluding contract employees).

d. Schools for Evangelistic Outreach—Division executive committees may approve the use of additional operating subsidies from tithe funds for schools which are opened for the unique purpose of opening up work in unentered areas or people groups.

V 14 20 Missionaries—Although many missionaries are serving in roles that can appropriately be supported from tithe funds, the decision as to which missionaries (international and interunion) may be supported from tithe is to be made on the same basis as for any other Church employee—whether their function should be supported by tithe.

Medical and other professionals are not normally supported from tithe. However, if their missionary assignment is for the purpose of opening up work in unentered areas or people groups, it may be appropriate to use tithe for their support.

V 14 25 Mission Outreach-Focused Organizations—1. *General Principles*—Tithe may be used for operating expenses and personnel

⁴Where the cost of retirement contributions for elementary school teachers are not funded separately but are part of the percentage of tithe contributions from the local conferences, the total amount of the retirement fund contributions for elementary teachers may be from tithe.

employed in certain Church-owned and operated mission outreach focused organizations as follows:

2. *Media Programs*—Tithe may be appropriated for the production and broadcast of media programs whose purpose is soul-winning in nature or for the spiritual nurturing of members. This would include radio, TV, internet, and print materials associated with these programs. Whenever possible other sources of income should be used to sustain these programs.

3. *Adventist Development and Relief Agency*—ADRA directors at the General Conference, divisions/regions, and unions/countries were traditionally departmental directors and as such were paid from tithe. While the structure has changed, it may be appropriate to support them from tithe where they support the ministry of the Church and continue to give spiritual oversight. If other funding is available to cover these costs it should be used first.

V 14 30 Items Not to be Funded from Tithe—1. *General Principles*—In an effort to keep as much of the tithe as possible focused on its primary objective (supporting ministers in their soul-winning activities), and based on council from the writings of Ellen G White, the following items should be funded from non-tithe funds:

2. *Buildings and Facilities*—Capital expenditures other than provided for under V 14 05, paragraph 10., should be funded from non-tithe sources.

3. *Equipment*—Equipment (except for that provided for in V 14 05, paragraph 6. above) are to be funded from non-tithe sources.

4. *Local Church Operating Expense*—Local church maintenance, utilities, and other operating expenses, including local church employees, are to be paid from local non-tithe funds. All tithe is to be forwarded to the conference, mission/field/section, or union of churches with none being retained for use by the local church. Even though tithe is not retained and used directly by the local church, major portions of the tithe are spent at the local church level through the payment by the conference, mission/field/section, or union of churches of the pastors and in some cases a portion of the cost of elementary school teachers.

In some divisions, local church and church school employees are paid through the conference, mission/field/section, or union of churches payroll. If division policies permit, and if their primary function is such

that it would qualify them for being supported by tithe, part or all of their expense may be covered by tithe.

5. *School Operating Expense*—Maintenance, utilities, payroll, and other operating expenses of primary/elementary, secondary, and higher education institutions shall be funded from tuition and other non-tithe sources except as may be provided for under V 14 15 above.

V 20 Accountability for the Use of Tithe

V 20 05 Continuous Monitoring of Tithe-Use—Administrators and executive committees at General Conference, division, union and local levels 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.

V 20 10 Operating Caps and Limits on Use of Tithe—The General Conference has not attempted in policy to establish minimum percentages that should be used for pastoral work and evangelism or a maximum percentage of tithe that can be expended on administration, education, etc., because of the great diversity in how the church operates around the world. But divisions, working with their unions and conferences or missions/fields/sections, are encouraged to develop policies and limits or guidelines that will guide in the work in their territories. The General Conference Executive Committee has set a cap of the equivalent of 2 percent of gross tithe that may be spent for operations at the General Conference headquarters.

The annual reporting on the use of tithe and the review of trends should help all organizations to be more intentional on focusing the use of tithe on its primary objective—the support of pastors and their soul winning activities.

V 20 15 Promotion of Tithing Plan—Church leaders at all levels shall inform and educate church members regarding the denominational tithe and offering system, and actively promote participation in the full range of possibilities it provides.

V 20 20 Reporting and Monitoring—Administrators and executive committees, not only need to understand scriptural and Spirit of Prophecy counsel regarding the use of tithe and the policies that have been developed to guide the church in applying that counsel, but also need to

assess and evaluate its application within their territories. To assist with this ongoing evaluation and monitoring, each conference, mission/field/section, union, division, and the General Conference shall make an annual report to its executive committee on the sources and use of tithe as follows:

1. *Tithe Received*—Report to include:
 - a. Direct
 - 1) Tithe received from members
 - 2) Tithe received from any other direct source
 - b. Indirect
 - 1) Tithe percentages received from lower organizations
 - 2) Less tithe percentages sent to higher organizations (for purposes of this report, this should not include retirement fund contributions as they are part of the operating expense and should be reported as a Use of Tithe in paragraph 2. g. below)
 - c. Appropriations
 - 1) Tithe appropriations received from higher organizations
 - 2) Less tithe appropriations sent to higher organizations
 - 3) Tithe appropriations received from lower organizations
 - 4) Less tithe appropriations sent to lower organizations (appropriations or subsidies to institutions should be reported as a Use of Tithe in paragraphs a.-h. below, as appropriate)
 - d. Tithe balancing with higher organization
2. *Use of Tithe*—Report to show the amount of tithe used to support:
 - a. Pastors, evangelists, and front-line workers in the field
 - b. Headquarters operating at the conference or mission/field/section, union, division, and General Conference
 - c. Education including a breakdown as to amounts at the elementary level, secondary level, and at the college and university level
 - d. Direct evangelism
 - e. Media outreach
 - f. Literature evangelism program
 - g. Retirement fund contributions—These contributions which are part of employee costs should be reported under the separate categories (paragraphs a. through f. and h.) based on where the individuals involved are employed, but if the contributions are not specifically identifiable by category, the costs should be reported here.

h. Other uses—Give breakdown if it exceeds five percent of tithe.

3. Local conferences, local missions/fields/sections, or unions of churches shall report to their executive committees how the tithe was used within their territory.

4. Unions shall report to their executive committees the way tithe was used in their own operations and also how tithe was used by all conferences or missions/fields/sections within their union.

5. Divisions shall report to their executive committees the way tithe was used in their own operations and also how tithe was used by all unions, conferences, missions/fields/sections, and attached regions within their division.

6. The General Conference shall report to its executive committee the way tithe was used within its own operations and also how tithe was used by all divisions, unions, conferences, missions/fields/sections, and attached regions around the world.

7. The annual report on use of tithe for one's own operations is to reflect the last full year of operations. The reports on how tithe was used by lower organization will normally reflect the preceding year because of the time required to accumulate the information from subsidiary organizations. Institutions do not report separately as all tithe to institutions will be reflected in the report of the conference or mission/field/section, union, division, or General Conference providing the tithe appropriation to the institutions.

V 25 Offerings

V 25 05 Philosophy—The worldwide task entrusted to the Seventh-day Adventist Church 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 principle for the support of God's work on earth through the tithes and freewill offerings of its people. The tithe is the first financial obligation of the stewardship of believers and is the main source of funding for the total proclamation of the gospel to all the world by the Seventh-day Adventist Church. This makes possible a balanced and comprehensive evangelistic outreach to the public and the spiritual nurturing of church members. Because the tithe is reserved for

such a special purpose, freewill offerings and other forms of income must provide the funding for many other functions of the gospel work.

V 25 10 Nature of Offerings—Offerings are both voluntary and required by the Lord. They are a divine requirement that when internalized in the life of believers becomes a free expression of a loving will (cf. Exod 25:2; 36:3). Offerings are essentially an expression and an embodiment of our gratitude to God for His abundant gift of life, redemption, sustenance, and constant blessings. They contribute to the development of the image of God in us in that through our giving we imitate the Greatest Giver of all, who through Christ gave us the abundant richness of His grace (John 3:16).

V 25 15 Principles Guiding our Giving—1. Bringing offerings to the Lord is a Christian duty with spiritual and moral implications. To abstain from bringing them to the Lord is considered by Him to be an act of robbery (Mal 3:8). The love and honor due to Him should not be granted neither to ourselves, nor to someone else.

2. Our offerings are an expression of our self-offering to God. They are a deeply religious experience in that they are a token of a life wholly surrendered to God as our Lord (cf. Lev 1:4, 9). Through our offerings the self bows down before the Creator and Redeemer.

3. Offerings are an acknowledgement of God's providential care in our lives (cf. Psalm 34:8). An offering comes from a heart that trusts in a personal God who constantly provides for our needs as He sees best (1 Chr 29:14).

4. Offerings come from a heart that is at peace with God and others. The giving of offerings is a religious act that is not detached from nor is it indifferent to the quality of the daily life of the believer. It combines ethics and worship (Matt 5:23, 24).

5. Offerings rest on the faith-conviction that we have found in Christ's assurance of salvation. It is not a search for our acceptance before God, but it flows from a heart that by faith has accepted Christ as the only and sufficient means of grace and redemption (2 Cor 8:1, 9).

V 25 20 Responsibility for the Offerings—Although our offerings are to be spontaneous, they are also to be systematic. Based on the blessings received from the Lord, the individual or the family should set apart, at home, a particular portion of their income and/or increase as an offering. This offering is to be brought or sent to the church (See Deut 16:17; 1 Cor 16:2; 2 Cor 8:11, 12).

The church is expected to appoint individuals to collect the offerings and to keep records of them. This will protect the integrity of the offerings and introduce an element of accountability (cf. 2 Cor 8:17-23; 9:3).

It is the responsibility of the world Church to establish the principles that should guide the distribution and use of offerings.

V 25 25 Purpose of Offerings—While the specific use of tithe is restricted to the ministry of the gospel, Church offerings are to be used to cover all the other needs of the local congregations and of the Church at all administrative levels.

In the Bible they were used for the building and maintenance of the temple (Exod 25:2; 1 Chr 24:6, 9), to assist the poor (Acts 4:34, 35), and to support the sanctuary services and the mission of the Church (cf. Num 7:3).

Offerings strengthened the unity of the Church. Through their offerings, believers showed themselves to be one in spirit, message, and purpose. (Rom 15:27).

Through the distribution of offerings throughout the Church, congregations that have more share with congregations in other places who have less, thus expressing Christian love within the fellowship of believers (2 Cor 8:8, 24,13-15).

Offerings provide within the worship hour a special moment to praise and honor God for His many blessings and unmerited kindness (cf. Prov 3:9; 2 Cor 9:12,13). It is the aim of offerings to nurture the spirit of gratitude within the worshiping community and to subdue the natural selfishness of the human heart.

V 30 Offering Plans

V 30 05 Offering Plans—The Seventh-day Adventist Church recognizes three different offering plans in use in various parts of the world.

1. The Combined Offering Plan, where all offerings go to a combined general fund and are then allocated to the various organizations and functions based on a distribution ratio voted by the General Conference and the divisions.

2. The Calendar of Offerings Weekly Appeal, where separate offerings are promoted and received each week based on the voted Church Calendar of Offerings.

3. The Personal Giving Plan, where each member can choose the amount he/she wishes to give to each of three general categories rather than list each separate offering:

- a. The local congregation
- b. The conference or mission/field/section
- c. The World Budget (union/division/General Conference)

V 35 Combined Offering Plan

V 35 05 Description—Under this simplified offering plan, all undesignated offerings received are combined and distributed based on percentages approved by the General Conference and the division. While the distinction between tithe and offerings and the utilization of each is preserved, all offerings taken by the local church, including those taken during the Sabbath School and church services, are included in the Combined Offering.

Under the Combined Offering Plan, each offering goes to support all of the various functions previously covered by separate offerings taken each Sabbath based on the Calendar of Offerings and during the Sabbath School for missions and Sabbath School expense. In order for members to understand the wide range of functions being supported by their offerings, divisions are encouraged to prepare promotional materials that, at some point during the calendar year, highlight each of the different ministries included in the traditional Calendar of Offerings as well as the world-wide mission program of the Church. Care should be exercised to make it clear to the members that the offering on that particular Sabbath is not going in its entirety for the ministry being highlighted.

V 35 10 Transitioning to the Combined Offering Plan—When a division votes to adopt the Combined Offering Plan, it should be done in consultation with General Conference Treasury and Stewardship Ministries. It is the responsibility of Stewardship Ministries to help provide a comprehensive education strategy at all levels of the Church before the transition is implemented, and General Conference Treasury to give counsel relative to the distribution of the funds. When transitioning to the Combined Offering Plan, it is recommended that

churches, conferences or missions/fields/sections, and unions be given opportunity to determine when they make the change to the new plan. Specific details of the Combined Offering Plan and details concerning implementation may be requested from General Conference Stewardship Ministries.

V 35 15 Designated Offerings—Churches on the Combined Offering Plan will still respect the wishes of donors who designate a specific use for their offerings.

V 35 20 Distribution—The Combined Offering Fund shall be distributed as follows:

1. *Local Church*—The local church shall receive a minimum of 50 percent and a maximum of 60 percent of the Combined Offering for the local church budget. In divisions using the Combined Offering system, the division executive committee shall determine this percentage (between 50 and 60 percent) in consultation with their unions. The local church shall determine the distribution of its portion of the total Combined Offering in accordance with the local church budget.

2. *General Conference*—The General Conference shall receive 20 percent of the Combined Offering for the world mission of the Church. The General Conference Executive Committee shall determine the distribution of the portion of the Combined Offering remitted to the General Conference.

a. The General Conference Executive Committee established the initial distribution of the General Conference portion of the Combined Offering based on the average of the weekly offerings for the previous three years. The funds were allocated on a percentage basis to the organizations and functions previously supported by the Calendar of Offerings including the Sabbath School mission offerings. The distribution shall be restudied at least every five years.

b. The Thirteenth Sabbath Offering projects shall be promoted on a quarterly basis, with the understanding that a percentage of the total World Mission portion of the Combined Offering for each quarter will be allocated to the Thirteenth Sabbath projects for that quarter, in addition to any specially marked Thirteenth Sabbath Offering funds.

3. *Local Conference or Local Mission/Field/Section, Union, and Division*—Division executive committees shall set the percentage of the Combined Offering to be distributed to the conference or mission/field/section, the union, and the division after determining the

percentage going to the local church in the above paragraph 1. (between 50 and 60 percent) and accounting for the 20 percent going to the General Conference in paragraph 2. above. There will be between 20 and 30 percent available to distribute between these three organizational levels.

V 35 25 Report—Church members should be informed regularly as to how their offerings are used both for the quarterly mission projects and in accomplishing the overall mission of the Church.

V 40 Calendar of Offerings Weekly Appeal

V 40 05 Description—The Calendar of Offerings Weekly Appeal is the traditional offering plan in use by the Church over the years. Sabbath School and other offerings are given for mission purposes and special appeals are made during the divine service according to a yearly calendar of offerings voted by the General Conference. It is the basis on which the two simplified offering plans, Combined Offerings Plan (V 35) and Personal Giving Plan (V 45) are based.

Under the Calendar of Offerings Weekly Appeal offering plan, the offerings for each Sabbath during the year are allocated as follows:

1. *Local Church*—Twenty-four Sabbaths (two per month) are designated for local church offerings.

2. *Conference, Mission/Field/Section, or Union of Churches*—Twelve Sabbaths (one per month) per year are designated for conference, mission/field/section, or union of churches. The division may allot some of these Sabbaths to the union, depending on funding arrangements for educational institutions in their territory.

3. *Division*—Six Sabbaths per year are designated for division offerings. Divisions may choose to allocate some for union functions and/or for General Conference institutions within their territories.

4. *General Conference*—Six Sabbaths per year are designated for General Conference offerings which include:

- a. Disaster and Famine Relief
- b. Adventist World Radio
- c. Hope Channel International
- d. Annual Week of Sacrifice

e. *World Mission Budget*—Two offerings which include support for the Unusual Opportunities Fund and for the mission program of the Church. One or more of the weeks may be used for the General

Conference Session Offering in the year preceding and the year of a Session.

5. *Local Church and/or Union and/or Division*—Each year has four or five months with five Sabbaths. These Sabbaths are assigned by the division to any of the organizational levels in paragraphs 1. through 4. above.

V 40 10 Promotion of Mission Funds—The responsibility for special promotion of mission funds is placed with the Office of Adventist Mission assisted by all departments including the Sabbath School/Personal Ministries and Stewardship Ministries as well as by all employees at the General Conference, the unions, and local conferences or local missions/fields/sections. In divisions, the assignment of responsibility for the promotion of mission funds in their respective territories is determined by the division executive committees.

V 40 15 Sabbath School Offerings—1. *World Mission Funds*—The Sabbath School, in all its divisions, has long been recognized as the church organization that gives weekly emphasis to the Church's worldwide program, and funds received through Sabbath School mission offerings constitute a significant portion of the world mission fund. Under the Calendar of Offerings Weekly Appeal, all Sabbath School mission offerings are General Conference funds and are to be passed on, in their entirety, by the church treasurer to the conference, mission/field/section, or union of churches for transfer to the General Conference. These mission offerings include the regular weekly mission offering, Thirteenth Sabbath Offering, Sabbath School Investment, and the Birthday/Thank Offering. Each of these mission offerings is to be identified as a separate fund in the regular system of records from the local church to the General Conference. (See V 35 10 for Sabbath School Offerings under the Combined Offering Plan.)

2. *Sabbath School Expense*—If the expenses of the Sabbath School are not provided for in the regular church budget, a Sabbath School expense offering may be received. This offering is retained in the local church to meet the recurring expenses of the Sabbath School as voted by the Sabbath School Council.

3. *Other Offerings*—No other offering should be promoted or received during the Sabbath School.

V 40 20 Regular Weekly Mission Offering—Mission offerings given through the Sabbath School, other than those for the Thirteenth

Sabbath of each quarter, Investment, and the Birthday/Thank Offering, constitute the regular weekly Mission Offering.

V 40 25 Thirteenth Sabbath Offering—The offering received on, or designated for, the Thirteenth Sabbath of each quarter, a portion of which is devoted to designated projects in world divisions, according to a schedule voted by the Annual Council of the General Conference Executive Committee, is divided as follows:

1. *Division of Offering*—Twenty five percent of the actual amount of funds received by the General Conference for the Thirteenth Sabbath Offering will be appropriated to the designated projects, and the remaining seventy five percent to the world mission funds.

2. *Cut Off Date*—For the purpose of computing the Thirteenth Sabbath Offering, the remittances for one month beyond the closing date of the quarter shall be included in the calculation.

V 40 30 Sabbath School Investment—1. *Purpose*—In order to encourage further giving to the mission program and to raise mission funds through various individual or family projects, the plan known as Sabbath School Investment was developed. This plan is not particularly tied to a regular time period, or a weekly or quarterly appeal for the offering, but is a continuing program to promote an increase of mission gifts beyond normal regular giving, on the basis of financial returns from special fundraising projects decided on by individual members or groups. Such proceeds or offerings are received at any time, but periodically a special promotional appeal is presented in the Sabbath School.

2. *Sabbath School Investment Funds*—All Sabbath School Investment funds are recognized as General Conference funds and are designated as a portion of the World Mission Fund. Twenty five percent of the Investment funds are returned to overseas divisions, in proportion to the regular annual base appropriations, for frontier outreach and/or large city evangelism. Projects to be benefited by their portion of the Sabbath School Investment funds should be designated annually by division executive committees. The remaining seventy-five percent of the Investment funds are added to the World Mission Fund.

V 40 35 Birthday and Thank Offerings—An appeal is presented in the Sabbath School periodically suggesting that a special mission gift would be appropriate, in recognition of God's blessings, on the occasion of a birthday or other commemorative event for which thankfulness might be expressed. Such offerings have added a substantial amount to

the available mission funds over the years, and are included with other Sabbath School Offerings to expand the cause of missions around the world.

V 40 40 Annual Sacrifice Offering—This offering, normally collected in connection with the Annual Week of Prayer, is used to extend the missionary outreach of the Church into every part of the world, with special emphasis on the unreached territories. The offering shall be remitted to the General Conference, and be allocated to Global Mission for various projects and programs.

V 40 45 Disaster and Famine Relief—1. *Date of Offering*—An offering known as the Disaster and Famine Relief Offering shall be received annually, in fields which are on the weekly offering plan, on a date approved by the General Conference/respective division executive committees. The date shall be included in the General Conference Calendar of Offerings Weekly Appeal.

2. *Purpose (Use)*—This offering shall be used for the temporary and emergency relief of human need including medical care, food, clothing, and housing. It shall not be made available to denominational entities.

3. *Promotion*—The Adventist Development and Relief Agency International (ADRA) shall be responsible to prepare the offering promotional materials. Division ADRA organizations shall promote the offering within their respective territories.

4. *Distribution*—a. 1) The total amount of the offering shall be remitted monthly to the General Conference and shall be distributed as follows (except where divisions have entered into special arrangements with ADRA and the arrangements have been approved by the General Conference Treasurers Committee):

2) Fifty percent of the amount received from each division shall be reverted to the respective division for ADRA use.

b. No more than 5 percent of the gross proceeds of the offering shall be used by ADRA International for promotional materials.

c. No more than 6 percent of the amount allocated to any entity shall be spent by that entity on administrative expenses unless granted prior approval by ADRA International. Administrative expenses shall be understood to include the salaries and expenses of the staff and all office associated expenses of the respective ADRA administrative headquarters.

d. The net amount of the offering remitted to the General Conference shall be credited monthly to ADRA International.

V 40 50 Adventist World Radio Offering—Adventist World Radio is an institution of the General Conference established to proclaim the everlasting gospel to all the world. Its message is proclaimed through denominationally owned and operated international radio stations, and/or leased facilities. Its annual offering is applied directly for the support of Adventist World Radio ministries' operations worldwide.

V 40 55 Hope Channel International Offering—Hope Channel International is an institution of the General Conference established to be the coordinating entity of the global evangelistic television network of the Seventh-day Adventist Church with a mission to offer God's good news for a better life today and for eternity. Its annual offering is used to fund production of global television programming and distribution.

V 45 Personal Giving Plan

V 45 05 Description—Under this simplified offering plan individual church members, rather than tracking which offerings are scheduled for each week, may designate the amounts they wish to give to each of three major categories which provide funding for all the programs and organizations included on the calendar of offerings.

V 45 10 Divine Service Offerings—Members are given the opportunity on their tithe and offering envelopes to designate the portion of their offerings they wish to go to the local church; the conference, mission/field/section, or union of churches; and the World Budget or to any specific function. Any undesignated offerings each Sabbath go to the function or organization listed on the Calendar of Offerings for that week.

The three major offering categories under the Personal Giving Plan are:

1. *The Local Church*—The local church shall determine the use of the funds designated for the local church through the local church budget process.
2. *The Conference*—The conference, mission/field/section or union of churches executive committee shall determine the use of the funds designated for the conference, mission/field/section, or union of churches.

3. *The World Budget*—Funds designated for the World Budget (union/division/General Conference) are distributed by an established formula set by the General Conference in consultation with the division and unions concerned. The distribution shall be based on the historical proportions of church offerings received by the union, the division and the General Conference under the traditional Calendar of Offerings Weekly Appeal Plan. This distribution shall be reviewed at least every five years.

V 45 15 Sabbath School Mission Offerings—Under the Personal Giving Plan, the regular Sabbath School offerings are to be sent to the General Conference for the worldwide work of the Church. These include the regular weekly mission offering, the Birthday/Thank Offering, the Thirteenth Sabbath Offering and the Investment Offering.

V 50 Camp Meeting Mission Offering

V 50 05 Mission Emphasis—Conferences, missions/fields/sections, or unions of churches are urged to follow the plan of emphasizing mission giving in connection with camp meetings and/or district and regional meetings through the collection of the regular Sabbath School mission offering.

V 55 Special Donations and Bequests

V 55 05 Other Donation and Bequest Income to the General Conference—Other income, as described below, is applied to the general global budget of the General Conference or to special projects as requested by the donors:

1. *Direct Donations*—Donations made directly to the General Conference by individuals. Sometimes donors specifically indicate a preference for the use of their gifts. The General Conference endeavors to honor the wishes of the donors, however where this is not possible, the donor will be consulted regarding possible alternatives, or the donation may be returned to the donor.

2. *Proceeds from Maturities*—Income from matured wills and trusts for which the General Conference has been named the benefactor.

V 60 Implementation

V 60 05 Implementation—Where these new tithe and offering policies differ from old policies, organizations are given up to December 31, 2017 to fully implement the changes.

X

INGATHERING

X 05 History, Philosophy, and Objectives

X 05 05 History—Ingathering began in 1908 in North America. In that year, USD 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 US 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 needs of others 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 15 Objectives—The annual Ingathering campaign is part of a multiple outreach ministry sponsored by the Seventh-day Adventist Church. The objectives are:

1. To involve church members as active participants in the annual Ingathering campaign.
2. To visit in 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 present specific project needs and to invite a response in financial support, donations in kind, or contributions of volunteer labor.
4. To share with the public the humanitarian work of the Seventh-day Adventist Church.
5. To report on projects that have been previously promoted.

X 10 Plan, Campaign, Materials, and Promotion

X 10 05 Plan—The Ingathering plan may be followed by all divisions.

X 10 10 Campaign—Divisions shall determine times when the Ingathering campaign is to be held within their territories. Such times may vary throughout the year in different parts of a division.

X 10 15 Materials—Divisions are responsible for promotional materials that are used in the annual Ingathering campaign within their territories. This responsibility includes, among others, matters relating to content, printing costs, and the selection of a publisher.

X 10 20 Design and Promotion—In general the design and promotion of the Ingathering program are the responsibility of Sabbath School and Personal Ministries, unless the division assigns the responsibility elsewhere. Close cooperation with Treasury shall be maintained at all church levels.

X 15 Administration and Use of Ingathering Funds

X 15 05 Administration—Ingathering funds are administered by the divisions in which those funds were raised.

X 15 10 Use of Ingathering Funds—Ingathering funds are to be used:

1. To help meet humanitarian needs around the world.
 2. To help meet the need for health, education, community service, disaster, food distribution including famine relief, and similar projects.
 3. To finance the specific projects for which funds were solicited.
- Donor and recipient organizations shall both negotiate and mutually approve any changes in respect of any project for which funds have been raised if it is proposed that such project be canceled, reallocated, or altered in any significant way. Consultation and approval for such changes shall take place prior to implementation of change.

X 20 Ingathering Funds and Provisions for Adoption

X 20 05 Ingathering Funds—Divisions may select Ingathering projects either inside or outside of their own geographical territory. Through the Ingathering campaign, divisions will raise funds that are to be used for the implementation of such projects.

X 20 10 Provisions for Adoption—A division may request another division to adopt Ingathering projects within its territory. In response to a request for adoption, a donor division may agree to adopt a project in an implementation partner division. When such an agreement is reached, the recipient division and the donor division are to work closely together in all matters pertaining to the adoption, including the preparation of promotional material, budgeting for the project, fundraising, the remittance of funds, monitoring progress on the project, and the preparation of a final report on the completed project. Donor divisions have the right to demand an audited report on any project from recipient divisions. Where matching public monies are expended, financial reports are normally required for submission to funding agencies.

X 25 The Role of the Division Executive Committee

X 25 05 Division Executive Committee—The division executive committee is responsible for:

1. The approval of all Ingathering projects as outlined in X 20 05.
2. The approval by implementation partner divisions of all project adoption requests as outlined in X 20 10.
3. The approval by donor divisions of all project adoptions as outlined in X 20 10.

NOTE: Division executive committees may delegate this responsibility, provided appropriate terms of reference are in place, including provisions for regular reports to the division executive committee.

X 30 The Role of the Adventist Development and Relief Agency

X 30 05 Adventist Development and Relief Agency—The Adventist Development and Relief Agency (ADRA) has unique expertise

in the operation of humanitarian projects. In order for divisions to benefit from the knowledge and experience of ADRA, close cooperation is encouraged in the Ingathering program between Sabbath School and Personal Ministries and ADRA on all levels of the Church including the following:

1. The selection of suitable Ingathering projects, particularly where there is a possibility of obtaining matching grants from governmental funding agencies.
2. Writing proposals in support of requests for project adoptions.
3. The preparation of promotional material, including pictures.
4. The writing of contracts/agreements, particularly where matching grants have been secured.
5. Monitoring project implementation, including the budget, from start to finish.
6. Arranging for the transfer of funds directly to the project, if possible, thus enhancing the speed and efficiency of project implementation.
7. Preparing a final report in required format, ensuring that an audit or financial review as required is completed.
8. Ensuring accountability at all stages of project development.

X 35 Ingathering Procedures, Donor Divisions, and Reporting

X 35 05 Procedures—Operations of the Ingathering program within each division shall be monitored by an Ingathering Committee that is appointed by the division for this purpose.

X 35 10 Donor Divisions—In addition to the opportunity provided in policy for divisions to adopt projects in any other division, three of the world divisions have traditionally served as donor divisions, supporting projects outside of their territories. These three divisions, the Inter-European Division, the North American Division, and the Trans-European Division have been requested to maintain their percentage levels of support for such Ingathering projects in the future. The North American Division has been asked to use a part of its additional Ingathering income to provide for certain Ingathering projects that were previously supported through the General Conference budget. Under this

policy, the General Conference no longer receives Ingathering funds for use in its budget.

X 35 15 Reporting—Divisions are required to report to the General Conference on an annual basis the total amounts raised through Ingathering.

Y

REMUNERATION OF AND ASSISTANCE TO EMPLOYEES

Y 05 Philosophy of Remuneration

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.

Y 05 05 Philosophy of Remuneration—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.

1. *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.”—Lt 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).

2. *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

3. *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

4. *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

5. *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

6. *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.”—1MR 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.”—Lt 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.”—1MR 86, 87; Ms 14, 1913

Y 05 09 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 to carry out the Gospel Commission. 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.

Y 05 15 Remuneration Defined—Employee remuneration encompasses a broad range of cash and noncash 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 GC Y 05 25. 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.

Y 05 20 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.

Y 05 25 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 Y 05 25 incorporate 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.

1. Unity and consistency in job classification and relative ranking within a division.

2. Preference for a single remuneration plan in the division for all employees that encourages employee collegiality, especially between pastoral workers and administration. Accordingly, the maximum remuneration of a division president shall not exceed by more than 25 percent the remuneration of the highest classification of a local church pastor (multiply pastor's maximum remuneration by 1.25 representing 25 percent more) 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 (multiply host division president's remuneration by 1.05 representing five percent more).

3. *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 2. 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 executive committee or General Conference Executive Committee shall choose one of the following options:

a. Approve specific remuneration ranges for positions involved.

b. 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 Booklet the maximums paid or authorized for each position under paragraph b. 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 any differences will be considered as remuneration in evaluating whether the institution is in compliance with the remuneration maximums allowed by policy. Any

organization/institution not complying with the terms of paragraph b. 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.

4. A clearly defined method and time frame for determining how and when an employee advances from minimum to maximum remuneration based on performance evaluation.

5. 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.

6. 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.

7. Government regulations concerning employee remuneration observed at all times.

Y 05 30 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 international or intradivision policies shall receive remuneration in harmony with the applicable policies for each classification.

Y 05 35 Setting Wages—When setting individual wages the following items should be taken into consideration with respect to each employee:

1. Preparation, education, and commitment.
2. Previous experience and achievement.
3. Years of service.
4. Responsibility and annual evaluations.

Y 05 40 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.

Y 05 45 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 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 05 50 Remuneration of Pastors—Pastors are the spiritual leaders of the Church at all levels. Paying pastors with government or other non-church funds could place them in a situation where their allegiance and accountability are divided and threatens church autonomy. For this reason pastors employed at all levels, in church owned and operated institutions and organizations, should be paid from denominational funds. Any exception to this shall require prior approval by the executive committee of the next higher organization which shall consult with the General Conference through the division.

Y 10 Travel Expenses and Per Diem

Y 10 05 Travel Expenses—Besides regular remuneration, provision is made for actual travel expenses, including motel/hotel expenses, a

fixed allowance for food and other incidental expenses, and other allowances when necessary.

Y 15 Allowances

Y 15 05 Rent Allowance—1. *Employees Responsibility*—Denominational employees ordinarily are not expected to pay more than 10 percent of their remuneration as rent, exclusive of furnishings, heat, gas, light, and water.

2. *Procedure*—When it is found necessary, denominational organizations may grant employees an allowance to assist in meeting excessive rent expense for the accommodation needed by employees and their families. To qualify for rent allowance employees shall rent their accommodation in counsel with the officers of the employing organization.

3. *Amount*—The amount of this allowance is determined by the employing organization, taking into account the cost of suitable housing accommodation in the locality where employees are required to live. The allowance will not exceed the maximums set by policy for the area.

Y 15 10 Homeowner's Allowance—1. *Division Policy*—Each division may develop a homeowner's allowance policy for denominational employees within its territory.

2. *Procedure*—When an employee, after counsel with and by the consent of the employing organization, owns, purchases, or builds a home and retains title thereto, a homeowner's allowance may be granted in harmony with the division policy.

3. *Responsibility*—When an employee accepts a homeowner's allowance, he/she at the same time accepts the full responsibility involved in home ownership.

Y 15 15 Health Care Expense Assistance—1. *Amount of Assistance*—Employees having outpatient health care expense may be allowed 75 percent of such expense and up to 90 percent of the cost of inpatient care. The assistance shall be granted only on evidence of actual payment made by the employee for medical bills.

2. *Physicians' Orders*—Assistance on the purchase of nonprescription pharmaceuticals, including vitamins, shall be allowed only if purchased on a physician's written order. Prescription purchases must bear the prescription number or other identifying marks. Assistance

as provided for above may also apply on the expense of medical and orthopedic appliances when prescribed by a qualified physician.

3. *Dependents*—Each division shall determine the eligibility of the employee's spouse and dependents. Dependents shall be defined as members of the immediate family—husband, wife, and unmarried dependent children.

4. *Eligibility*—This policy shall become operative for regular full-time employees at the beginning of such employment. Institutions or organizations may establish a probationary period for various classes of employees before considering their employment to be on a permanent basis.

5. *Arrangements*—Employees are asked to make their own arrangements for medical attention and be responsible to the institution or physician for the expense involved. Except in cases of emergency, employees should take counsel with the organization concerned before arranging for major operations or other medical attention calling for heavy expense.

6. *Net Expense*—The denominational Health Care Assistance Policy shall apply only to such medical expense as remains after first deducting sums reimbursed to the employee as medical payments by policies of insurance provided by the employing organization. In case of accidental death or total disability, the corresponding benefits shall accrue to the next of kin or designated heirs.

Y 15 20 Periodic Health Evaluations—1. *Frequency*—Organizations shall authorize periodic health evaluations for each employee and spouse.

a. The frequency of authorized health evaluations shall be as follows:

<i>Age</i>	<i>Frequency</i>
18-30	Once every six years
31-40	Once every three years
41-60	Once every two years
61+	Once every year

b. The special reimbursement for authorized health evaluations shall be applied on the above frequency.

c. Division executive committees may adjust the above schedule where living conditions are unusually difficult.

2. *Scope*—Health evaluations shall include a complete history, physical examination and laboratory tests as determined essential by the examining physician. Physicians shall be encouraged to make this evaluation comprehensive and include the procedures that would identify early signs of disease or known risk factors that may be correctable.

3. *Report*—A complete report of health evaluations shall be submitted to the employing organization for inclusion in the employee's medical file.

4. *Additional Procedures*—Where tests and procedures are indicated in addition to those provided above, reimbursement may be reported under terms of the health care assistance policy.

Y 15 25 Moving Allowance—Each division may establish a moving allowance policy granting an allowance in addition to insurance, cartage, and freight charges to families and single employees with established furnished homes who are asked by the employing organization to move.

Y 15 30 Scholarship Grants to Dependents of Employees—1. *Division Policy*—Each division may develop a policy for providing scholarship grants to children of regular full-time denominational employees who are enrolled in Seventh-day Adventist schools on the elementary, secondary, or tertiary levels, or professional schools on the tertiary level.

2. *Dependents*—The student must be an unmarried dependent of the employee.

3. *Exception*—This policy is intended to apply only to those who attend Seventh-day Adventist schools. Exceptions may be made and assistance granted only by action of controlling committees in cases where an undergraduate level program of study is not offered in a denominational school within the division. In such cases the total grant should not exceed the amount which normally would be granted for attendance at a denominational school.

4. *Schools*—The student to whom the scholarship is granted must be in attendance at a denominational school serving his/her territory. Exceptions to this provision shall be made only by action of the employing organization.

5. *Assistance*—The organization employing the parent of the student may make a grant of up to 60 percent of the tuition and all required fees for dormitory students, and up to 30 percent for those not in the dormitory. This shall not include charges for private music lessons

except where such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours. Grants provided for professional programs in medicine or dentistry for students who have not completed their undergraduate studies shall be based on and shall not exceed the normal tuition costs of the four-year baccalaureate program in the university, limiting the total grant to four years beyond the secondary level. Attendance at a summer session is included in the provisions of this policy.

6. *Methods of Payment*—The organization granting the scholarship under the terms of this policy shall make payment directly to the school for credit to the account of a student who is enrolled in academy or college. The method of payment for those attending elementary or intermediate schools shall be arranged by the organization making the grant.

7. *Eligibility*—Each employing organization shall determine who shall be eligible for grants under this policy.

Y 15 35 Adoption Expense—Employees may be granted assistance of up to 75 percent of the medical and legal expenses incurred in the adoption of children up to a maximum allowance as set by the division in harmony with division adoption policies.

Y 15 40 Funeral Allowance—Each division may develop a funeral allowance policy to provide assistance in the funeral expenses of employees or their dependents, in harmony with the needs within the division.

Y 20 Accident Insurance

Y 20 05 Personal Accident Insurance—Each division shall adopt a personal accident insurance policy applicable to employees of organizations within its territory. The limits and extent of coverage shall take into consideration the economies of the countries involved and any government-provided medical coverage.

Y 25 Automobile Policy

Y 25 05 Division Policy—1. *Ownership*—Each division shall adopt an automobile policy applicable to the organizations within its territory.

Each organization shall decide whether a needed vehicle shall be owned by the organization or by the employee.

2. *Employer Provided Automobiles*—In order to safeguard the cause against excessive or unnecessary automobile expense, it is advised that the employing organizations do not own automobiles for the use of their employees.

3. *Authorized Automobiles*—Assistance in operating automobiles shall be given only when the owner has first secured approval of the employing organization and shall apply to one automobile only.

4. *Mileage/Kilometrage*—When employees are allowed to report mileage in connection with the use of privately owned automobiles on denominational business, the mileage/kilometrage plan is recommended as the equitable basis of reimbursement, with the employing organization setting the rates per mile/kilometer according to the expense of operating automobiles in the territory, the rates being within the minimum and maximum set by the division executive committee. Each employing organization shall set a mileage/kilometrage limit for each individual employee according to the situation in the field and the duties required of the employee. No charge is to be made for carrying denominational employees when mileage is allowed.

5. *Depreciation*—A depreciation allowance may be granted by the employing organization, the amount to be within the maximum set by the division executive committee.

6. *Insurance*—Employing organizations shall provide “6 point” insurance on regularly authorized automobiles as follows:

Bodily injury

Property damage

Medical payments

Family protection against uninsured motorists

Comprehensive actual cash value

Collision (with a deductible clause)

Z

RETIREMENT PLAN

Z 05 Division Retirement Plans

Z 05 05 Division Retirement Plans—Because of increased government control of retirement plans and changing financial and social circumstances in many countries, ability to maintain a uniform world retirement policy is not possible.

Each division of the General Conference shall make provision for its retired and disabled employees, including international service employees sent from that division, in harmony with legal requirements. Benefits may be provided in the form of government sponsored pension or social security systems, defined benefit or defined contribution retirement plans, insurance coverage, or a combination of benefit forms. Divisions maintaining defined benefit plans shall administer those plans in harmony with the general principles outlined in Z 10 through Z 50. Z 55 addresses issues involved in changing from a defined benefit plan to an alternative plan.

Z 10 Administration

Z 10 05 Definition of Terms—The terms as here defined are used in the policies of the Seventh-day Adventist retirement plans.

1. *Division Executive Committee*—The committee that approves retirement plan policies in the respective division territories,

2. *Conference*—The local conference organization. Also includes missions/fields/sections.

3. *Mission Service*—International service or service in areas within a division which are designated as a mission area by the respective division executive committee.

4. *Denominational Remuneration Scale*—The remuneration scale for employees of Seventh-day Adventist organizations as voted by the division executive committee.

5. *Remuneration Factor*—The wage norm on which the denominational remuneration scale and retirement plan rates are based and as voted by the division executive committee each year for each country.

6. *Basic Remuneration*—Remuneration (salary, housing, and other regular allowances) as defined by the division executive committee.

7. *Full Remuneration*—Basic remuneration plus health care expense assistance and scholarship grants as defined by the division executive committee.

8. *Supplement to Full Remuneration*—The difference between an individual's retirement benefits and the full remuneration he/she was receiving as an active employee with the exception of benefits that are provided by the respective retirement plan.

9. *Full Time Employee*—An individual who works the required number of hours to be classified as full time by his/her employer, the minimum requirement being 36 hours per week.

10. *Regular Beneficiary*—An individual who is currently receiving benefits and who is eligible for benefits because of having met the age and service requirements.

11. *Temporary Beneficiary*—An individual who does not qualify for regular retirement benefits but who is currently receiving benefits because of disability or, in the case of a surviving spouse, having dependent children. Such beneficiaries are subject to an annual review.

12. *Dependent Spouse*—The spouse of a beneficiary receiving the family rate benefits.

13. *Dependent Child*—The unmarried child of a participant:

- a. up to his/her 18th birthday.
- b. in the case of a full-time student, up to his/her 24th birthday.
- c. who became handicapped prior to his/her 18th birthday.
- d. who, in the case of a full-time student, became handicapped prior to his/her 24th birthday.

14. *Disability*—A physical or mental condition that has incapacitated the employee to such an extent that he/she is incapable of performing his/her regular work or other full-time work in harmony with his/her education, training, and experience, as determined by the retirement plan committee.

15. *Eligible Surviving Spouse*—The surviving spouse of a retirement plan beneficiary who qualifies for benefits.

16. *Vesting*—The right to receive benefits in a retirement plan upon reaching the normal retirement age or on the date of retirement, whichever is later.

17. *Joint and Survivor Annuity*—The form of retirement benefit that provides benefits to the participant and spouse while both are living and to the spouse who survives the participant.

18. *Retirement Allowance*—The one-time allowance based on years of service credit that may be granted to certain employees by their employer at the time of their admission to the plan.

19. *Service Credit*—A measure of time, expressed in years and percentage of years up to a maximum of 40, used in determining the amount of an employee's retirement benefit.

Z 10 10 Beneficiaries of Retirement Plans—1. *Eligible Denominational Employees*—The benefits of the retirement plans are designed for those who have been employees of the Seventh-day Adventist Church and are eligible to retire for reasons of age or disability.

2. *Eligible Spouses/Children*—The plans provide for assistance to employees' eligible spouses, dependent children, and the eligible surviving spouses and children of deceased beneficiaries.

Z 10 15 The Division Retirement Plan Committee—1. *The Governing Body*—The division retirement plan committee shall serve as the governing body for the respective division retirement plans and shall be appointed by the division executive committee.

2. *Duties of the Committee*—The committee shall administer the plan and shall have the authority to take such actions and make such decisions as are necessary and proper to manage the affairs of the plan. The committee shall have the following specific authority and duties:

a. To make and enforce such rules and regulations as it shall deem necessary for the efficient administration of the plan.

b. To interpret the plan and to recommend revisions to the plan as it shall deem appropriate.

c. To decide on questions concerning the plan and the eligibility of an employee to participate in the plan.

d. To authorize the amount of benefits which shall be payable to any participant in accordance with provisions of the plan.

3. *Precedents*—No precedent shall be established by an action of the retirement plan committee in providing assistance to a beneficiary.

Z 10 20 Limitation of Liability—In administering the plan, neither the committee nor any person to whom it may properly delegate any duty in connection with the administering of the plan shall be liable for any action or failure to act so long as the committee and such persons to whom it has delegated responsibility have acted with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the conduct of an operation of like character.

Z 10 25 Amendments—Division executive committees have authority to amend retirement plan policies at midyear or yearend meetings of the committee.

Z 10 30 Termination of Benefits—The benefits shall terminate with the decease of the beneficiary, except where there is an eligible surviving spouse and/or children.

Z 10 35 Funding—1. *Source of Funding*—Division retirement plans shall be funded by contributions from participating denominational organizations. Employees do not contribute to retirement plan funds, except in countries which require employee participation.

2. *Other Sources*—When income from sources in paragraph 1. is inadequate to fund the plan, divisions or unions may make appropriations from other sources.

3. *Separate Funds*—Divisions may establish separate retirement funds as needed for various categories of employees.

4. *Union Responsibility*—Divisions may subdivide the retirement funds by unions and require the unions to be responsible for the funding of their respective retirement obligations.

5. *Retirement Fund Balance*—Each retirement plan shall endeavor to maintain a balance of not less than three times the disbursements for the latest complete fiscal year. If a fund drops below this objective, the division executive committee shall institute plans to cover the deficit.

6. *Rates of Contribution*—The rates of contribution may be changed by the division executive committee as necessary in order to meet the demands on the funds. Organizations that base their contributions on employee remuneration shall include the remuneration for all employees, whether temporary or part time, with the exception of student labor in educational institutions. The rates of contributions shall be calculated as follows:

a. Divisions, Unions, and Local Conferences or Local/Missions/Fields/Sections—Divisions, unions, and local conferences or missions/fields/sections shall contribute a percentage of their tithe receipts or a percentage of payroll as established by the division executive committees.

b. Tithe Received Directly—Where divisions or unions receive direct payment of tithe from members, the amount paid to the retirement plan shall be the same as if the tithe had been paid through the local conference or local mission/field/section.

c. Institutions—Division executive committees shall establish contribution rates for the institutions in their territory, based on a percentage of the total payroll expenses for all employees or on other approved formulas.

7. *Adherence to Plan*—No union or local conference committee or institutional board shall have authority to change the rates at which these organizations shall make contributions to the plan or to change the date on which the rates shall become effective.

8. *Payment in Full*—Payment in full of the required contributions shall be an obligation for all organizations. If such contributions are not remitted in full, the unpaid amounts shall be considered liabilities and be treated as such in the financial statements of the respective organizations.

Z 10 40 Monthly Remittances of Contributions—Retirement plan contributions shall be remitted monthly through the usual denominational channels. It shall be the duty of division, union, and local conference or local mission/field/section treasurers/chief financial officers to collect retirement plan contributions and to make the monthly remittances.

Z 15 Responsibility of Divisions

Z 15 05 Responsibility for International Service Employees—1. *Base Division is Responsible*—The base division (or base division country where denominational retirement plans are in place) of an international service employee shall assume the responsibility for retirement benefits of that international service employee except where an international service employee has made a choice to participate in the host division country retirement plan for subsequent international service, in place of the base division country retirement plan.

Divisions are urged to include reciprocity provisions in their division retirement plans for vesting purposes only so that total years of service accrued to the credit of an employee in both the base division country and the host division country count toward vesting in each plan. However, subsequent service credit or contributions shall accrue only in the plan chosen by the international service employee.

Subsequent changes will be permitted only if there is a change in citizenship, a loss of resident status, or a change in the host division country involved. There will be no retroactive changes allowed and any choice will be limited to what is permitted or required under the laws of the countries involved.

It must be understood that an international service employee may choose to participate in the retirement plan of a country that is different from the country of his/her national insurance/social security providing

- a. The laws of the country allow a choice.
- b. The denominational retirement plan is not coordinated with the national insurance/social security plan.
- c. The host and base division countries both have denominational retirement plans. There are cases where the national insurance/social security plans provide a level of income that provides the total retirement benefits.

Such a choice is possible provided the divisions involved have policies providing reciprocity for vesting between their retirement plans for those in international service.

The international service employee is responsible to take into consideration all the implications of such a choice. The appointee/international service employee and spouse may make different choices, if so desired.

This choice cannot be left until retirement with the expectation of benefitting from the host division country retirement plan. When the selection is requested, it shall be submitted to the Mission Personnel Processing Committee for review and, if it meets policy requirements, for recording. It shall also be recorded by the relevant division executive committees.

2. *Marriage of Single International Service Employee*—The marriage of a single international service employee to an employee of another division shall not release the international service employee's base division from responsibility for retirement benefits if eligibility

requirements are met. Each employee shall continue to earn service credit in his/her base division country for retirement purposes.

3. *International Service Employees With Different Base Divisions*—When a defined contribution retirement plan is implemented in the base division country, each employee begins to participate in that plan at the time of the change, except where divisions have implemented transition options. Those in international service as of October 1, 1998, may have that division country as the family adopted division, in harmony with previous application of family adopted division policy for retirement purposes. If the international service employee or spouse under these circumstances does not have the legal right to participate in such a defined contribution retirement plan, an alternative provision shall be arranged for the current uninterrupted period of service.

4. *Base Division Approval*—A division retirement plan committee which recommends benefits for an employee which must be paid by another base division country retirement plan shall not take definitive action regarding admission to that plan or regarding the retirement rate until the base division has approved the recommendation.

Z 15 10 Contributions to the Base Division Country Retirement Plan—1. Prior to 1995, the base divisions bore the full cost of contributions to the base division country retirement plan for service by international service employees from their divisions.

2. a. Starting in 1995, a phase-in program was initiated whereby the General Conference, for those on Code 1, 2, 3, 5, and 6 budgets and the local employing organization or host division for those on Code 4 budgets, contributes to the base division country retirement plan.

b. The phase-in program which started in 1996 was fully implemented by 2002 and shall be in place until December 31, 2005. The General Conference is not responsible for unfunded costs for past service which was earned while the retirement plan contribution was the responsibility of the base division. Guidelines are to be developed to deal with countries where the retirement plan contribution and the national insurance/social security programs have been merged or where the contribution rate for local institutions does not appropriately reflect the cost of new accruals of service.)

3. Beginning January 1, 2006, contributions to the base division country retirement plan shall be at the rate approved by the base division

for regular employees within their territory, multiplied by the base division country remuneration factor.

4. If international service employees choose to receive service credit in the host division country plan, the host division or local employing organization will be responsible for such contributions even for international service employees on Code 1, 2, 3, 5, and 6 budgets.

Z 15 15 Independent Transfers—Division responsibility for employees who have made an independent transfer is outlined in Z 20, Employees Who Effect An Independent Transfer.

Z 15 20 International Students—Individuals who go to another division for educational purposes and who return to their home division for service shall be considered employees of their home division which also shall assume responsibility for their service records and retirement benefits.

Z 15 25 Displaced Persons—The responsibility for the retirement benefits of displaced persons when eligible shall be the responsibility of their base division. Divisions shall consult with the General Conference in cases where displaced persons are from outside their division territory.

Z 20 Employees Who Effect an Independent Transfer

Z 20 05 General Provisions—The following general provisions shall apply to individuals who have effected an independent transfer from one division to another (see E 20, Independent Transfers):

1. *No Transfer of Benefits*—There shall be no transfer between divisions of responsibility for retirement benefits for individuals who effect an independent transfer subsequent to December 31, 1977.

2. *Retirement Applications*—The independent transferee shall be eligible to apply through the retirement plan office in the division where he/she is currently employed for retirement benefits from each of the divisions in which he/she has served and accumulated the required minimum service credit for retirement eligibility as outlined in Z 20 15.

3. *Minimum Service Requirements*—The years of service credit required for an independent transferee to apply for retirement benefits shall be as follows:

a. For those who independently transferred between January 1, 1978, and December 31, 1991:

1) A minimum of 15 full years of service credit shall be required in one of the divisions to which the employee is applying, or

2) A minimum of 10 full years in each of the divisions if that is the minimum requirement in each of the divisions to which the employee chooses to apply for retirement benefits.

3) In addition to the 15- or 10-year requirement in 1) or 2) above, a minimum of 10 full years of service credit shall be required in each of any other divisions to which the employee chooses to apply for retirement benefits.

b. For those who independently transferred after December 31, 1991, the years of service credit required for an independent transferee to apply for retirement benefits shall be the minimum number of years required for vesting by each division in which service is given.

4. *Basis of Benefits of Division Which Maintains a Defined Benefit Retirement Plan*—Eligibility for retirement benefits, spouse allowance, disability benefits, health care expense assistance, tuition assistance, and funeral allowance where applicable shall be based on the total years of service credit in all divisions with each division bearing the costs based on its proportionate share of total service credit in accordance with its policies. Benefits shall be paid in local currency where it is impossible to transfer funds.

5. *Service Credit Limited to First 40 Years*—The service credit which an employee may apply toward retirement benefits from the divisions where he/she has served shall be the first 40 years except in those cases where the independent transfer was effected after December 31, 1977.

6. *Vesting in Adopted Division*—In order to be eligible for retirement benefits in the adopted division to which he/she is transferring, an employee who effects an independent transfer must begin employment in the adopted division at an age which will allow him/her to become vested in the adopted division by the time he/she reaches the normal retirement age set by that division.

7. *Divisions With Defined Contribution Retirement Plans*—When an employee effects an independent transfer to a country in which the denominational provision is through a defined contribution plan, the employee will begin to participate in that plan on the beginning date of his/her employment and will be entitled to receive, at retirement, benefits provided by the plan.

Z 20 10 International Service—Any independent transferee who is later appointed to international service by his/her adopted base division shall accrue service credit, subject to maintaining the legal right to employment, in the adopted base division country retirement plan. The international service employee may choose the host division country retirement plan, but needs to be aware of the implications of this choice if he/she is not vested in the base division country and there are no reciprocity agreements between divisions' retirement plans. (See Z 15 05.)

Z 20 15 Return to Home Division—Retirement Responsibility—If an employee who has effected an independent transfer from his/her home division to an adopted division is subsequently called back without the benefit of an international service call or transfers independently to his/her home division, retirement responsibility for his/her service shall be in harmony with the following provisions:

1. If the employee made his/her first independent transfer to the adopted base division before January 1, 1978, and if he/she has a minimum of ten years of service in the adopted base division country, he/she may request that the adopted base division assume responsibility for his/her total denominational service up to the date of his/her reemployment by the home division. If he/she elects not to make this request, the responsibility for his/her service shall be shared by the divisions in harmony with Z 20 05, paragraph 4.

2. If the employee made his/her first independent transfer before January 1, 1978, but did not fulfill the 10-year service requirement in the adopted base division, only his/her service from the time of the independent transfer to the date of reemployment by the home division shall be recognized by the adopted base division. However, if the employee returned and was reemployed by the home division prior to January 1, 1978, he/she may request the adopted base division to assume responsibility for his/her total denominational service provided he/she has returned to the adopted base division on an independent transfer basis and resumed employment by December 31, 1980, and subsequently completes the ten-year service requirement.

3. If the employee made his/her first independent transfer after December 31, 1977, only his/her service from the time of the independent transfer to the date of reemployment by the home division shall be recognized by the adopted base division.

4. Regardless of the date when the employee made his/her first independent transfer to his/her adopted base division, he/she shall be allowed to accrue service in the adopted base division for any subsequent service there, or add to any service that remains in the adopted base division (see E 20 25, paragraph 3.), provided he/she returns to the adopted base division on an independent transfer basis. Application of this policy is subject to the terms and conditions of the retirement plan policy in the division/country concerned.

Z 25 Service Credit

Z 25 05 Criteria for Recognizing Service—Each division shall establish criteria for granting service credit, where applicable, including the following:

1. Minimum and maximum ages.
2. Requirements for full service credit.
3. Requirements for proportionate service credit.
4. Minimum and maximum remuneration.
5. Minimum length of consecutive service.
6. Student work.
7. Penalty, if any, for breaks in service.

Z 25 10 Severance Settlement—Service credit shall not be granted for the number of months of remuneration that are paid to an employee as a financial settlement at the time of termination of employment.

Z 25 15 Service Verification—Each entry on the service record of an employee shall be verified individually by an officer or the personnel director of the employing organization. In organizations where service records are maintained in an automated system, only the last page of the permanently bound printout will need to be hand signed and dated. (See E 70 15.) This signature does not guarantee that such service will count toward eligibility for retirement benefits but only verifies that the person was employed during the period indicated. In order to count toward eligibility for retirement benefits, the service shall meet the criteria of the retirement plan policies and the final decision in each case shall be made by the retirement plan committee.

Z 25 20 Educational Employees—Full time employees of educational institutions who have the option to be off duty during the

vacation period between school terms shall be granted service credit for twelve months if they serve during the full school year.

Z 25 25 Literature Evangelists—Regular literature evangelists shall be granted service credit for each calendar year their records show that they have met the minimum requirements for service set by the division.

Z 25 30 Local Church and Elementary School Personnel—Service credit may be granted to full time employees in churches and elementary schools, such as secretaries, custodians, and bus drivers, provided the conference or mission/field/section has them on its payroll and remunerates them according to the denominational remuneration scale.

Z 25 35 Dentists—Service credit is granted to a dentist under the following circumstances:

1. *Advanced Training*—For the period of time granted to a denominationally employed dentist for further training, with or without remuneration, if he returns to denominational service immediately after completing the further training.

2. *Required Service*—For the period of time a dentist is required to serve in order to be eligible to practice in the assigned country, provided the dentist receives regular denominational remuneration and passes on to the employing organization any additional remuneration received.

3. *Vesting*—Service credit granted in accordance with paragraphs 1. and 2. shall be counted toward vesting requirements, one year for each year of denominational service up to a maximum of five years applicable after a minimum of six years of denominational employment has been completed.

Z 25 40 Physicians—Service credit is granted to a physician under the following circumstances:

1. *Postgraduate Training*—For the period, up to five years, of an approved postgraduate internship, residency program or equivalent.

2. *Leave of Absence*—For the period of time granted to a denominationally employed physician for further training, with or without remuneration, provided the physician returns to denominational service immediately after completing the further training.

3. *Required Service*—For the period of time a physician is required to serve in order to be eligible to practice in the assigned country, provided the physician receives regular denominational remuneration

and passes on to the employing organization any additional remuneration received.

4. *Vesting*—Service credit granted in accordance with paragraphs 1. to 3. shall be counted toward vesting requirements, one year for each year of denominational service up to a maximum of five years applicable after a minimum of six years of denominational employment has been completed.

5. *Indentureship for Loans or Scholarships*—Government or military service which was required as a result of indentureship for loans or scholarships does not apply to denominational service credit.

Z 25 45 Military Service—Full time employees who are drafted directly from denominational service into military service shall be granted service credit for the actual period they were in military service provided:

1. *Minimum Service*—The time served is the minimum required.

2. *Reentering Denominational Service*—The individual returns within one year to denominational employment upon discharge from the service or engages in further training for denominational service and reenters denominational employment within one year after completion of such training.

Z 25 50 Service in Supporting Ministries—A denominational employee who is assigned by a conference or mission/field/section committee to serve in a supporting ministry may continue earning denominational service credit provided the following conditions are met:

1. *Conference or Mission/Field/Section Employee*—The employee is on the conference or mission/field/section payroll and is paid on the same basis as other conference or mission/field/section employees. (The supporting ministry may make an appropriation or contribution to the conference or mission/field/section to cover all or a portion of the employee's remuneration.)

2. *Type of Institution*—The employee shall be limited to service in organizations that operate educational, medical, and evangelistic programs whose objectives are similar to a comparable denominational organization.

3. *Category of Service*—The employee shall be limited to service in the following categories of service:

- a. Chief administrator of an institution or its major components.
- b. Minister who serves as pastor, chaplain, or Bible teacher.

c. Teachers.

4. *Need Substantiated*—The supporting ministry shall substantiate its need for an employee who has a background of denominational service.

5. *Procedure*—The assignment of the employee to service in a supporting ministry shall be approved by the union committee and the division retirement plan committee.

6. *Contribution*—The supporting ministry may be requested to make contributions to the retirement plan to cover the service credit being earned by the employee.

7. *Application*—Divisions shall have the right to modify this policy to restrict its application based on the legal requirements of the jurisdictions and the retirement plans offered in the division territory.

Z 25 55 Study Leave—Service credit may be granted to employees on study leave as follows:

1. *Full Remuneration*—When the employing organization continues full denominational remuneration during an approved study program.

2. *Graduate Study*—When the employing organization grants a leave of absence for study on the graduate level (with less than full or with no denominational remuneration) under the following conditions:

a. Actual time spent in graduate study up to a maximum of two years of service credit may be granted if the person completes the course work, is awarded a degree, and returns to denominational employment within one year after degree requirements have been met.

b. The organization employing the person after completion of the degree shall contribute to the retirement plan an amount in harmony with the provisions of the division retirement plan for the period of the study leave. In the case of an international service employee, the base division shall be considered the employing division for purposes of applying this policy, thus no contribution would be required on his/her behalf.

3. *Vesting*—Service credit granted in accordance with paragraphs 1. and 2. shall be counted toward vesting requirements only if the employee received regular denominational remuneration.

Z 25 60 Commission Salesmen—Salesmen working on a commission basis are considered self-employed persons and are not

eligible for service credit, except as provided elsewhere in the retirement plan policies.

Z 25 65 Employed Spouse of Beneficiary—The division retirement plan committee shall determine whether the employed spouse of a beneficiary is eligible to earn service credit while the retired spouse is receiving retirement benefits.

Z 25 70 Employee Returning on Special Arrangement—The service credit of an individual who is called from his/her adopted base division to serve in his/her home division on the basis of an employee returning on special arrangement (see E 20 25 paragraph 2. and E 30 15) shall be validated in the adopted base division by the calling division's paying into the employee's adopted division retirement plan. Application of this policy is subject to the terms and conditions of the retirement plan policy in the division/country concerned.

Z 30 Eligibility

Z 30 05 Service and Age Requirements—1. *Determination of Service Credit*—Each division shall determine the years of service credit that employees are required to earn in order to be eligible for admission to the retirement plan.

2. *Normal Retirement Age*—The normal retirement age is 65. An employee who meets the service credit requirement and who retires on his/her normal retirement date shall be entitled to receive retirement benefits.

3. *Early Retirement*—An employee who has reached the age of 62 and has 35 years of service credit may elect to retire and receive benefits.

4. *Employer Recommended Retirement*—An employing organization may also elect to recommend an employee for retirement benefits who has reached the age of 62 and who has 35 years of service credit provided the organization pays to the plan the equivalent of his/her basic remuneration for six months. This provision is not a guarantee of continuous employment to the age of 62.

5. *Alternative Plan*—Division executive committees may establish alternative retirement ages and service requirements according to conditions in their respective territories.

Z 30 10 Disabled Employees—1. *Eligibility*—An employee who becomes disabled before qualifying for regular benefits on the basis of

age and service may apply for temporary benefits on the basis of disability. Each division shall determine the minimum years of service credit that employees are required to have in order to qualify for disability benefits. A medical report from a qualified physician shall accompany the application.

2. *Temporary Benefits*—The granting of temporary benefits on the basis of disability before retirement age will be limited to those who experience the disability and apply for benefits while in full time denominational employment. Exceptions may be made for employees who voluntarily discontinue service in an effort to find employment that is compatible with their health condition and who apply for benefits within two years.

3. *International Service*—Employees who become disabled in international service may be granted minimum benefits without regard to length of service.

4. *Reemployment*—Disability beneficiaries who have regained their health to the degree of being able to resume full time employment in the denomination or elsewhere shall be expected to accept employment until such time as they are eligible for regular benefits.

Z 30 15 Military Chaplains—When a qualified minister enters the military service as a denominationally approved chaplain the following shall apply:

1. *Service Record*—The service record shall include denominational service and military service. When a chaplain who has become eligible for a government pension reenters denominational employment, service credit and regular denominational remuneration shall be granted even though he is currently receiving a pension. Health care assistance shall also be granted by the denomination when such cannot be obtained from the government as a result of military service.

2. *Government Pension*—A chaplain receiving a government pension who has reentered denominational employment and later applies for denominational retirement benefits shall be eligible for the difference between the denominational benefits and his government pension if the latter is less. The same principle shall apply in the case of the surviving spouse provided arrangements have been made for inclusion in the survivor benefit program.

Z 30 20 Ministers From Other Denominations—When a minister, who has served another denomination enters the ministry of the Seventh-

day Adventist Church at an age that would permit him to be vested by the time he has reached the normal retirement age but is unable to meet the minimum service requirement for retirement benefits, the retirement plan committee shall have discretionary power to authorize benefits at the minimum rate if an evaluation of the minister's total financial situation merits such action.

Z 30 25 Surviving Spouses—The surviving spouse of an employee may qualify for benefits under the following provisions:

1. *Eligibility*—If the individual has been the spouse of an employee for not less than 15 years, or shared in the employee's active service for less than 15 years but was in service prior to marriage or after the active service of the employee ceased, and personal service added to the service of the employee during their married life amounts to 15 years or more; such surviving spouses must also meet the age requirements. Care should be exercised that a surviving spouse, whose total service credit is short, not be admitted to the plan until it has been found that no other provision can be made for the individual's support.

2. *Dependent Children*—If the surviving spouse is not eligible for retirement benefits under paragraph 1. above but is left with one or more dependent children, the individual may be granted assistance from the plan until such time as the children have reached age 18.

3. *International Service*—If the employee died in international service, the surviving spouse may be granted minimum benefits in the event their years of service did not meet the minimum requirement.

4. *Employment*—A surviving spouse, if employed full time at the time of the death of the employee, shall not be eligible for retirement benefits if in good health and able to continue employment. If because of age or disability it becomes necessary for a surviving spouse to cease work, the person may be admitted to the plan in the same way and under the same conditions as other employees.

5. *Age 55—Special Provisions*—The surviving spouse of a denominational employee may be granted retirement benefits following the decease of the employee and even though the person does not have dependent children if the spouse has not been employed on a regular basis and does not have adequate employable skills, provided the person is at least 55 years of age and meets the minimum service requirement. When a surviving spouse has not reached the age of 55 and because of lack of training is unable to secure suitable employment, the individual may be

granted temporary benefits for a period of up to 18 months to enable him/her to secure the necessary preparation in order to obtain proper employment.

6. *Employment—With Dependent Children*—When a surviving spouse who is a beneficiary of the retirement plan because of having been left with one or more dependent children secures full time employment, the benefits will be terminated; but the retirement plan committee may continue the child allowance for dependent children. Efforts should be made to help a surviving spouse qualify for employment—preferably denominational so that individual can add to personal service credit. A surviving spouse who is receiving benefits from the plan because of having dependent children and who is able to work only part time may continue receiving benefits and the child allowance for dependent children.

7. *Remarriage of Temporary Beneficiary*—The benefits of a surviving spouse, who is a temporary beneficiary because of having been left with a dependent child/children, shall be terminated at the time of remarriage. The child allowances may be continued if the deceased employee had 15 or more years of service credit.

8. *Remarriage of Regular Beneficiary*—A surviving spouse either receiving or eligible for regular benefits on the basis of personal service, the deceased employee's service, or a combination of both, may elect to receive benefits from the plan at the basic rate after remarriage.

9. *Modifications*—Where appropriate, divisions may apply the same provisions to either surviving spouse through the joint and survivor annuity concept and may modify age and service requirements according to conditions in their respective territories.

Z 30 30 Review of Temporary Beneficiaries—Once each year division retirement plan committees shall review the cases of temporary beneficiaries within their territories to determine which beneficiaries shall continue to receive benefits from the plan.

Z 35 Applications

Z 35 05 Application Procedure—Applicants for benefits from the plan shall submit satisfactory evidence that they are entitled to benefits, and applications shall be processed as follows:

1. *Local Conference or Local Mission/Field/Section Employees*—Applications from employees of local conference or local mission/field/section shall be recommended by the local conference or local mission/field/section committee. The applications shall then be sent to the union conference for recommendation.

2. *Conference or Mission/Field/Section Institutional Employees*—Applications from employees of conference or mission/field/section institutions shall be recommended by the institutional board and the conference committee. The applications shall then be sent to the union conference or union mission/section for recommendation.

3. *Union Conference Employees*—Applications from employees of union conferences shall be recommended by the union committee.

4. *Union Institutional Employees*—Applications from employees of union institutions shall be recommended by the institutional board. The applications shall then be sent to the union conference for recommendation.

5. *Division Employees*—Applications from employees of the division shall be recommended by the division executive committee.

6. *Division Institutional Employees*—Applications from employees of division institutions shall be recommended by the institutional board or the board designated administrative committee.

7. *Individuals Not Currently Employed*—Applications from individuals who are not currently employed shall be submitted to and processed by the last employing organization.

8. *Signatures*—Each application shall be signed by an officer of each organization that is involved in the process.

9. *Final Action*—After applications for retirement benefits have been processed according to the above procedure, they shall be sent to the division retirement plan committee for final action.

Z 35 10 Protection of Retirement Plans—Conference or Mission/Field/Section committees and institutional boards should protect the plan by declining to recommend applications of individuals who do not qualify for benefits.

Z 40 Benefits

Z 40 05 Monthly Rates—Benefit rates are set by the division executive committees and shall be in harmony with the following guidelines:

1. *Family Rate*—The maximum family rate of benefits shall not exceed 80 percent of the applicable remuneration factor. Retirement benefits may also be calculated on the basis of a percentage of the employee's actual remuneration instead of the remuneration factor. Divisions may provide a spouse allowance to beneficiaries who have a spouse instead of the family benefit rate.

2. *Basic Rate*—The basic rate (or single rate) of benefits shall not exceed a maximum of 75 percent of the family rate.

3. *Separate Benefits*—Separate benefits at the basic rate may be granted to a husband and wife who have both been employed in the denomination, provided each meets the requirements for eligibility according to the respective personal service records.

4. *Continuance of Family Rate*—In case of the death of a spouse, the family rate shall be continued to the surviving spouse for three months.

5. *Basic Rate Beneficiaries*—Single beneficiaries and eligible surviving spouses shall receive benefits at the basic rate.

6. *Marriage—Single Individual*—A single individual receiving benefits on the basis of his/her own service record shall continue to draw benefits from the plan at the basic rate after marriage.

7. *Dependent Children*—Surviving spouses with one or more dependent children shall receive not less than the basic rate for 15 years of service plus child allowance.

8. *Divorce Situations*—In cases where the courts have not made a determination of the ex-spouse's rights to retirement benefits, and the two parties are unable to reach a mutual agreement at the time of admission to the plan, the committee is empowered to allocate the benefits between the two parties in harmony with the following guidelines:

a. The ex-spouse makes application to the retirement plan committee for a share of the employee's retirement benefits, and

b. If the ex-spouse was married to the employee during at least 10 years of his/her valid service.

c. The ex-spouse shall be granted 50 percent of the retirement benefits that the employee earned during the years of marriage.

d. The ex-spouse who qualifies for a portion of the employee's retirement benefits shall also be eligible for a prorated portion of health care expense assistance and funeral allowance.

e. These provisions shall also apply in cases of legal separation.

9. *Government Pensions and Denominational Retirement Benefits*—In cases where the denomination shares with an employee in contributing to a government pension plan, divisions may limit benefits to an amount that, when combined with the government pension, does not exceed the level of basic remuneration the employee would receive if he/she were in active service. In such cases the amount of the reduction shall be limited to the proportion of the denomination's contribution to the proportional government pension plan while the employee was in active service. This limit is so that the total retirement benefit received including the government pension, which is paid for by the denomination, does not exceed the basic remuneration the employee would receive if he/she were in active service. Each division shall define "basic remuneration."

10. *Lump Sum Option*—Retirement benefits may be granted, in full or in part, as a lump sum in countries which require employers to provide this option to their employees.

Z 40 10 Child Allowances—1. *Eligibility*—Individuals who were admitted to the retirement plan directly from denominational service and who have an unmarried, dependent child/children under 18 years of age, may be granted a monthly child allowance for each child. The amount shall be up to 10 percent of the remuneration factor, the exact amount to be established annually by the retirement plan committee.

2. *Full-Time Student*—If the unmarried, dependent child is a full-time student in a Seventh-day Adventist school, the child allowance may be continued after 18 years of age up to a maximum of four years of undergraduate study, or up to the 24th birthday. Such children are also eligible for health care assistance.

3. *Exceptions*—Child allowance is not granted for children that are born or adopted after the beneficiary discontinued full time denominational service. However, an exception may be made for children born to a beneficiary during the time he/she is receiving disability retirement benefits.

Z 40 15 Health Care Assistance—Beneficiaries having medical, dental, optical, and/or hearing aid expenses are granted assistance on the following basis:

1. *Amount of Assistance*—Each division shall determine the amount of assistance to beneficiaries on health care expenses.

2. *Expenses Covered*—The specific kinds of health care expenses and maximums to which assistance is applied shall be established by the division executive committee.

3. *Dependent Children*—A beneficiary who is receiving child allowances for a dependent child/children is granted assistance on their health care expenses. If the beneficiary's spouse is employed, assistance is granted on children's expenses that are not otherwise covered by insurance provided by the spouse's employer.

4. *Employed Beneficiaries*—Beneficiaries who are employed and who are being provided health care insurance by their employer shall be granted assistance on the expenses that are not covered by such insurance.

5. *Assistance*—Assistance is granted on the cost level of the home country of the beneficiary. If a beneficiary travels to or lives in other countries that have a higher level of health care charges and/or where the beneficiary's health care insurance does not apply, the additional amount shall be considered a personal expense.

6. *Reciprocity Provisions for International Service Employees*—Assistance for health care expenses for international service employees, who because of reciprocity arrangements for vesting purposes may receive benefits from two separate division country retirement plans, will be payable, where legally possible, to the retiree on a proportionate basis for service under the division country retirement plan on the same basis as the proportional retirement benefits regardless of what country the retiree lives in. The proportional health care assistance will be payable in terms of the division country denominational retirement health care assistance provisions for the country remuneration system on which the retirement benefits are determined. The division country retirement plan policies relative to coverage of health care expense assistance incurred outside of the country of the plan will be followed in cases where an international service employee is receiving proportionate retirement benefits from such plans.

7. *Evidence of Payment*—Assistance is granted only on satisfactory evidence of actual payment made by the beneficiary for health care expenses.

Z 40 20 Funeral Allowance—A funeral allowance may be granted in the case of the death of a beneficiary or a dependent spouse. The allowance may be a percentage of the monthly remuneration factor as determined by the division executive committee.

Z 40 25 Special Disability Assistance—Individuals who entered denominational service on a regular basis at an age that would have enabled them to become vested by the time they reach the normal retirement age, but who become disabled and because of insufficient service are not eligible for benefits from the retirement plan, may be granted special disability assistance on the following basis:

1. *Six Months' Remuneration*—Employees, except those who work on a commission basis, shall be granted assistance only after the employing organization has granted the employee full remuneration for six months from the time he/she became disabled and ceased employment. Organizations recommending special disability assistance shall include with the application a report from a physician verifying that the applicant, after receiving support from his/her employing organization for six months, is still disabled.

2. *Amount of Assistance*—Assistance shall be granted on the basis of an amount not to exceed the equivalent of the employee's monthly basic remuneration for each full year of service.

3. *Commission Employees*—The assistance granted to eligible employees who work on a commission basis and become disabled shall be based on their average monthly earnings for the two-year period just preceding their application for assistance, and the maximum that may be granted shall not exceed the maximum basic remuneration paid to a licensed minister.

4. *Disbursement*—The assistance granted shall be sent to the employing organization and disbursed to the employee in installments or in a lump sum as circumstances and conditions may indicate. This constitutes a final settlement for the employee's denominational service.

5. *Disabled While Employed*—This provision is applicable only to employees who experience the disability and apply for assistance while in regular full time denominational employment.

Z 40 30 Other Allowances—Division executive committees may approve additional allowances such as educational, moving, and rent.

Z 40 35 Prorating of Allowances—Division executive committees may approve the prorating of some or all of the allowances that are provided to retirees based on their years of service credit.

Z 45 Employer Provided Benefits

Z 45 05 Supplement to Full Remuneration—Employees who qualify for regular retirement benefits because of having met the age and service requirements and who are admitted to the retirement plan from active service shall have their retirement benefits supplemented to full remuneration for up to six months by the employing denominational organization. This benefit may be prorated based on years of service credit. This provision does not apply to employees whose remuneration is based wholly or in part on commissions. Conferences or Missions/Fields/Sections provide the supplement for church school teachers.

Z 45 10 Retirement Allowance—Divisions may provide a retirement allowance to retiring employees instead of the supplement to full remuneration.

For an international service employee who has chosen to participate in the retirement plan of the host division country (and thus no longer participates in his/her base division retirement plan for future service credit accruals while serving on an international service employee basis) and retires from active service in that country, the last employer (or employers depending on the division retirement plan policies) in the host division country shall cover the payment of the retirement allowance according to the policies and rates applicable in that country's denominational retirement plan for all years of denominational service to the date of retirement.

Z 45 15 Disability Retirement—1. *Six Months' Continuance of Remuneration*—When an employee becomes disabled and ceases active service, his/her employing denominational organization shall continue his/her full remuneration for six months prior to his/her admission to the retirement plan, these six months to be added to the employee's service record. In cases where an employee is granted sick leave for a period of months, returns to work for a few months, and then is admitted to the Retirement Plan because of disability, the previous sick leave may be

applied to the six months' retirement if it occurred within twelve months of the date of termination of employment. Unused vacation time may also be applied to the six months' requirement.

2. *Special Exemptions*—Denominational organizations employing, on a regular basis, a former retirement plan beneficiary or an individual who has received a severance settlement of six months or more shall not be required to continue such an employee for a period of six months either on full remuneration or on a supplemented basis after active work ceases because of disability or having reached the retirement age and is again granted retirement benefits if

a. He/She has given less than 10 years of service to the denomination since being a beneficiary of the plan, or

b. He/She has given less than 10 years of service since receiving a severance settlement and because of disability.

3. *Employing Returned International Service Employees*—Denominational organizations employing an individual recently returned from international service, whose return was caused by a health problem, shall be required to continue the employee on full remuneration for only three months following his/her becoming disabled by recurrence of the health problem that caused his/her return, if he/she has worked less than three years since his/her return from international service. The base division shall provide full remuneration for an additional three months.

4. *Employing Returned International Service Employees Over 55 Years of Age*—Denominational organizations employing individuals returned from international service who are over 55 years of age, who become disabled within three years of their employment and are approved for retirement benefits shall be responsible for continuing their remuneration for three months. The base division shall provide full remuneration for an additional three months.

5. *International Service Employees Retiring Because of Disability*—If because of disability an employee in international service finds it necessary to return to his/her base division country, he/she is supported by the last employing division for three months from the date of his/her leaving that division. He/She may be eligible for continuation of remuneration or a retirement allowance and retirement benefits in accordance with base division policy.

6. *Exclusions*—Individuals whose remuneration is based wholly or in part on commissions are not eligible for the six months' continuation of remuneration.

Z 45 20 International Service Employees Retiring Because of Age—If an employee in international service retires because of age and returns to the base division country, he/she is supported by the host division for one month from the date of leaving that host division country. The employee shall then be eligible for supplement to full remuneration for a period of months or a retirement allowance from the base division and retirement benefits in accordance with base division country policy.

Z 50 Rates of Beneficiaries in Other Divisions

Z 50 05 Basic Plan—When a beneficiary after retirement moves from his/her base division country to another division, he/she shall continue receiving benefits at the rate of his/her base division for all years in which he/she was earning service credit, except in the following situations:

1. *Funding*—Retirees who move from countries which do not participate in the funding of the base division country retirement plan cannot expect to continue receiving benefits from that plan.

2. *Payment of Benefits*—The retirement benefits of individuals who transfer to another country after retirement shall be paid in local currency where it is impossible to transfer funds.

3. *Remuneration Factor*—Emergency situations shall be considered by the division executive committee and if recognized as such, any benefits that may be approved shall be based on the remuneration factor of the country from which the applicant comes.

Z 50 10 International Service Employees—1. *Retirement in Host Division of Former International Service*—A beneficiary who has been an international service employee prior to January 1, 2000, and who has served continuously in denominational employment in the host division country until retirement, or for at least ten years, and is vested for retirement benefits in his/her home division, may elect to retire in that host division to which he/she was called, even though it is not his/her base division, and receive benefits according to the retirement plan policies of that division country for all his/her years of service up to and including the years served in that division country prior to December 31,

1999, or until such time as the host division country implemented a defined contribution plan, whichever occurred earlier. An individual who did not have ten years of uninterrupted international service in the host division country by January 1, 2000, may benefit from these provisions provided he/she continues in international service in that host division country until retirement or until he/she has served in that host division country for ten years as an international service employee. Such benefits shall be charged to the beneficiary's base division. Under no circumstances does any service after January 1, 2000, count, under this provision, for retirement benefits.

2. *Service in Third Division*—If the international service employee referred to above, having served ten qualifying years in the host division country, was to accept an international appointment to another division prior to retiring in the host division country in which he/she qualified for the benefits of this policy, he/she shall receive retirement benefits for those additional years served in the third division from the Retirement Plan of the division country in which he/she chooses to retire under the terms of this policy, only if he/she has effected an independent transfer to the host division after ten years of international service there.

3. *Independent Transfer*—An international service employee who effects an independent transfer to the host division shall be eligible for the retirement benefits of this policy provided he/she has served for ten qualifying years in the host division prior to effecting the independent transfer.

The arrangements as outlined in paragraphs 1. to 3. above shall be effective provided they are not in conflict with the pension laws of the countries involved.

4. *Application of Benefits*—The following guidelines shall be followed in the application of retirement benefits:

a. If the benefits exceed what they would be in the base division country, the retirement plan of the host division country in which the beneficiary elected to retire shall assume responsibility for the difference.

b. If the beneficiary referred to in paragraph 1. above moves to another division other than the one in which he/she has qualified under the terms of paragraph 1. above or returns to the base division on the basis of an official personnel return at the time of retirement or sometime later, the beneficiary shall be eligible to again receive the provisions in paragraph 1. above only if he/she returns to the host division country

from which the personnel return was granted within five years of the date of retirement.

c. If the beneficiary returns to the base division for a period of time at personal expense, he/she may request to have retirement benefits sent to a personal bank account in the division in which he/she has chosen to retire for up to six months. However, if the beneficiary chooses to receive benefits in the base division country or stays in the base division longer than six months, benefits shall be recalculated according to the rates of the base division country. The beneficiary shall be eligible to have the rate of the host division country in which he/she chose to retire under these arrangements reinstated provided he/she returns to that host division country within five years of the date of retirement.

Z 50 15 Independent Transferees—If a beneficiary who has effected an independent transfer(s) during his/her denominational service returns to one of his/her base divisions, either home or adopted, he/she shall receive benefits for service performed in all divisions at the rate effective in the division to which he/she has returned. However, at no time shall his/her benefits exceed the corresponding benefits being paid in the divisions in which he/she qualified.

Z 50 20 Retirement Plan Assignees to Base/Home Division—1. *Procedure*—A retirement beneficiary who as an active employee has transferred from one division to a second division on the basis of a call or an independent transfer, and who has elected to retire in the second division under the provisions of Z 50 10, international service employees, may be invited to return to his/her base/home division under the Interdivision Adventist Volunteer Service Plan (see R 15) and continue to receive retirement benefits based on the rates of the division in which he/she has retired provided the following conditions are met:

a. The retiree's base/home division shall request his/her services under the provisions of the Interdivision Adventist Volunteer Service Plan. (See R 15.)

b. The initial request shall be for a specified period of up to two years. (See R 15 10 paragraph 4.)

c. The Mission Personnel Processing Committee shall approve the request.

2. *Extension*—If the retiree's base/home division wishes to request his/her further service under the AVS plan, either as an extension of the

initial request or as a new request, it shall do so under the same conditions outlined in a. above.

Z 55 Alternative to Defined Benefit Plan

Z 55 05 Establishment of Alternative Plan—1. Divisions may establish types of retirement plans in addition to or in place of defined benefit plans. Specific benefits may be provided in the form of insurance policies in place of coverage in a retirement plan. In the establishment of alternative plans, divisions shall apply the legal requirements in the countries, states, or provinces covered; and care shall be exercised to honor previous commitments.

2. Where a division converts from a defined benefit plan that has been frozen to an alternative plan, service in the alternative plan may count toward vesting (entitlement) in the frozen defined benefit plan, but shall not accrue additional service credit in that plan.

Z 55 10 Independent Transferees—An employee who is employed on the basis of an independent transfer from one division to another shall be covered by the same type of retirement plan available to other employees in the adopted base division for the years served in the adopted base division.

APPENDIX A

Financial Ratios

This policy (formerly GC S 24) is being preserved in the Appendix until the 2022 Annual Council.

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.

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.
2. Formulas—The recommended working capital of organizations shall be as follows:
 - a. General Conference—40 percent of the latest fiscal year’s unrestricted income or for interim statements, the latest 12-month actual unrestricted income, adding 1 percent per year, commencing in 2009, until a maximum of 50 percent is reached, plus 100 percent of long-term

payables, gross allocated funds, and Capital Additions Functions Balances.

b. Divisions—30 percent of the latest fiscal year's total operating expense or for interim statements, the latest 12-month actual operating expense plus 15 percent of operating appropriations to subsidiary organizations for the latest complete fiscal year, plus allocated funds. Some divisions may require a larger working capital.

c. Union Conferences or Union Missions/Sections—30 percent of the latest fiscal year's total operating expense, or for interim statements, the latest 12-month actual operating expense, plus allocated funds.

d. Local Conference or Local Missions/Fields/Sections—20 percent of the latest fiscal year's total operating expenses, or for interim statements, the latest 12-month actual operating expense, plus allocated funds.

e. Conference or Mission/Field/Section Associations/Corporations—10 percent of the current fund assets; and further, that one half of such working capital be maintained in liquid assets.

f. Home Health Education Service—Equivalent of net accounts receivable, merchandise inventories, and allocated net worth (reserves) 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).

h. Universities, Colleges, and Junior Colleges—20 percent of the operating expense, or for interim statements, the latest 12-month actual operating expense, of the latest complete fiscal year, plus allocated net worth (reserves).

i. Academies—15 percent of the operating expense of the latest complete fiscal year, or for interim statements, the latest 12-month actual operating expense.

j. Health Care Institutions—20 percent of the operating expense of the latest complete fiscal year, or for interim statements, the latest 12-month actual operating expense, plus allocated net worth (reserves).

k. Publishing Houses—Equivalent of net accounts receivable (excluding receivables from higher organizations), inventories and allocated net worth (reserves) based on the balance sheet for the latest complete fiscal year.

l. Adventist Risk Management, Incorporated, Including Branch Offices—40 percent of the annual operating expense (for interim statements, the latest 12-month actual operating expense), or as required by any relevant regulatory authorities.

m. Adventist Media Centers—20 percent of annual operating expense based on the Income Statement for the latest complete fiscal or for interim statements, the latest 12-month actual operating expense.

n. Adventist World Radio Institution—20 percent of the operating expense of the latest complete fiscal year, or for interim statements, the latest 12-month actual operating expense, plus allocated net worth (reserves).

o. Hope Channel International—20 percent of the operating expense of the latest complete fiscal year, or from interim statements, the latest 12 months actual operating expense, plus allocated net worth (reserves).*

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. S 85 35, S 85 40 items
- c. General Conference or other authorized unitized investment funds

d. Accounts receivable from the next higher organization.

2. General Conference Liquidity Formula—The liquidity formula to be used by the General Conference shall be: Cash and Banks plus Securities and Investments divided by the total of current liabilities and gross allocated funds.

3. Exception to Liquidity Requirement—In unusual situations such as excessive and rampant inflation or highly unstable and rapidly devaluing currencies, substantial loss can result from holding cash or similar liquid assets in excess of basic minimal levels required for operating. Under these exceptional circumstances, and in counsel with and subject to approval from the division, or by the General Conference

in the case of General Conference institutions, the strict liquidity provisions outlined in this policy may be temporarily suspended.

4. 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.

APPENDIX B

Model Information Technology Guidelines for Hosting Sensitive Information

[Repealed Annual Council 2021]

APPENDIX C

Standards and Guidelines for the Endorsement and Selection of External Auditors

Section I—Scope of Work and Reporting Framework

The external auditor would be engaged to perform attestation services on the organizations financial statements that are prepared based on International Financial Reporting Standards or a country specific framework of financial reporting.

Section II—Competencies and Credibility of External Auditing Firm

1. Firm must be in existence for at least five years.
2. Firm should have audit experience in the not-for-profit industry within the last year where the accounting standards are different from what is applied in general to organizations subject to an audit.
3. Firm must have extensive audit experience with the industries that are similar in type to the denominational entities being considered to audit (e.g. educational, publishing, healthcare, retail, manufacturing, etc).
4. Firm must be independent of the organization to be audited.
5. Firm and auditors must have recent “unqualified” (clean) Peer Review Report or its equivalent. If there is no Peer Review requirement in a country, the firm needs to have some appropriate licensure required for auditors engaged in auditing publicly traded companies.
6. Firm should have no disciplinary actions or sanctions against the local office of the firm being considered, for its audit practice (or any of its audit partners) by any local or national professional accounting licensing body.

Section III—Criteria for Requesting Services of an External Firm

1. Required by law
2. Required by external third parties:
 - a. Funding agencies
 - b. Banks

- c. Bond issuers
 - d. Accrediting or regulatory agencies
3. The General Conference Auditing Service does not possess the specialized expertise required for engagement
 4. The General Conference Auditing Service does possess the specialized expertise required for engagement but the General Conference or division determines for cost/benefit considerations that the choice of an external firm would be more appropriate
 5. The governing board of an institution determines the need for services of an external firm. However, such determination is to be made in consultation with the division treasurer and such consultation takes into consideration the Memorandum of Understanding between the division and the General Conference Auditing Service.

Section IV—Process to Make the Selection of an External Firm

1. The denominational entity making a request for use of an external firm must meet one or more of the criteria described above in Section III.
2. The denomination entity must engage in consultations with the General Conference or division before finalizing the process to send out a Request For Proposal (RFP) to external firms.
 - a. The external firm must respond to a formal RFP for consideration to provide its services.
 - b. The denominational entity seeking to engage an external firm may contact the General Conference Auditing Service for assistance to develop a RFP which includes all the requirements generally included in such a document.
 - c. For cost containment, RFP should consider including the General Conference Auditing Service doing appropriate portions of the audit engagement under the supervision of the external firm.
 - d. Without prior authorization, the selected external firm should not subcontract the performance of any portion of the audit engagement to another external firm
3. At the conclusion of those consultations the denominational entity must request approval to engage the services of the external firm selected based on the responses received to the RFP. Any approval granted shall be for a period for no more than three years and any

subsequent periods will need to be approved after following the process herein described

a. Divisions and General Conference institutions—General Conference Executive Committee

b. Within a division territory—Division executive committee

4. As part of the General Conference Auditing Service Director's responsibility to monitor the overall audit program of the Church, the denominational entity shall provide information regarding the external firm selected and copies of any reports resulting from its work.

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