

**NORTH AMERICAN DIVISION COMMITTEE**

July 31, 2003

1:00 p.m.

**PRESENT**

Don C. Schneider (Ch), Roscoe J Howard (Sec), Rosa T Banks, James Black, Debra Brill, Douglas Clayville, Larry Evans, David Gimmell, Clarence E Hodges, Eugene Hsu, Del Johnson, J Alfred Johnson, Alvin Kibble, Sung Kwon, Willie Oliver, Kenneth W Osborn, David Osborne, G Edward Reid, Robert L Sweezey, Halvard B Thomsen, Manuel Vasquez, Jere Wallack.

**PRAYER** Don C Schneider

**MINUTES** of the meeting held on July 14, 2003 were approved.

TREn/NADCOM to JRP

**VOICE OF PROPHECY—RELEASE OF FUNDS**

VOTED, To release funds to the Voice of Prophecy for the Satellite Evangelism 2003 held in Columbia, North Carolina, as follows:

<u>From</u>	<u>Amount</u>	<u>Concept</u>
#15200	\$50,000	Release
#15199	\$100,000	Release

These funds were given to NAD by a donor for the use of VOP in the Satellite 2003 program.

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PSI/NADCOA/NADCOM to RJH

**PHILANTHROPIC SERVICE FOR INSTITUTIONS BOARD—  
MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Philanthropic Service for Institutions Board (PSI) as follows:

Add:

Deming, John	Principal, Walla Walla Valley Academy
Davis, LuAnn	Vice President for Advancement, Union College (Renewed Term)
John, Elaine	Executive Director, St Helena Hospital Foundation
Korb, John	Dir of Philanthropy Services, Portland Adventist Medical Center
Loor, John	President, Montana Conference

MAUC/SECn/NADCOA/NADCOM to RJH

**NORTH AMERICAN DIVISION COMMITTEE—  
MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the North American Division Committee (NADCOM) (NAD-S) as follows:

Add

Drake, Charles W, III, Secretary, Mid-America Union Conference  
Jacobson, Keith, Pastor, College View Church, Lincoln Nebraska – Pastor Representative  
Slocumb, Emmett, Pastor, Berean Church, St Louis, Missouri – Pastor Representative

Delete

Drake, Charles W, III, Pastor Representative  
Goddard, Dan, Pastor Representative, Deceased

PARL/SECn/NADCOA/NADCOM to RJH

**LIBERTY EDITORIAL BOARD—MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Liberty Editorial Board (Liberty) (NAD-B) as follows:

Add

Hughes, Viola, United Nations Liaison Specialist for PARL  
Osborn, Kenneth W, Associate Treasurer for the North American Division  
Reid, Melissa, Marketing Director for PARL

PARL/SECn/NADCOA/NADCOM to RJH

**PUBLIC AFFAIRS AND RELIGIOUS LIBERTY COMMITTEE  
(PARLn) (NAD-S)—MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Public Affairs and Religious Liberty Committee (PARLn) (NAD-S) as follows:

Add

Hughes, Viola, United Nations Liaison Specialist for PARL  
Reid, Melissa, Marketing Director for PARL

ADM/NADCOA/NADCOM to HBT

**NORTH AMERICAN DIVISION HUMAN RESOURCES  
COMMITTEE—ESTABLISHMENT**

The North American Division depends on the services of the General Conference Human Resources Department. The North American Division Human Resources Committee is established for the times when personnel matters are better decided by a group focused on the particular needs of the North American Division. There will continue to be close collaboration with the GC Human Resources Committee. It is proposed that this action shall be effective immediately.

VOTED: To establish the North American Division Human Resources Committee as follows:

TERMS OF REFERENCE

AUTHORITY AND RESPONSIBILITY

- |  |   |
|--|---|
| 1. Employ and assign hourly employees and those employees filling positions with a remuneration rate maximum of 105% or below.                     | 1. Power to act.  |
| 2. Set remuneration rates and apply allowances and other benefits to all employees within the policies currently in effect.                        | 2. Power to act.  |
| 3. Approve transfer of NAD employees.  | 3. Power to act in close consultation with GC Human Resources.              |
| 4. Review reclassification of NAD employees  | 4. Recommend to NADCOA.   |
| 5. Approve disciplinary measures in harmony with the provisions of the <i>General Conference Employee Handbook</i> .                               | 5. Power to act.  |
| 6. Terminate nonelected/nonappointed employees from employment in harmony with the provisions of the <i>General Conference Employee Handbook</i> . | 6. Power to act.  |
| 7. Record NADCOA actions terminating from employment those individuals filling positions with a remuneration rate maximum of 105% or above.        | 7. Power to act.  |
| 8. Approve incremental increases in remuneration rates for employees   | 8. Power to act.  |
| 9. Suggest exceptions to the <i>General Conference Employee Handbook</i> .   | 9. Recommend to GC Human Resources Committee.                               |
| 10. Request exceptions to the <i>General Conference Employee Handbook</i> .  | 10. Recommend to GC Human Resources Committee.                              |
| 11. Consider financial assistance requests for graduate level study programs.  | 11. Recommend to NADCOA for recommendation to GC Human Resources Committee. |

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|--|---|
| 12. Approve requests for professional upgrading  | 12. Power to act if within NAD budget; Recommend to NADCOA for recommendation to GC Human Resources Committee if part of employee benefits. |
| 13. Approve requests for time out of the office for hourly employees for offsite meetings. | 13. Power to act.   |

MEMBERS

THOMSEN, HALVARD, CHAIRMAN  
Banks, Rosa, Secretary  
Brill, Debra  
Osborn, Kenneth  
Parish, Ruth E or designee

ARM/NADCOA/NADCOM to HBT

**REQUEST FOR SERVICES OF RUTH E PARISH—  
DIRECTOR OF NORTH AMERICAN DIVISION HUMAN RESOURCES**

VOTED, To request from the General Conference, the services of Ruth E Parish to serve as the Director of Human Resources for the North American Division.

ACSn&ACM/NADCOA/NADCOM to RJH-NADOUP+ NADUn&GCO03YE+03YE

**PROPOSAL FOR DEVELOPMENT OF CRISIS RESPONSE  
TRAINING INSTITUTE AND CRISIS CARE RESPONSE NETWORK**

INTRODUCTION

It is the objective of Adventist Community Services, in partnership with Adventist Chaplaincy Ministries, to develop a network of qualified lay and clergy spiritual and emotional care providers who can either 1) Serve as part of an ACS community response program and/or 2) As team members with other National Voluntary Organizations Active in Disaster (NVOAD) agencies.

RECOMMENDED: To pursue this goal by a course of actions as follows:

**NAD ACS/ACM CRISIS RESPONSE TRAINING INSTITUTE**

1. **NAD ACS/ACM Crisis Response Training Institute.** At the North American Division level, a Crisis Response Training Institute will be formed to present the following National Organization for Victim Assistance (NOVA)-certified workshops:
  - A. Basic Community Crisis Response (CRT) Team Workshop (5 days)
  - B. Advanced CRT Workshop (3 days)
  - C. Training of Trainers for the CRT Workshops (4 days)

Director of the training institute will be Dr. Martin Feldbush, Associate Director of ACM. Administrative support and funding will be provided through the office of Sung Kwon, Director of ACS. All workshops will be NOVA-certified and will be conducted in compliance with NOVA standards for independent programs using the NOVA name and curriculum. These workshops will be presented at the General Conference (GC) headquarters.

2. **Developing NOVA-certified Crisis Responders and Trainers.** Two persons from each North American Division union will be selected to take the Basic and Advanced workshops, pass a NOVA examination and become Certified Crisis Responders. They will then take the Training of Trainers workshop to become qualified to teach the NOVA curriculum.

After training at the North American Division institute, these individuals will conduct Crisis Response Training Institutes within their union territories. They will present Basic and Advanced workshops, mentor students for the NOVA examination and thus help create a corps of NOVA-certified crisis responders throughout the division.

The union-level Crisis Response Training Institutes will teach only the Basic and Advanced workshops. The division-level institute will focus on development of new trainers and providing support and resources for their work in the field.

3. **Criteria for Participation in the Program.** Persons sponsored by the church to become union-level trainers must be active and dedicated Seventh-day Adventists, with significant successful experience in community-based crisis/disaster response and crisis helping activities. They must be adept at teaching, motivating and mentoring others for the helping ministries, and skilled in communication and organization. They must be college graduates or equivalent, with sufficient understanding of human behavior and spiritual and emotional needs.

Participating conferences and unions must be prepared to make available the human and financial resources necessary to create and utilize a corps of qualified trainers and crisis responders. Among other things this will include supporting both the initial

training of trainers, subsequent workshops in the local field, continuing education and ongoing response activities.

4. **Training Calendar and Objectives**

Spring 2004	Initial Basic CRT Workshop at the GC in Silver Spring, MD
Fall 2004	Initial Advanced CRT Workshop at the GC in Silver Spring, MD NOVA Certification Exam given Initial Training of Trainers Workshop at the GC in Silver Spring, MD
Spring/Fall 2005	Union/Conference Crisis Response Training Institutes begin in local fields
By 2006	Annual training institutes available within every union.
By 2007	30% of ACS volunteers trained and certified as crisis responders, along with 5% of local pastors
By 2008	60% of ACS volunteers trained/certified, along with an additional 10% of pastors.
Ongoing	As needed additional training institutes will be conducted at both division and union levels to produce qualified trainers and bring the number of trained/certified ACS volunteers as close to 100% as possible.

5. **Annual Continuing Educational Program.** All participants who have completed the Training for Trainers level will need to attend an annual mentoring and continuing educational session.

6. **Educational Affiliations.** As needed, the program of the Crisis Response Training Institutes will be structured to provide official continuing education units, as well as academic credit through an affiliation with Griggs University and/or other schools.

**ACS/ACM DISASTER RESPONSE REGISTRY**

1. **ACS/ACM Disaster Response Registry.** ACM is compiling a registry of chaplains and pastors who have taken specialized training in at least one of the major recognized crisis care programs for victims, families and crisis responders. Major recognized training programs include:

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- A. American Red Cross – Spiritual Care Aviation Incident Response Training.
- B. International Critical Incident Stress Foundation – Critical Incident Stress Management Training.
- C. National Organization for Victim Assistance – Community Response Team Training.

In addition to ACS workers, other professionals who have taken recognized training will be added to the registry, including social workers, counselors, medical professionals, mental health personnel and crisis response specialists in Adventist educational and healthcare institutions.

ACS volunteers and others who have taken NOVA-certified training through the North American Division, union and local conference Crisis Response Training Institutes will be added to the registry.

2. **Strategic/Geographic Registry.** These persons will submit documentation of their training and will be listed in a strategic/geographic registry of persons who can be called upon for response to local, regional or national disaster events. They will be qualified to be deployed as members of an ACS Disaster Response team or to serve with a team sponsored by another NVOAD organization.

TREn/NADCOM to KWO

#### **AVAYA FINANCIAL SERVICES—SETTLEMENT**

After discussion of negotiations which have taken place relating to the termination of a lease for video conferencing equipment originally under the control of NAD's ACN but subsequently transferred to Florida Conference it was

VOTED, To authorize the payment of \$88,068.52 to Avaya Financial Services for the thirty-one month buy out of lease E607986-00030 relating to video conferencing equipment which was transferred from ACN to Florida Conference in 2001 and for which NAD had agreed to pay full lease costs. Funding is to be paid from non-tithe contingency funds (55100).

(Note: Documentation and narrative for negotiations to be attached to check)

(Abstaining from this vote – David Gimmell)



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ADM/NADCOM to DCS

**ADVENTIST LAYMEN'S SERVICES AND INDUSTRIES  
NOMINATING COMMITTEE—MEMBERSHIP APPOINTMENT**

VOTED, To appoint the following individuals to serve as members of the Adventist Laymen's Services and Industries Nominating Committee (ASI):

Add:

Howard, Roscoe J III  
Prestol, Juan R

**PRAYER** Roscoe J Howard, III

Adjournment

Don C Schneider, Chair  
Roscoe J Howard, III, Secretary  
Esther Jones, Recording Secretary

