

ANNUAL COUNCIL
GENERAL CONFERENCE COMMITTEE

October 7, 1994, 8:00 a.m.

DEVOTIONAL MESSAGE

Karen Flowers, Associate Director of the General Conference Department of Church Ministries, presented the devotional message on the subject, "The Future of Our Families."

The book of Ruth paints the raw realities of family life for Elimelech and Naomi in ways that leave one with an overwhelming feeling of *deja vous*. Both the developmental and invasive changes with which we are familiar in our global village create challenges for this family, and their responses are not unlike our own.

But in another sense, families today are in the throes of unprecedented economic, technological, social and internal change with profound implications for individuals, societies and the Church. If we as Church leaders are truly concerned about the future of the family, it is as crucial for us to understand the hard realities of family life today as it is for us to call families to stretch toward God's ideal.

The book of Ruth also offers invaluable insights into the how-to's of a compassionate, redemptive human response and the good news of the gracious, redemptive activity of our God. An appropriate human response is personified in Ruth and Boaz. Ruth makes no attempt to correct Naomi's theology, to talk her out of her feelings. She does not condemn her for her bitterness, does not offer a litany of solutions, does not complain about having to carry the extra load. She just goes to work to provide for their needs.

Boaz understands the therapeutic value of work and self-sufficiency. He provides, but what he provides is the opportunity for her to care for herself and her family. He treats her with dignity and respect. He protects her from exploitation. Despite her poverty, her cultural differences, the class distinctions between them, Boaz shares a meal with her. By his acceptance of her, he draws her into community. His concern is not soon forgotten in the rush of his busy life, and he offers personal words of encouragement to accompany his gestures.

Today's Church does not wistfully long for simpler times when rules and roles and options were less clouded and the future more certain. Today's Church is not afraid of change. It recognizes that some changes should be fended off, some absorbed, and some embraced. Today's Church seeks to become a healing and stabilizing force in times of change. Today's Church helps families stretch toward the ideal while living in the real

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world. Today's Church will be known far and wide as a healing, redemptive community where acceptance is given, where secrets dare to be told so help can be sought, where a community turns from its human bent toward judgmentalism and condemnation to create a redemptive, healing atmosphere for all who come.

God intends family to be the center for discipling. If the development of a capacity for intimacy with God and with our fellow human beings is integral to the process of discipling (John 13:35), then the family is central to the process because this capacity is developed first, for better or worse, in the family. This is compelling reason enough for the church to be involved in an aggressive ministry to families.

Boaz, as a near-kinsman, the *goel*, is a type of Christ. In the *goel*, Ruth's every need is provided for, life's meaning and purpose is restored, and she is no longer a foreigner, but a child of Abraham. So it is with us. In Christ, the future of the family is secure. And we, like Naomi can dare to believe. We belong to a family.

After the devotional message, a video was shown of the recent work done in Rwanda by the Adventist Development and Relief Agency International.

A season of prayer by small groups followed.

Robert J Kloosterhuis called the seventh session of the 1994 Annual Council to order.

TRE/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

283-94G FINANCIAL CONSEQUENCES OF LITIGATION -
POLICY AMENDMENT

VOTED, To amend GC B 34, Financial Consequences of Litigation, to read as follows:

B 34 Financial Consequences of Litigation

When the General Conference/division is ~~named as a party in a legal action or is~~
~~otherwise~~ drawn into litigation as a result of a decision of another church entity and that

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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, and fees of legal ~~counsel~~ counsel, and fees of accountants or other experts paid by the General Conference/a division. ~~Conference/division.~~

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

223-94G MODEL UNION CONFERENCE CONSTITUTION AND
BYLAWS - POLICY AMENDMENT

VOTED, To amend GC CA 05, Model Union Conference Constitution and Bylaws, section CA 05 10, Union Conference Constitution and Bylaws, Article X—Finance, to read as follows:

Article X—Finance

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

Sec. 2. Policies: The portion of the tithe which is reserved for the 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 - No change

Sec. 4. Financial Statements - No change

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224-94G MODEL UNION MISSION OPERATING POLICY -
POLICY AMENDMENT

VOTED, To amend GC CA 10, Model Union Mission Operating Policy, section CA 10 05, Union Mission, Article IX—Finance, to read as follows:

Article IX—Finance

Sec. 1. The funds of the Union Mission shall be:

- a. ~~Ten percent of all tithe received by its respective conferences/missions~~
Such portion of tithe as it shall be assigned by policy and as received from its respective conferences/missions
- b. Appropriations from the _____ Division or the General Conference of Seventh-day Adventists
- c. Special donations and funds
- d. The assigned portion of tithe from churches not directly under the local fields of the Union.

Sec. 2. The executive committee - No change

Sec. 3. The portion of tithe which is reserved for the Union Mission, as specified by policy, and all other funds shall be used in harmony with the policies of the _____ Division of the General Conference; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee. This Union Mission shall pass on to the _____ Division ~~a tithe of its tithe receipts; the specified tithe percentage,~~ retirement fund percentages as may be decided by the division committee, and all mission funds, offerings, and percentage of tithe for work in other territories according to the schedule prepared by the division committee.

Sec. 4. Major trust funds - No change

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

225-94G MODEL LOCAL CONFERENCE CONSTITUTION AND
BYLAWS - POLICY AMENDMENT

VOTED, To amend GC CA 15, Model Local Conference Constitution and Bylaws, section CA 15 10, Local Conference Constitution and Bylaws, Bylaws, Article X—Finance, to read as follows:

Article X—Finance

Sec. 1. Tithes and Offerings: The funds of this conference shall consist of such tithe, including direct tithe, as it shall receive be assigned by policy and as received from within its ~~territory~~ territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, ~~direct tithe~~, and other donations as may be made to it.

Sec. 2. Policies: The portion of the tithe which is reserved for the 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 - No change

Sec. 4. Financial Statements - No change

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

226-94G MODEL LOCAL MISSION OPERATING POLICY -
POLICY AMENDMENT

VOTED, To amend GC CA 20, Model Local Mission Operating Policy, section CA 20 05, Local Mission, Article VIII—Finance, to read as follows:

Article VIII—Finance

Sec. 1. ~~Funds~~ The funds of this Mission shall be:

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- a. ~~The tithes~~ Such portion of tithe as it shall be assigned by policy and as received from all churches and isolated members in the Mission
- b. Appropriations from the _____ Union Mission/Union Conference or the _____ Division
- c. Special donations.

Sec. 2. The Mission committee - No change

Sec. 3. The portion of tithe which is reserved for the mission, as specified by policy, and all other funds shall be used in harmony with the policies of the _____ Division of the General Conference; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the 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 shall pass on monthly to the _____ Union Mission/Union Conference ~~10 percent of its tithe receipts, the specified tithe percentage,~~ all mission offerings, and such other funds as may be called for by the policies of the union and division organizations.

SpProph/ADCOM/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

155-94G THE ELLEN G WHITE ESTATE AND THE SPIRIT OF
PROPHECY COMMITTEE - POLICY AMENDMENT

VOTED, To amend GC K 15, The Ellen G White Estate and the Spirit of Prophecy Committee, section K 15 80, Financial Assistance, to read as follows:

- K 15 80 Financial Assistance—1. The objective - No change
2. Although preference is - No change
 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:

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a. Plan A—For language areas with ~~over~~ more than 5,000 members members, up to \$20 per page based on actual costs, and apportioned as follows:

General Conference	\$10	<u>40%</u>
Division	6	<u>35%</u>
Union	<u>4</u>	<u>25%</u>
per page	\$20	<u>100%</u>

b. Plan B—For language areas with less ~~fewer~~ than 5,000 members members, up to \$26 per page based on actual costs, and apportioned as follows:

General Conference	\$13	<u>46%</u>
Division	10	<u>39%</u>
Union	<u>3</u>	<u>15%</u>
per page	\$26	<u>100%</u>

c. Plan C—For language areas with ~~over~~ more than 5,000 members in countries with inadequate economies, as approved by the General Conference Spirit of Prophecy ~~Committee~~ Committee, up to \$30 per page based on actual costs, and apportioned as follows:

General Conference	\$16	<u>60%</u>
Division	10	<u>27%</u>
Union	<u>4</u>	<u>13%</u>
per page	\$30	<u>100%</u>

d. Plan D—For language areas with less ~~fewer~~ than 5,000 members in countries with inadequate economies, as approved by the General Conference Spirit of Prophecy ~~Committee~~ Committee, up to \$35 per page based on actual costs, and apportioned as follows:

General Conference	\$19	<u>69%</u>
Division	11	<u>23%</u>
Union	<u>5</u>	<u>8%</u>
per page	\$35	<u>100%</u>

4. The Union Committee - No change
5. The Union officers - No change
6. The request shall - No change

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7. Division Fund - No change

8. Book Stocks - No change

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 as follows: printing:

Plan A—~~\$4 per page~~ 20%

Plan B—~~\$6 per page~~ 27%

Plan C—~~\$4 per page~~ 13%

Plan D—~~\$5 per page~~ 17%

10. To make economical - No change

11. When an original translation is found to be inaccurate, or outdated, a retranslation may be done. The subsidies for retranslation work per page, from the General Conference, the division, and the union shall be set at 50% of the regular translation subsidies as set out in 3 a-d above.

IDWRem&All/PolRev&Dev/ADCOM/GC&DivTre94AC/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

199-94G SPECIAL INTERDIVISION TRANSFERS—FINANCIAL PROVISIONS - POLICY AMENDMENT

VOTED, To amend GC M 28, Special Interdivision Transfers—Financial Provisions, section M 28 10, Modified Provisions for Australia, Europe, North America (including IAD, Miami, and the General Conference), and New Zealand, to read as follows:

M 28 10 Modified Provisions for Australia, Europe, New Zealand, and North America (including IAD, Miami, IAD-Miami, and the General Conference) ~~and New Zealand~~—1. For Initial Transfer In—An interdivision employee who is appointed to serve in one of the above areas shall receive regular interdivision freight, baggage, and outfitting allowances. (See N 55 and N 60.)

Those transferring between IAD-Miami and the North American Division/General Conference shall not be eligible for the interdivision allowances referred to above, but shall

be eligible for the moving allowances provided for in North American Division Working Policy X 23 05.

2. Furlough—Financial arrangements for furlough of an interdivision employee serving in the areas referred to above shall be as follows:

- a. Travel expense to authorized destination - No change
- b. Baggage allowance one way - No change
- c. Salary paid at the employee's - No change
- d. Salary-related allowances as follows:

1) Base Division/Country Allowances - No change

2) Service Division/Country Allowances: All allowance-s allowances for which the employee has ongoing obligations while on furlough. This shall normally be limited to automobile and housing allowances.

3. Permanent Return—An interdivision employee serving in one of the areas referred to above and going on permanent return shall receive regular interdivision freight, baggage baggage, and rehabilitation allowances; allowances; and for those who are eligible, the extended interdivision service allowance. (See Q 15, Q 20, and Q 25.) ~~The freight allowance shall be 100 percent of Class A for those who have served two thirds or more of a full term, 80 percent of Class A for those who have served one third but less than two thirds of a full term, and 60 percent of Class A for those who have served less than one third of a full term.~~

Those transferring between IAD-Miami and the North American Division/General Conference shall not be eligible for the interdivision allowances referred to above, but shall be eligible for the moving allowances provided for in North American Division Working Policy X 23 05.

4. Family Visitation—Inter-American Division-based employees serving in the North American Division or at the General Conference shall, if they qualify under Q 05 25, be eligible for travel to parents and children living in Inter-American Division territory.

4. 5. Term of Service—A full term of service for General Conference Session appointees shall be five years. For all others see P 04.

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5- 6. Coordinated Travel Arrangements—Elected staff of the General Conference and of divisions with headquarters in the above areas shall, when possible, schedule furloughs in connection with other travel appointments in the respective divisions.

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198-94G CURRENT EMPLOYMENT/FINANCIAL
ARRANGEMENTS NOT ALTERED - POLICY
AMENDMENT

VOTED, To amend GC O 67 15, Current Employment/Financial Arrangements Not Altered, to read as follows:

O 67 15 Current Employment/Financial Arrangements Not Altered—The employing organization shall not alter the interdivision employee's employment conditions or financial benefits for the current term of service, ~~for the first furlough after the marriage, or for a permanent return prior to the first furlough after the marriage. except that, in the event that he/she marries, furlough and permanent return provisions for a married couple shall apply.~~

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240-94G PROFESSIONAL MEMBERSHIP FEES AND MAGAZINE
ALLOWANCE - POLICY AMENDMENT

VOTED, To amend GC O 70, Professional Membership Fees and Magazine Allowance, section O 70 05, Physicians and Dentists, to read as follows:

O 70 05 ~~Physicians and Dentists~~ Physicians, Dentists, and Optometrists—1. ~~Medical Professional Society Membership—Physicians and dentists~~ Physicians, Dentists, and Optometrists in interdivision service may be allowed the cost of membership fees in one medical professional society in the base division and one in the country where they ~~labor,~~ serve, together with membership in the Christian Medical Society serving their area.

2. Professional Journals - No change

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228-94G SALARY ARRANGEMENTS (Furlough Financial Arrangements) - POLICY AMENDMENT

VOTED, To amend GC P 25, Furlough Financial Arrangements, section P 25 15, Salary Arrangements, to read as follows:

P 25 15 Salary Arrangements—1. The treasurer of the division where an employee has been serving shall pass on to the treasurer of the base division ~~or the division where the employee is furloughing~~ (in the case of North America to the General Conference), authorization for the payment of salary and information as to the time to which the employee has been paid and the money advanced for the journey. This advance is to be accounted for by the employee in the first monthly report.

~~2. The salary of an interdivision employee on furlough shall be set by the division in which the employee spends the furlough or any extended period of time, whether furlough or not, such salary to apply during the period of the employee's residence in that division except as provided in paragraph 5 below.~~

~~3. 2. While on furlough the interdivision employee shall send monthly reports to the treasurer of the base division where he/she is furloughing who shall make monthly financial settlements with him/her, reporting the same to the ~~division from which the employee is furloughing.~~ General Conference treasury.~~

~~4. 3. The division from which the interdivision employee is furloughing shall not attempt to deal directly with the employee but shall place instructions with the base division where the employee is furloughing on all salary and expense allowances, including salary cutoff ~~date.~~ date, except as allowed in paragraph 4-a. below. The employee on furlough shall ~~receive the base division salary rate~~ If the employee chooses to receive base division/country salary, it shall begin from the date of embarkation in the field of service until he/she disembarks in the field of service upon return from furlough.~~

~~5. 4. An interdivision employee on furlough shall receive:~~

~~a. Salary paid at the employee's choice of either the rate for the base division/country ~~the division country where the employee spends the furlough~~ or the rate for the division/country where the employee is currently serving.~~

~~b. Salary related allowances as follows:~~

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1) ~~Base Division/Country Allowances:--All allowances for which he/she would totally qualify as a regular employee of that division/country.~~

2) ~~Service Division/Country Allowances:--All allowances for which the employee has ongoing obligations while on furlough.---This shall normally be limited to automobile and housing allowances.~~

b. If the employee chooses the base division/country remuneration, he/she shall receive all allowances which he/she would totally qualify for as a regular employee of that division/country. If, however, the employee chooses to remain on the remuneration of his service division/country, he/she shall receive all allowances as approved by the service division.

5. An interdivision employee who is authorized to visit a third division (P 20 55) may be authorized to be paid his/her furlough salary based on any of the following options:

a. Base Division/Country salary

b. Service Division/Country salary

c. Salary of the third division/country where he/she is spending the furlough period or major portion thereof.

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279-94G FREIGHT ALLOWANCE (Furlough Financial Arrangements) -
POLICY AMENDMENT

VOTED, To amend GC P 25, Furlough Financial Arrangements, section P 25 60, Freight Allowance, to read as follows:

P 25 60 Freight Allowance—1. Qualifying Countries—Interdivision employees on furlough who are returning to the following countries shall qualify for a furlough freight shipment:

Africa-Indian Ocean Division: All Territories

Asia Pacific Division: Bangladesh, Cambodia, Democratic People's Republic of Korea, Indonesia, Islands of the Pacific other than Guam, Laos, Myanmar, Philippines, Sri Lanka, Vietnam

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Inter-American Division: Guyana, Haiti, Nicaragua, Trinidad
Eastern Africa Division: Djibouti, Somalia
Euro-Africa Division: Angola, Mozambique, Sao Tome
Euro-Asia Division: All Territories
Middle East Union Mission: Cyprus, Egypt, Kuwait, Lebanon, Oman, Sudan,
Turkey, United Arab Emirates, Yemen.

1. 2. Formula—An allowance covering freight, crating, packing, and customs shall be granted to employees from qualifying countries ~~employees returning to the field of service from furlough~~ on the following basis:

a. The equivalent of 15 percent of the class B freight allowance payable to new interdivision appointees shall be granted for each year of service since the granting of the previous freight allowance.

b. ~~Provision for shipment by container, as outlined in N-55-15-1-c, shall apply to the shipment of freight following furlough.~~

2. 3. Unused Freight Allowance—~~When the full amount of freight under this provision is not taken to the field, the unused freight settlement shall be on the same basis as specified in N-55-15-1-g, no allowance being made for customs duties on goods not shipped. Items on which no payment of customs duty will be made to the employee are outlined in N-55-15-1-f and shall be excluded on furlough freight shipments to the interdivision field. The division shall determine any exceptions or additions to the list. No unused freight allowance shall be paid.~~

3. ~~Baggage/Stopover Allowance—When the interdivision employee family returns to the field by air, a baggage allowance of \$200 will be granted for each adult ticket and \$100 for each child (or unborn child).~~

TRE/PolRev&Dev/IDWRem&All/GC&DivTre94AC/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

280-94Ga OUTFITTING ALLOWANCE (Furlough Financial Arrangements) - POLICY DELETION

VOTED, To delete GC P 25, Furlough Financial Arrangements, section P 25 65, Outfitting Allowance, which reads as follows:

P 25 65 Outfitting Allowance—An outfitting allowance shall be granted to employees returning from furlough equal to 15 percent of the regular outfitting allowance for each year

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of service since the granting of the previous outfitting allowance. This does not apply to employees on leave of absence.

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280-94Gb BAGGAGE ALLOWANCE (Furlough Financial Arrangements) - POLICY ADDITION

VOTED, To add a new section P 25 65, Baggage Allowance, to GC P 25, Furlough Financial Arrangements, to read as follows:

P 25 65 Baggage Allowance—When the interdivision employee family returns to the field by air, a baggage allowance of \$400 will be granted for each adult ticket and \$200 for each child (or unborn child), except for countries listed in M 28 10 which shall receive as a baggage allowance \$200 per adult ticket and \$100 for each child.

TRE/IDWRem&All/PolRev&Dev/ADCOM/GC&DivTre94AC/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

236-94G POSTGRADUATE/CONTINUING EDUCATION FOR LICENSING—INTERDIVISION EMPLOYEES - POLICY AMENDMENT

VOTED, To amend GC P 35 17, Postgraduate/Continuing Education for Licensing—Interdivision Employees, paragraph 1, to read as follows:

P 35 17 Postgraduate/Continuing Education for Licensing—Interdivision Employees—1. Licensure and Professional Standing—Interdivision employees shall be assisted in meeting the requirements to maintain licensure and professional standing in their respective professions in their country of assignment and in their base ~~country/division~~ division/country. An interdivision employee's spouse, who holds professional licensure but is not presently employed in interdivision service, shall also be granted similar assistance, in keeping with the degree held, at the expense of the interdivision employee's employer. If the spouse is employed during the period of service by a denominational organization, the costs of this assistance shall be shared on a pro rata basis between the employing units concerned.

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216-94G PERMANENT RETURN OF INTERDIVISION EMPLOYEES—
GENERAL PROVISIONS - POLICY AMENDMENT

VOTED, To amend GC Q 05, Permanent Return of Interdivision Employees—
General Provisions, section Q 05 10, Children Preceding Parents, to read as follows:

Q 05 10 Children Preceding Parents—1. When interdivision - No change

2. Post-secondary-age children sent to the base division to continue education should normally be granted a permanent return at that time. ~~A proportionate amount of the~~ The child's rehabilitation and freight allowance shall be made available to the parents when the permanent return is effected. Children who remain in the division where the parents are serving should normally be voted permanent return when they reach their 22nd birthday or when they have completed their college education, whichever comes later. The division committee and the General Conference Appointees Committee may approve the delay of the return for a period of two years. At that time Q 15 15 and Q 35 shall take effect. Children authorized to attend secondary school in the base division normally are not voted permanent return inasmuch as close ties still remain.

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217-94G REHABILITATION ALLOWANCE - POLICY AMENDMENT

VOTED, To amend GC Q 15, Rehabilitation Allowance, section Q 15 15, Child Preceding Parents, to read as follows:

Q 15 15 Child Preceding Parents—In the case of a ~~child's~~ child preceding the parents on permanent return for educational or other reasons, ~~a proportionate amount of the~~ the child's rehabilitation and freight allowances shall be made available to the parents at the time of such child's permanent return.

IDWRem&All/ADCOM/GC&DivTre94AC/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

281-94G HOUSEHOLD GOODS FREIGHT SETTLEMENT - POLICY
AMENDMENT

VOTED, To amend GC Q 20 05, Household Goods Freight Settlement, to read as follows:

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Q 20 05 Household Goods Freight Settlement—The base division (in the case of North American Division-based employees, the General Conference Transportation and International Personnel Services) shall make freight settlement with respect to the household goods of the permanently returning interdivision employee on the following basis and at the expense of the division in which the employee has served:

1. Freight, cartage, and handling as well as necessary packing and crating charges on household goods and personal effects (not including automobiles and articles intended for sale or carried for other persons) are allowed from the place of residence in the host division to the interdivision employee's home or to such other destination in the base division as shall be determined by the base division (in the case of North American Division-based employees, the General Conference Transportation and International Personnel Services) on the following basis:

a. After two thirds or more of the initial full term of service—100 percent of the voted appointee freight allowance for the country involved.

b. After more than one third but less than two thirds of the initial full term of service—~~40~~ 80 percent of the voted appointee freight allowance for the country involved.

c. After less than one third of the initial full term of service—~~30~~ 60 percent of the voted appointee freight allowance for the country involved.

2. Provision for shipment by container - No change

3. If an employee does not elect to take - No change

4. When an interdivision employee - No change

5. All risk marine insurance - No change

SEC/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

209-94G ADVENTIST YOUTH SERVICE (AYS) PLAN - POLICY
AMENDMENT

VOTED, To amend GC R 05 05, Interdivision Adventist Youth Service (AYS) Plan, to read as follows:

R 05 05 Interdivision Adventist Youth Service (AYS) Plan—Organizations sponsoring Adventist Youth Service volunteers for interdivision service shall be guided by the following:

1. The General Conference Church Ministries - No change
2. Adventist Youth Service volunteers should - No change
3. All initial contacts relative to - No change
4. The program, activities, and supervision - No change
5. Each Seventh-day Adventist college/university shall - No change
6. Adventist Youth Service volunteers may be sent out by each college Adventist Youth Service office on the following basis:
 - a. The college through its related - No change
 - b. The calling organization shall be financially responsible for the cost of insurance premiums providing the following (to be arranged by the home division or the General Conference prior to departure):

Hospitalization
Personal accident
Dread disease
Personal effects floater
Workers' Compensation

The calling organization shall also be financially responsible for any and all insurance deductibles associated with claims made on any of the above insurance policies.

The liability of the denomination shall be limited to the cost of the insurance premium for the above coverage. coverage except for the deductibles as stated above. The youth volunteer who is 21 years of age or older (parents or legal guardians if under 21) shall sign a release of liability form absolving the denomination from any liability arising out of any loss, injury, illness, disability, damage, or death sustained while serving as a volunteer or resulting from service as a volunteer.

- c. The calling division shall be - No change

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- d. Calling divisions may provide financial - No change
- 7. The raising of funds for - No change
- 8. Service credit is not generally - No change

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

**220-94G CARE AND RESPONSIBILITY IN FINANCIAL
OPERATIONS - POLICY AMENDMENT**

VOTED, To amend GC S 05, Care and Responsibility in Financial Operations, section S 05 10, Financial Responsibility, to read as follows:

S 05 10 Financial Responsibility—Neither the General Conference nor any of the individual divisions composing it shall be held financially responsible for any obligations it has not assumed by its own action. This is also the general policy of the union and local conferences/missions and other organizations and institutions of the denomination.

Divisions and General Conference institutions are expected to maintain their accounts with the General Conference on a current basis. The principle of reconciling and settling interorganizational accounts on a monthly basis shall be implemented at all levels of the World Church.

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

**221-94G FINANCIAL RESPONSIBILITY (Building and
Improvements) - POLICY AMENDMENT**

VOTED, To amend GC S 20, Financial Responsibility, section S 20 15, Building and Improvements, to read as follows:

- S 20 15 Building and Improvements—1. Building Policy - No change
- 2. Cash Requirement - No change
- 3. Multiple Units - No change

4. General Conference Approval/Review—~~The following type projects~~ Projects shall be referred to the General Conference Administrative Committee for approval or review and counsel prior to the beginning of ~~construction~~: construction when such financial plans for building projects, when completed, involve borrowing of more than \$750,000 or require funding from General Conference Appropriations of more than \$750,000.

a. ~~The building and financial plans of building projects which when completed involve borrowing of more than \$500,000 or funding from General Conference Appropriations of more than \$500,000.~~

b. ~~The divisions shall inform the General Conference Administrative Committee regarding building projects financed from locally generated funds that are estimated to cost more than \$500,000 when completed.~~

5. Cost Estimates - No change
6. Payment of Existing Indebtedness - No change
7. Property Purchases - No change

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

213-94G GENERAL AND EMERGENCY APPROPRIATIONS -
POLICY AMENDMENT

VOTED, To amend GC S 30, General and Emergency Appropriations, section S 30 05, Appropriations, to read as follows:

S 30 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 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 ~~the division~~: 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.

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TRE/Fin94AC/94AC to AHT(DIV)

292-94G SAFEGUARDING DENOMINATIONAL FUNDS - POLICY
AMENDMENT

VOTED, To amend GC S 40, Safeguarding Denominational Funds, section S 40 50, Investment Policy by Denominational Entity, paragraph 1-g, to read as follows:

g. Charitable Gift Annuities

1) S 40 40

2) S 40 45 items a., c., e., f., j., l., and m.

3) Funds may be pooled within the charitable gift annuity fund. The issuing organization shall not borrow from an individual gift annuity. In all cases each annuity shall be invested in compliance with the annuity agreement and with state and regulatory bodies.

4) S 40 45 item g. (~~GC and LLU~~ GC, LLU, and Adventist Media Center only).

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

222-94G WORLD DIVISION INVESTMENTS - POLICY AMENDMENT

VOTED, To amend GC S 45, World Division Investments, section S 45 15, Specific Directives, to read as follows:

S 45 15 Specific Directives—1. Investment Vehicles - No change

2. Credit with General Conference—Divisions shall have a ~~minimum of one month's appropriation on~~ credit with the General Conference sufficient to cover purchase costs before initiating any new investment or adding to existing investments.

3. Division Unitized Fund - No change

4. Securities Fluctuation Fund - No change

5. Specific Endowment Funds - No change

CM/StewCon/GCDOUP94SM/94SM/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC
to AHT(DIV)

162-94Gc FINANCIAL SUPPORT (Tithes and Offerings) -
POLICY AMENDMENT

VOTED, To amend GC T 05, Financial Support, section T 05 15, Tithes and Offerings, to read as follows:

T 05 15 Tithes and Offerings—1. Tithe - No change

2. Offerings - No change

3. Giving Guide—For systematic giving a second ~~10%~~ 10 percent of income in addition to tithe is suggested as the ~~minimum~~ goal for individual ~~giving-~~ giving, in order to provide for local church needs, conference needs, and the worldwide needs of the Church.

4. Areas of Need - No change

5. Mission Offerings - No change

6. World Offerings - No change

7. Conference Development - No change

8. Church Funds - No change

9. General Conference Funds - No change

TRE/PolRev&Dev/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

212-94G WORLD MISSION FUND - POLICY AMENDMENT
(Source and Promotion [World Mission Fund] - Policy Amendment)

VOTED, To amend GC W, World Mission Fund, to read as follows:

WORLD MISSION FUND FUNDS

W 05 Source and Promotion

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W 05 05 Definition—The regular mission funds in all the world include such general offerings as: Sabbath School, Annual Sacrifice, Missions Extension, and all donations given for the purpose to which mission appropriations are made. These funds are ~~designated the World-Mission-Fund~~ accumulated as world mission funds and are recognized as General Conference funds. They are therefore included in the annual world mission budget distribution.

W 05 10 Promotion - No change

W 15 Sabbath School Offerings

W 15 03 Sabbath School Offerings—1. ~~World Mission Fund 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~~. world mission funds.

2. General Conference Funds - No change

3. Sabbath School Expense - No change

4. Other Offerings - No change

W 15 05 Regular Weekly Mission Offering - No change

W 15 10 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, 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 Fund~~. world mission funds.

2. Cut-off Date - No change

W 15 15 Sabbath School Investment—1. Purpose - No change

2. Sabbath School Investment Funds—All Sabbath School Investment funds are recognized as General Conference funds and designated as a portion of the ~~World-Mission~~

~~Fund:~~ world mission funds. Twenty-five percent of the Investment funds are appropriated for frontier outreach and/or large city evangelism as follows:

- a. Twenty-two and one-half - No change
- b. Two and one-half - No change
- c. Projects to be benefited - No change

W 15 20 Birthday and Thank Offerings - No change

W 20 Missions Extension Fund - No change

W 25 Camp Meeting Mission Offering - No change

W 27 Disaster and Famine Relief Offering - No change

W 30 Special Offerings - No change

CM/TRE/ADCOM/TRE/ADCOM/GC&DivTre94AC/GCDOUP94AC/Fin94AC/94AC to
DFG

191-94G STEWARDSHIP GUIDELINES FROM TREASURY

VOTED, To accept the following Stewardship Guidelines from Treasury:

1. **Methods of Measurement:** To request each division to develop a method to measure the giving units of each church compared with actual member units in harmony with the 1993 Annual Council document, *Stewardship, Self-Reliance, and Sacrifice*.

2. **Reporting System:** To request that each conference/mission establish a reporting method by which it will evaluate tithe and offering faithfulness in order to assist in ascertaining the spiritual condition of each church.

3. **Debt Reduction:** To request that objectives be set for local churches, conferences, unions, and divisions for debt reduction and liquidation, including employee accounts and interorganizational receivables.

4. **Tithe and Offering Envelopes:** To affirm that it is the responsibility of administration at division/union/conference/mission levels to provide tithe and offering

envelopes according to the approved model for local churches, as recommended by the General Conference and Division Stewardship Commissions.

5. **Tithe Faithfulness of Church Employees:** To urge that all organizational leadership set an example in tithing and that the administration of each organization annually monitor the tithing practices of church employees. Spiritual encouragement should be given to those employees who are found not to be faithful in tithing. (See General Conference *Working Policy* D 65 20 and V 05 15.)

6. **Openness on Finances of Church Entity:** To request that all organizations maintain openness with financial records and provide information to their constituencies on a regular and timely basis.

7. **Realistic Budgets:** To request that all organizations build realistic annual budgets and that all expenditures remain within designated amounts.

8. **Regular Finance Committee Meetings:** To encourage all organizations to conduct periodic meetings of finance committees to evaluate the financial strength of the organization.

9. **Regular Financial Reports to Higher Organizations:** To request that all higher organizations establish procedures whereby they shall receive regular financial reports from lower organizations in their territories and that they assist lower organizations to achieve self-reliance/conference status.

10. **Union Assistance to Missions/Fields:** To request that all unions designate representatives from union treasuries to visit annually those fields that have not attained self-support status for the purpose of evaluating the organization and assisting to make plans to achieve self-support.

11. **Quarterly Statement Review Committees:** To encourage all organizations to conduct regular statement review committee meetings, preferably quarterly, to monitor finances of organizations in their territories.

12. **Local Church Audits:** To request divisions to establish procedures by which all churches will be audited to ensure confidence and credibility.

13. **Monitor of Flow of Funds:** To request that all organizations continually monitor the flow of funds from local churches to ensure the safe arrival of conference/mission funds at their proper destinations.

14. More Funds to Unentered Territories: To urge that all church entities endeavor to place more emphasis on reaching the unreached people groups in their territories through funding and human resources. Appropriate reports on such activities are to be made at least semi-annually so church members can see the results of their systematic giving.

TRE/ADCOM/GCDOUP94AC/Fin94AC/94AC to KHB

192-94G GENERAL CONFERENCE REMUNERATION SCALE—
RISK MANAGEMENT SERVICES

VOTED, To approve the General Conference Remuneration Scale for Risk Management Services, as follows:

REMUNERATION SCALES

GENERAL CONFERENCE

RISK MANAGEMENT SERVICES

Percentage
Min Max

142	162*	Executive Director
140	160*	Associate Executive Director
138	158*	Assistant Executive Director
<u>138</u>	<u>158*</u>	<u>Controller</u>
<u>138</u>	<u>158*</u>	<u>Legal Counsel</u>
138	158*	Executive Secretary
138	158*	Treasurer
137	157*	Controller
<u>137</u>	<u>157</u>	<u>Administrative Assistant to Executive Director</u>
137	157*	Services Director
137	157	Branch Manager
137	157*	Internal Auditor
136	156*	Legal Counsel
137	157	Administrative Assistant to Executive Director

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135 155 Associate Services Director

134 154 Assistant Services Director

134 154 Field Office Manager

133 153 Specialist

~~115~~ ~~145~~ ~~Associate Specialist~~

115 145+ Associate Specialist

~~115~~ ~~145~~ ~~Supervisor~~

~~110~~ ~~125~~ ~~Intern~~

*Those not having professional designations CPCU, JD (with State Bar membership), CLU, MBA, CPA, CEBS, or equivalent, have a ~~maximum~~ minimum one percentage point lower than the maximum possible remuneration rate.

94 124 Technical Assistant II

~~94~~ ~~124~~ ~~Assistant Specialist~~

~~93~~ ~~123~~ ~~Custodial Services Technician~~

~~88~~ ~~118~~ ~~Administrative Secretary~~

88 118 Administrative Secretary I

~~86~~ ~~116#~~ ~~Technical Assistant~~

86 116# Technical Assistant I

84 114 Secretary II

~~84~~ ~~114~~ ~~Secretary/Receptionist~~

~~84~~ ~~114~~ ~~Policy Processor~~

80 110 Secretary I

80 110 Clerk III

~~78~~ ~~108~~ ~~Clerk~~

76 106 Clerk II

72 102 Clerk I

~~#Two percent more for certification~~

The only position where an increase (2%) is available to those who complete some type of certificate program, i.e. INS/Loma/ ICA, etc.

+ UP OR OUT - Part of a specific formalized career pathing to Specialist position. Not intended to allow one to remain Associate Specialist indefinitely.

TRE/ADCOM/GCDOUP94AC/Fin94AC/94AC to KHB

193-94G GENERAL CONFERENCE REMUNERATION SCALE—
GEOSCIENCE RESEARCH INSTITUTE

VOTED, To approve the General Conference Remuneration Scale for the Geoscience Research Institute, as follows:

REMUNERATION SCALES

GENERAL CONFERENCE

GEOSCIENCE RESEARCH INSTITUTE

Percentage
Min Max

<u>142</u>	<u>162</u>	<u>Director</u>
<u>138</u>	<u>158</u>	<u>Senior Research Scientist</u>
<u>133</u>	<u>153</u>	<u>Research Scientist</u>
<u>130</u>	<u>150</u>	<u>Assistant Research Scientist</u>
<u>130</u>	<u>150</u>	<u>Assistant Editor</u>
<u>115</u>	<u>135</u>	<u>Research Affiliate</u>
<u>88</u>	<u>118</u>	<u>Administrative Secretary I</u>

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TRE/GC&DivTre94AC/GCDOUP94AC/Fin94AC/94AC to KHB

300-94G GENERAL CONFERENCE REMUNERATION SCALE—
ADVENTIST WORLD RADIO

VOTED, To approve the General Conference Remuneration Scale for Adventist World Radio, as follows:

REMUNERATION SCALES

GENERAL CONFERENCE

ADVENTIST WORLD RADIO

Overseas

Percentage

Min Max

084	104	Chief Engineer*
084	104	Frequency and Propagation Director*
084	104	Program Director*
084	104	Public Relations and Development Director*

~~*Board Appointments for the system plus 2%~~

General Conference

Percentage

Min Max

<u>142</u>	<u>162</u>	<u>AWR President</u>
<u>140</u>	<u>160</u>	<u>AWR System Director</u>
<u>138</u>	<u>158</u>	<u>AWR System Associate Director</u>

TRE/ADCOM/Fin94AC/94AC to DFG

306-94G RETIREMENT PLAN CONTRIBUTIONS

VOTED, To approve a plan whereby employing organizations shall make retirement plan contributions for interdivision individuals in their employment, based on a percentage of

base division deposits, beginning in 1995 with the North American Division-based interdivision employees, and implementing the same plan beginning January 1, 1996, for interdivision employees based in other parts of the world.

RemScPhilC/PolRev&Dev/RemScPhilC/ADCOM/GCDOUP94AC/Fin94AC/94AC to AHT(DIV)

215-94G PHILOSOPHY OF REMUNERATION - POLICY
AMENDMENT

VOTED, To amend GC Y 05 05, Philosophy of Remuneration, to read as follows:

Y 05 05 Philosophy of Remuneration—1. Introduction—In order that there may be an equitable basis for the remuneration of various classes of denominational employees, guidelines have been adopted for the Seventh-day Adventist Church.

2. Philosophy—The philosophy of remuneration is predicated upon the fact that a spirit of sacrifice and dedication should mark all denominational employees irrespective of the position they hold or the department or service they represent. The work of the Church, including every denominational organization organizations (conferences, schools, health care institutions, food factories, publishing houses, radio and television ministries, Adventist Book Centers, etc.); is a mission to which lives are dedicated rather than a business or commercial venture. dedicated in selfless service.

The Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to all the world, and many agencies are utilized to accomplish its spiritual task. Each employee has a responsibility to participate in the mission of the Church and its central objective—the salvation of ~~mankind~~. humanity.

The remuneration scale is based on job classification without discrimination on the basis of race, national origin, physical disability, gender, or age.

3. Objective—The objective of the denominational remuneration scale is to provide employees with a ~~modest living income~~. an adequate income, while endeavoring to provide a reasonable level of comfort.

4. Economic and Geographic Variations—Remuneration factors and benefits shall be voted by the division committee for each country or geographical area area, and in the local currency, based upon the cost of living for each area. 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. ~~While endeavoring to provide employees a reasonable level of comfort, the Church believes that modesty and good taste should govern their lives.~~

5. Basic Remuneration Scale—The remuneration scale provides minimums and maximums expressed in percentages of the remuneration factor which ~~may~~ may, in some cases, be in excess of the remuneration rates paid in the community for a similar type of service. It is recognized that because of the area, the type of employment, and community patterns of remuneration, the responsible committees and controlling boards concerned shall set remuneration rates for certain categories of employees which do not exceed the average community rate for such categories, even though these rates may be less than the minimum or maximum as stated in the remuneration scale for these specific classifications. Provisions may be enacted to make the appropriate adjustments in relationships to retirement benefits.

Employers may, with the approval of the next higher organization, set a lower remuneration factor for employees who are paid in harmony with community rates. This plan shall be monitored to make sure that employees who are paid according to the lower remuneration factors do not have a higher percentage and thereby a higher yearly rate factor than employees who are paid according to the regular approved remuneration factor. ~~The amount of the 100 percent remuneration factor is set by the division committee in the local currency of each country.~~

The rates in the various categories are incorporated in the remuneration scale and the following criteria should be taken into consideration with respect to each employee:

- a. Preparation, education, and commitment.
- b. Previous experience and achievement.
- c. Years of service.
- d. Responsibility.

6. Allowances—~~The remuneration rate assigned to each employee is considered basic to provide living expenses;~~ A basic remuneration rate is assigned to each employee, but additional allowances may be approved by the division committee to assist in covering housing, medical, education assistance for dependent children, etc.

7. Variations:

a. Institutional—The boards/governing committees of institutions/organizations of the Church whose viability rests on their success in the commercial

environment and who do not receive denominational appropriations may establish remuneration levels and/or compensation benefits (allowances) which reflect more closely the remuneration level of the local environment. Such variations shall be made within criteria established by the General Conference Executive Committee, and shall require approval of the division executive committee.

In divisions where health care institutions are managed as separate but allied structures, the remuneration scale shall be determined by a method as approved by the division/General Conference Executive Committee.

b. Country Legislation—In countries where government legislation or requirements make application of the denominational wage scale impossible, the country requirements shall be complied with.

7. 8. Remuneration Increments—The remuneration scale provides separate listings for the various types of organization, and the advisability of a regular plan of increments is recognized. In order to provide a reasonable degree of uniformity, it is recommended that an employee's maximum remuneration normally be achieved after the completion of between five and ten years of full service taking the following into consideration:

a. The Based on evaluative criteria, the increment schedule may be accelerated in recognition of special skill, responsibility, and/or exceptional productivity, or the increment period may be extended if lesser ability or rate of growth is indicated.

b. Professional certification may be a requirement to reach the maximum within certain categories.

9. Remuneration Adjustments—From time to time it may be necessary to either increase or decrease remuneration within this remuneration philosophy. Factors to be considered in making such adjustments will include the financial resources available, cost of living changes, competitive wages, and performance appraisals.

TRE/ADCOM/Fin94AC/94AC to DFG

307-94G RETIREMENT PLAN STUDY

VOTED, To request the General Conference Treasury, in cooperation with divisions, to conduct a review of alternate types of retirement plans acceptable to the needs of the world field. The objective of a fund which contains the equivalent of three years of expenses has considerable problems including future unfunded liabilities. Plans need to be made to meet the circumstances of the present changes in today's world.

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TRE/ADCOM/Fin94AC/94AC to DFG

308-94G RETIREMENT PLAN CONTRIBUTIONS FROM
CATEGORY #4 INTERDIVISION EMPLOYEE BUDGETS

VOTED, To approve, effective January 1, 1996, a plan requiring organizations employing Category #4 interdivision personnel to commence payment of the appropriate retirement fund contributions to the respective base division for each interdivision employee on the payroll.

AUD/GCDOUP94AC/Fin94AC/94AC to DFG-95GCS

297-94G DIVISION AUDITORS - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws, Article VIII—Division Auditors, to read as follows:

~~ARTICLE VIII—DIVISION AUDITORS~~
ARTICLE VIII—AUDITING SERVICE

~~In addition to the director of the division Auditing Service, who is elected at the General Conference Session, division executive committees may appoint associate and assistant auditors as may be required to carry on the work. At each regular General Conference Session, the General Conference shall elect a director of the General Conference Auditing Service, whose duties shall be to administer the conduct of audits of the organizations of the Church throughout the world. Associate auditors shall be appointed by the General Conference Executive Committee at its first annual meeting following each regular General Conference Session to serve from the General Conference and within the divisions. The associate auditors to serve in each division shall be appointed on recommendation of the division officers and the director of the General Conference Auditing Service.~~

References to service directors and associate service directors elsewhere in this Constitution and Bylaws are exclusive of the director and associate directors of the General Conference Auditing Service.

TRE/ADCOM/GCDOUP94AC/Fin94AC/94AC to DFG(DIV)-TRE

291-94G FINANCIAL RESPONSIBILITY - POLICY ADDITION

VOTED, To refer back to the General Conference Treasurers, the recommendation to add to GC S 20, Financial Responsibility, section S 20 20, Financial Control, a new paragraph 5, which reads as follows:

5. Remittance of Funds—Tithe and offerings are considered as trust funds. Tithe is shared according to church policy distribution and is to be remitted promptly. Offerings collected are remitted as determined by policy for the specific offering. This process is necessary in order to provide integrity in the use of denominational funds for support of God's commission to His Church. Further, it is the responsibility of church administration to receive and use these funds in a manner that will provide accountability and assurance to the donor.

Should the local church or the local conference delay payments of such funds, the next higher organization shall be responsible for the remittance of funds equivalent to those funds that have been delayed. Administrative officers responsible for these organizations shall take steps to correct the problem, and provide to the next higher organization a plan designed to bring all remittances up to date.

PUB/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to AHT

239-94G PUBLISHING—DEPARTMENTAL POLICIES - POLICY
AMENDMENT

VOTED, To amend GC I, Publishing—Departmental Policies, effective January 1, 1995, to read as follows:

I PUBLISHING—
DEPARTMENTAL POLICIES

I 01 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. The Publishing Department of the General Conference is committed to this God-given task.

I 03 Purpose

The Publishing Department of the General Conference gives leadership to the work of the publishing departments worldwide, Home/Family Health Education Service offices, Adventist Book Centers, literature ministry seminaries, and literature evangelists. It serves as a resource center for development, production and distribution of literature, and the translation for printing of Ellen G White books.

I 05 Basic Principles for Operating Publishing Institutions

All denominational publishing houses are both church owned and church operated. The object of their establishment was for the furtherance of the work of the church; and it is therefore imperative that they be operated in harmony with the missionary 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.

~~Should these principles and practices be changed at will by those carrying on the work of these church institutions, the inevitable result would be confusion and disruption and eventual loss of denominational control of such institutions. This is demonstrated by the experience of many other denominations.~~

~~The wage scale adopted by the denomination applies to ministers and institutional employees, and is based not on the wage scales generally prevailing in the world but upon denominationally accepted principles of missionary self-sacrificing service and support. Those accepting service in denominational work should therefore recognize this principle in the remuneration they receive.~~

~~To change this basis of operating denominational institutions would result in confusion, and they could easily cease to be instruments for carrying out the purposes and objectives of the church.~~

~~The conduct of institutional work should always be placed upon and kept at a high spiritual level. The Master's injunction that all ye are brethren." (Matt 23:8) should ever be a guiding principle with everyone connected with this work, and at no time should there be any occasion for a division into groups in any church-operated institution.~~

~~While recognizing that the primary responsibility for the conduct of the affairs of the institutions must rest with the boards of management elected by the constituency, the church~~

~~does not accept the idea prevailing in the world that results in the unreasonable distinction which is often drawn between management and labor. This is entirely foreign to the very spirit and purpose of a Christian organization. From the boards of trustees, right through the plant, including managers, treasurers, department heads, superintendents, foremen, and employees in all departments, there should be maintained at all times a spirit of Christian fellowship, cordial cooperation, and mutual respect. To maintain such an atmosphere is the purpose of the church in the conduct of all its institutions. The basic principle in accomplishing this end is to maintain a real and wholesome family relationship throughout the entire institution, in which every employee occupies his or her place as a responsible member, and is recognized as an integral part of the whole.~~

~~Ways and means of solving all problems arising in the conduct of the respective institutions can readily be found within the organizational framework and established policies, and this should be the constant purpose of all those connected with the institutional work. Misunderstandings of whatever nature can successfully be cleared away by mutual counsel, fellowship, and understanding.~~

~~In harmony with the foregoing principles, the following policies will apply:~~

- ~~1. Frequently scheduled meetings of the respective institutional families shall be held, at which times the work of the institutions and matters relating to the employees in general may be considered, items of interest may be reported upon, and plans for further expansion and development studied. At such meetings members of the institutional family may offer suggestions for improving the work of the institutions.~~
- ~~2. Full information relating to the personal well-being of the employees, such as hours of employment, plan of remuneration, sick benefits, compensation, insurance, other allowances, etc., shall be made available to those entitled to such information.~~
- ~~3. The constituencies, in the election of the respective boards of management, shall include suitable and experienced individuals from among the institutional family and the field; and in making up the executive committees these boards shall take care to see that a reasonable balance from the various departments is maintained.~~
- ~~4. When new organizations within institutions are desired, they shall be organized in counsel with and by approval of the respective institutional boards and in harmony with the principles of denominational institutions.~~
- ~~5. 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/North American Division General Conference/division Working Policy.~~

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~~I-05-10 Classification of Publishing Houses—The following shall serve as guideline criteria to be used by divisions in determining the status of publishing houses:~~

- ~~1. A major publishing house shall:~~
 - ~~a. Have a minimum of 60 full time equivalent employees.~~
 - ~~b. Have all major departments—editorial, typesetting, printing, bindery (perfect binding or hard cover binding), marketing.~~
 - ~~c. Produce and market at least one outreach magazine on a regular basis.~~
 - ~~d. Publish new subscription and trade books on an annual basis.~~
- ~~2. A medium size publishing house shall:~~
 - ~~a. Have a minimum of 25 full time equivalent employees.~~
 - ~~b. Have at least two major production components—editorial, typesetting, printing, bindery.~~
 - ~~c. Produce and market at least one outreach magazine on a regular basis.~~
- ~~3. A Minor Publishing House—All other publishing houses shall be classified as minor houses.~~
- ~~4. Wage Scale—The remuneration for employees in medium size publishing houses shall be half way between major and minor houses, rounded off to the next decimal point.~~

~~I-05-20 I 05 05 Publishing House Organization—Publishing houses shall be organized as membership associations 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.~~

I 10 Appointment of Editors

Editors and associate editors for the principal denominational journals, and book editors and associate book editors shall be nominated by the respective publishing house boards and/or publishers; they shall be approved in overseas divisions by the division committee and in North America by the General Conference Committee before final appointment by publishing houses or publishers.

Appointments shall be based on a person's demonstrated skill in writing and in careful handling of manuscripts, as well as on knowledge of publication production and of the particular field dealt with by the publication. The editor shall be a Seventh-day Adventist who has given evidence of being a dedicated employee in the Church.

In addition to having editorial skills, the senior editors of publications dealing with theological matters shall be experienced Bible students with skill and experience in interpretation, shall have maturity in the church and a wide exposure to its total work, and a broad background of ministerial or similar experience.

~~I-15~~ Publication of New Magazines

~~Before a new magazine or periodical is published, it shall be approved by the division committee at its annual meeting.~~

~~I-20~~ I 15 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.

~~I-25~~ I 20 Independent Publications

~~I-25-05~~ I 20 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.

~~I-25-10~~ ~~Authorized Stock and Promotion~~—~~1. Adventist Book Centers, HHES, /FHES offices, and churches shall stock and promote only those books, pamphlets, tracts, periodicals, magazines, video tapes, and recordings which are regularly produced under denominational direction or are furnished through denominational publishing houses.~~

~~2. Publishing houses shall not purchase or carry in stock literature produced, promoted, or published by individuals on their own responsibility or by non-Seventh-day Adventist publishers except as hereinafter specified.~~

~~a. Orders received for such publications may be referred to the publisher and promoter of same.~~

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b. ~~Such literature shall not be given apparent approval through reading notices, advertisements, or by listing in catalogs.~~

e. ~~Union and local conferences/missions shall cooperate in a united effort to curtail the publication of independent literature by conference/mission employees.~~

3. ~~Literature approved by reading course committees and other books approved by a denominational book committee shall be handled and promoted in the same manner as denominational publications. Reading course books not published by the denomination are to be stocked and promoted only during the life of the course of which they are a part.~~

~~I-25-15 College Printing Plants—College printing plants shall confine their work to job printing and shall not engage in regular denominational publishing unless approved by the North American Division Committee and the LMCB.~~

~~I-25-20 I 20 10 Copyrights—Copyright policies of the publishing houses shall operate in harmony with national and international copyright laws. The reprinting in tract or any other form of chapters or portions of chapters from standard copyrighted denominational works is not permitted without authorization.~~

~~I-25-25 Union Paper Advertisements—Editors of union papers shall not accept advertisements for unauthorized literature.~~

~~I-25-30 I 20 15 Ellen G White Publications—The North American Division 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 White Estate Board. Ellen G White Board of Trustees. The North American Division 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.~~

~~I-25-35 Promotional Literature—This policy is not intended to restrict the publication of promotional or special literature authorized by any union committee division/division for free distribution among church members within its own territory.~~

I-30 I 25 Publishing Houses

~~I-30-05 Definition of a Publishing House—Publishing centers established by authority of the division committee concerned for the purpose of originating, translating, and distributing denominational literature shall be regarded as publishing houses and eligible for~~

~~all the courtesies, discounts, and privileges current among denominational institutions. This standing is not contingent upon whether or not a printing establishment is connected with the institution.~~

I 25 05 Approval of Denominational Publishers—All denominational entities wishing to engage in publishing activities must receive prior approval from the division 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.

I-30-10 I 25 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.

~~I-30-15 Publishers' Rights—1. Sole Publisher—The publisher of a new book or magazine shall be the sole publisher of that book or magazine in its territory.~~

~~2. Control—Each publishing house shall retain the publishing rights and full control of manufacturing and circulating denominational literature in its territory.~~

~~3. Contracts—Publishers may enter into contracts with authors or publishers concerning all classes of literature assigned to them; however, such contracts shall not involve or restrict the rights or privileges of their publishers and union and local conference/missions in their respective territories.~~

~~4. Obligation—The publisher of a new subscription book shall sell printers and initial rights to a publishing house in another territory that requests it according to policy.~~

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~~5. Problems—When problems arise in the interpretation and/or implementation of policy or in negotiations between publishing houses in different divisions, the respective LMCB's shall counsel and arbitrate.~~

I 25 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 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.

~~I 30-20 New Subscription Books—When the publication of new subscription books is considered, counsel concerning the need for such volumes shall first be sought from the field and the relevant publishing department and, where more than one territory is involved, the proper publishing coordinating committee.~~

~~I 30-25 Health Journals Sponsorship—Where there is a health journal being used within a territory, the division publishing department and the department of health shall be cosponsors. Both departments shall share in promotional support and editorial counsel.~~

I 30-30 I 25 20 Ownership and Control of Printers—In bringing out a new magazine, or new trade or subscription books, the original publisher shall bear the initial expense of publication and retain have sole ownership and control of printers and copyrights. copyrights

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~~within its territory. It shall avoid all contracts or arrangements that might hinder the improvement, manufacture, and circulation of subscription literature.~~

~~I-30-35-Sharing Initial Expense—1.—If other publishers choose to cooperate in the development of a new trade or subscription books, the initial expense shall be equitably divided among participating entities. The original publisher shall have the distribution rights for that book within its own territory and may export to any publishing house that does not own printing rights on that book. Initial expense shall include actual origination costs incurred up to the point the negatives are stripped and flats made ready for the production of printing plates. Normal factory overhead percentages shall be included but not promotion or distribution costs.~~

~~2. When a world division or LMCB wishes to purchase rights all the provisions of this policy shall apply.~~

~~I-30-40-Delayed Purchase of Printers—If a publishing house delays in the purchase of printers until after a book has been printed, the conditions of sale to a second publisher shall be determined by the original publisher on the following basis:~~

~~1. An outright once only payment of a percentage of initial expenses and purchase of printers or~~

~~2. A royalty payment to the original publisher, author, and artist, when applicable.~~

~~I-30-45-Outright Payment Plan—1.—Initial rights payment for subscription books in the original language shall be as follows:~~

~~a. Art work and pictures:—Ten percent (10%) of initial expense of art work and pictures plus possible artist royalties.~~

~~b. Text, art work, and pictures:—Seven and one-half percent (7.5%) of total initial expenses plus possible artist and author royalties.~~

~~c. Text only:—Five percent (5%) of initial expense of text plus possible author royalties.~~

~~d. Second rights publisher shall forward an annual royalty sales report and author royalties to the original publisher.~~

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e. ~~Royalty payments shall be kept current in order to qualify for acquisition of printers.~~

f. ~~Printers shall be supplied at cost plus fifteen percent (15%).~~

2. ~~Initial rights payment for subscription books translated from the original language shall be as follows:~~

a. ~~Art work and pictures: Ten percent (10%) of initial expense of art work and pictures plus possible artist royalties.~~

b. ~~Text only: Three percent (3%) of initial expense of text plus possible author royalties.~~

3. ~~Distribution Rights—The purchasing publisher's distribution rights shall be limited to its own territory.~~

~~I-30-50 Royalty Payment Plan—Subscription Books—1. A royalty percentage shall be paid to author and artist as may be required.~~

2. ~~An annual royalty payment shall be paid to the first rights publisher based on the number of copies printed and sold as follows:~~

a. Original language:	
1—5,000 edition	1% of retail sales
5,000—10,000 edition	3% of retail sales
over 10,000 edition	4% of retail sales

b. Translated language:	
1—5,000 edition	0% of retail sales
5,000—10,000 edition	2% of retail sales
over 10,000 edition	3% of retail sales

e. ~~In cases where publishing houses sell on a net billing basis to ABC's/HHES's, an adjusted percentage shall be used that is compatible with this policy.~~

3. ~~Printers shall be supplied at cost plus fifteen percent (15%).~~

4. ~~Distribution Rights—The purchasing publisher's distribution rights shall be limited to its own territory.~~

~~I-30-55--Purchase of Trade Printers--Initial rights payment of trade books in the original language, exclusive of Ellen G. White books, shall be as follows:~~

- ~~1. Art work and pictures:--Ten percent (10%) of initial expense of art work and pictures.~~
- ~~2. Text, art work, and pictures:--Seven and one half percent (7.5%) of total initial cost.~~
- ~~3. Text only:--Five percent (5%) of initial expense of text.~~
- ~~4. Author and artist royalties are additional as required.~~
- ~~5. Printers shall be supplied at cost plus fifteen percent (15%).~~
- ~~6. Distribution Rights--The purchasing publisher's distribution rights shall be limited to its own territory.~~

~~I-30-60--Trade Book Translation--1. When a translation from an existing trade book, exclusive of Ellen G. White books, is made from the original language, no initial expense shall be paid for the text.~~

~~2. If art work or pictures are required by the translating publisher, seven and one half percent (7.5%) of the initial expense of art work and pictures plus possible artist royalties shall be paid.~~

~~3. The translating publisher has distribution rights for that book only within its own territory, with the provision that:~~

~~a. Should it wish to distribute to other areas within its own division, distribution rights shall be authorized by the division.~~

~~b. Should it wish to distribute the book outside of its division territory, the request shall be channeled through the LMCB's.~~

~~4. A signed copy of the author's contract with the translating publisher shall be filed with the original publisher.~~

~~5. Author and artist royalties, as may be required, are the responsibility of the translating publisher.~~

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~~I-30-65 Revised Editions—No major expense shall be incurred in revising, illustrating, or translating any major subscription book without agreement among author, publisher, field leaders, and other publishers within the division.~~

~~I-30-70 Report to Authors—Publishing houses shall provide all authors with an annual report of the number of the author's books sold.~~

~~I-30-75 Wholesale Price of Signatures—Publishing houses furnish signatures of subscription books they print to other publishing houses shall do so on the basis of manufacture, initial expense, and shipping costs.~~

~~I-30-80 Responsibility for Shipments—Publishing houses shall be responsible for the safe delivery of all shipments, whether domestic or foreign. Insurance costs covering such shipments should be charged to the customer. Freight charges outside of North America shall be prepaid on shipments of 2,500 pounds or more.~~

~~I-30-85 Overdue Publishing House Accounts—1. Unpaid accounts between publishing houses within the same division shall be considered delinquent one month after date of seller's statement.~~

~~2. Unpaid accounts between publishing houses in different divisions shall be considered delinquent three months after date of seller's statement.~~

~~3. As far as circumstances permit, overseas divisions should arrange for the General Conference to pay their accounts with publishing houses in North America.~~

~~4. A maximum of one and one half percent (1.5%) interest per month may be charged to the account of any publishing house owing a delinquent account to another denominational publishing house.~~

~~5. The seller accepts as settlement of account the copy of buyer's reconciliation of account, based on actual merchandise received, with accompanying remittance to cover the balance due, this to be received before the due date.~~

~~6. In the case of delinquent accounts between publishing houses in different divisions, the seller, by arrangement with the division concerned, may pass through the regular denominational channels a debit for the amount owed plus the delinquent charge outlined above.~~

~~I-30-88 Accounts Receivable—1. All publishing house accounts receivable shall be aged as follows:~~

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60 days
90 days
~~120 days and above~~

2. ~~In the case of a print job for a sister publishing house, the conditions of I-30 85, Overdue Publishing House Accounts, shall apply.~~

~~I-30-90 I 25 25~~ Spirit of Prophecy Books for Denominational Employees—1. The Publishing houses of the North American Division shall supply Ellen G White books in English, in freight shipments according to the publishing house free freight policy, to other divisions for denominational employees at a cost at the port of entry of 50 percent of the catalog retail price. ~~It is understood that these books are to be made available to employees at a greatly reduced rate.~~ Under this plan all orders for Ellen G White books shall be placed with the publishing houses annually.

2. Divisions and subsidiary organizations shall provide an additional subsidy of 25 percent of the original publisher's catalog price for these Ellen G White books to employees in areas designated by the division committee.

3. Each division committee shall assign to a specific department the responsibility for promotion and distribution of these books.

4. ~~In divisions, where employees would benefit by the non-English language Ellen G White books, the same discounts shall apply.~~

5. ~~4.~~ As a division and the respective publishing house are is able to meet the financial responsibilities involved, study shall be given to furnishing similar privileges for students in their junior and senior years. ~~years majoring in ministerial and education.~~ Local church elders may also be included.

6. ~~In divisions where local printing will result in lower cost, Ellen G White English language books may be printed in that division for internal distribution only.~~

I-35 ~~I 30~~ Christian Record Services, Inc

I-35-05 ~~I 30 05~~ Sole Primary Agency—The Christian Record Services, Inc, is recognized as the sole primary agency for the production and distribution of denominational literature for the ~~blind.~~ blind and hearing-impaired.

~~I 35-10 Brailleing of Books—All rights for brailleing of Adventist literature shall belong to the Christian Record Services. Any requests for brailleing by other publishing~~

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~~organizations shall be cleared by the Christian Record after counseling with the original publishers.~~

I-40 I 35 Publishing Development Fund

~~I-40-05~~ I 35 05 Fund Source—The source of the Publishing Development Fund shall be as follows:

1. General Conference appropriations
2. Ellen G White translation subsidies. ~~Publishers with or without production facilities shall contribute annually three tenths of one percent (0.3%) of net sales or four percent (4%) of profit, as shown on their audited year-end financial statement. Where neither of these amounts is felt to be possible, it is requested that a contribution be made to the fund.~~

~~I-40-10~~ I 35 10 Administration of Fund—The Publishing Development Fund shall be administered by the World Literature Ministry Coordinating Board (WLMCB) as follows:

- ~~1. To purchase world printing rights when requested by the World LMCB.~~
- ~~2. To purchase printing rights for territories where:~~
 - ~~a. No funds are available~~
 - ~~b. Specific urgent needs to open new work are demonstrated.~~
3. 1. To fund the development of literature to meet special language or ethnic needs among large non-Christian populations.
2. To fund the translation of Ellen G White books.
- ~~4. To provide funds for international cooperation in developing magazine articles and tracts which can be printed simultaneously in different languages.~~
- ~~5. To allocate funds for the purchase of publishing house equipment and construction.~~
6. To require that allocations from the Publishing Development Fund shall be matched by divisions concerned on a 50-50 basis.

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- 7- ~~To revert unused allocations to the fund after two years.~~
- 8- ~~To limit allocations voted by the World LMCB to the resources of the fund.~~

I-42 I 40 World Literature Ministry Coordinating Board

I-42-05 I 40 05 Responsibilities—The responsibilities of the World Literature Ministry Coordinating Board (WLMCB) are:

1. General—~~a. Coordinate~~ Facilitate all phases of the literature ~~ministry~~ ministry in the world through regional LMCB's.
- ~~b. Serve as a central advisory, planning, and coordinating board, working through regional literature ministry coordinating boards/divisions for the total literature ministry program of the Church, from production to distribution; establish working guidelines, coordinate interrelationships, and maintain a general overview of the total literature ministry program.~~
- b. 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.
- c. Recommend development of publications that can be used in various parts of the world.
- ~~d. Screen major new Seventh-day Adventist publications and recommend translation and printing of these publications in other parts of the world.~~
- ~~e. Promote and coordinate compatibility of equipment in publishing houses.~~
- f. d. Administer and be the custodian of the Publishing Development Fund.
- ~~g. Refer any requests involving expenditures for which neither funds nor budget is available to the General Conference Administrative Committee.~~
- ~~h. e.~~ Appoint subcommittees as necessary; necessary and call meetings of interdivision publishing houses for product development.

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2. Ellen G White Trade Publications—Existing—a. Coordinate the production of Ellen G White publications. ~~trade publications in French, Spanish, Portuguese, and English.~~

b. Purchase duplicate printers as necessary from publishers of Ellen G White ~~trade~~ publications.

1) ~~Duplicate printers shall be supplied at actual cost of duplication, plus 15 percent.~~

2) ~~The purchasing price for initial rights shall be 50 percent of the net residual initial expense remaining after crediting translation subsidy granted by the General Conference and/or recovery of initial expenses from previous productions.~~

3) ~~Artists' royalties are additional as requested.~~

c. Prepublication orders for Ellen G White ~~trade~~ publications shall be coordinated and pooled to ensure large print runs and effect economies of scale. Inventory, warehousing, and marketing shall be the responsibility of those placing these orders.

d. Competitive bids shall be sought to ensure the lowest possible price with preference given to denominational publishers and consideration given to printing in areas with blocked currencies.

3. Ellen G White Trade Publications—New Translations—a. The WLMCB may initiate, after counsel from the Ellen G White Estate, the translation of new Ellen G White publications. ~~trade publications in French, Spanish, or Portuguese.~~ Production of new editions will begin when one or more organizations confirm an order. Inventory, warehousing, and marketing shall be the responsibility of those placing these orders.

b. The WLMCB shall be eligible for General Conference Spirit of Prophecy translation subsidies according to policy.

c. The WLMCB shall use existing denominational facilities for the entire process of translation, development, and editing, based on competitive bidding.

d. ~~The WLMCB shall own world rights on any Ellen G White trade publications it initiates or translates.~~

e. ~~The WLMCB shall own world rights on any Ellen G White trade printers it purchases exclusive of the original publisher's territory.~~

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f. d. ~~Individual publishers~~ Denominational publishing houses shall retain the right to initiate, translate, print, and distribute any Ellen G White ~~trade~~ publication within ~~their territory~~ and may apply for any General Conference Spirit of Prophecy translation subsidy available according to policy. ~~Printers shall then be made available to the WLMCB according to 2-b above.~~

~~I-42-10~~ I 40 10 Membership—Membership of the World Literature Ministry Coordinating Board shall consist of the following personnel:

General Conference Vice President (advisor to Publishing Department), Chairman
General Conference Publishing Director, Secretary
~~General Conference President~~
~~General Conference Secretary~~
~~General Conference Treasurer~~
General Conference Publishing Department Associate Directors
~~Christian Record Services, Inc., President~~
~~Pacific Press Publishing Association, President~~
~~Review and Herald Publishing Association, President~~
~~Christian Record Services, Inc., Board Chairman~~
~~Pacific Press Publishing Association, Board Chairman~~
~~Review and Herald Publishing Association, Board Chairman~~
General Conference Publishing House Presidents
Ellen G White Estate Secretary
Division Presidents Presidents, or designees
Division Publishing Directors
Division Five (5) Publishing House Managers chosen by the WLMCB
~~One (1) publishing house manager from each five (5) houses, or major portion thereof, from divisions which do not have a division publishing institution~~
~~Southern Publishing Association (South Africa) General Manager~~
~~Editorial Consultants of LMCB's~~
~~Vice presidents for marketing from the North American publishing houses may be included as invitees.~~

~~I-42-15~~ I 40 15 Executive Committee—1. An executive committee of the LMCB 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 LMCB.

3. Executive Committee Membership:

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General Conference Vice President (Pub Dept Advisor), Chairman
General Conference Publishing Director, Secretary
~~General Conference President~~
~~General Conference Secretary~~
~~General Conference Treasurer~~
General Conference Associate Publishing Directors
Ellen G White Estate Secretary
Division Presidents Presidents, or designees
~~Christian Record Services, Inc., President~~
~~Pacific Press Publishing Association President~~
~~Review and Herald Publishing Association President~~
General Conference Publishing House Presidents

4. Executive Committee Procedures—a. Meetings shall be held as necessary between sessions meetings of the LMCB.

b. A quorum of the Executive Committee shall consist of five (5) members.

~~I-43--Regional Literature Ministry Coordinating Boards~~

~~I-43-05--Composition--Regional Literature Ministry Coordinating Boards serving divisions in compatible language, religion, culture, or geographical areas as shall be organized as follows:~~

1. ~~African Literature Ministry Coordinating Board--Africa Indian Ocean and Eastern Africa Division, Middle East Union Mission, and Southern Africa Union Conference.~~

2. ~~European Literature Ministry Coordinating Board--Euro Africa, Trans-European, and Euro Asia Divisions.~~

3. ~~Asia Pacific Literature Ministry Coordinating Board--Eastern Asia Committee, and Far Eastern, Southern Asia, and South Pacific Divisions.~~

4. ~~Latin America Literature Ministry Coordinating Board--Inter American and South American Divisions.~~

~~I-43-10--Purpose--The purpose of the regional literature ministry coordinating boards is to:~~

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1. ~~Serve as a regional advisory, planning, and coordinating board for the total literature ministry program in that area from production to distribution, establishing working guidelines, coordinating interrelationships, and maintaining a general overview of the literature ministry program.~~
2. ~~Promote a production, marketing, and distribution program that will result in the lowest possible cost and widest possible circulation of denominational literature.~~
3. ~~Initiate development of publications that can be used in various parts of the territory.~~
4. ~~Screen major new Seventh-day Adventist publications and coordinate translation and printing of these publications.~~
5. ~~Monitor the purchase of major equipment to guarantee greatest efficiency in all publishing houses.~~
6. ~~Conduct and recommend publishing house surveys as necessary and evaluate all areas of the literature ministry such as Adventist Book Centers, subscription sales programs, and literature evangelism.~~
7. ~~Refer to the World Literature Ministry Coordinating Board any request involving expenditures for which neither funds nor budget is available.~~
8. ~~Appoint subcommittees as necessary.~~

~~I 43-15 Membership—1. Membership of the Regional Literature Ministry Coordinating Boards shall consist of the following personnel:~~

~~General Conference Vice President (Advisor to Publishing Department), Chairman~~
~~Division Presidents*, Vice Chairmen~~
~~General Conference Associate Publishing Director, Secretary~~
~~General Conference Publishing Director~~
~~Division Secretaries~~
~~Division Treasurers*~~
~~Division Publishing Directors*~~
~~Division Publishing House Managers*~~
~~Union Publishing House Managers (one from each division * where no division house exists)~~

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2- ~~Membership of the North American Division Literature Ministry Coordinating Board shall be outlined in NAD-I 95-25, Membership, with the addition of three members from the South Pacific Division (see I 43-05-5).~~

~~*Of the divisions participating in the respective regional board.~~

I 45 Royalty Policy

I 45 05 General Provisions—1. No book or pamphlet shall be printed or translated by any publishing house without written permission or a signed contract from the original publisher and/or the author.

2. A translation of any book or pamphlet from the language of the original publication, 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- ~~When a translation of a book or pamphlet is printed by a publishing house for circulation outside its own territory, royalty arrangements shall be made prior to publication between the organization sponsoring the translation and the author.~~

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.

I 45 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 for free distribution: One percent (1%) of retail price on English books only. ~~on large printings of Ellen G White productions by single denominational publishers and one percent (1%) of manufacturer's cost on books produced by United Publishers.~~

Category C—Ellen G White trade books: Five percent (5%) of retail price: price on English books only. ~~No royalty shall be paid on foreign language books in this category.~~

Category D—Five percent (5%) of retail price of the annual devotional book, the Missionary Book-of-the-Year, paperback trade books for missionary distribution, and small mass-produced paperback books.

Category E—No royalty shall be paid on educational textbooks produced under the auspices of the General Conference and for which the authors are remunerated.

Category F—Trade books:

Hardbound

Sales up to 7,500 copies—8 percent of retail price

Sales over 7,500 to 15,000 copies—9 percent of retail price

Sales over 15,000 copies—10 percent of retail price

Paperback

Sales up to 20,000 copies—7 percent of retail price

Sales over 20,000 copies—10 percent of retail price

~~I-45-15--Special Reimbursement--In addition to royalty, the author may receive from the publishers special reimbursement for scholarly, technical, or special assignment works negotiated between the publishers and the author which may call for unusual expense in research, travel, or manuscript preparation.~~

~~I-45-20--Illustrated Books--The royalty rate for heavily illustrated books with limited text shall be negotiated on the basis of the relative contributions of the author and the artist or owner of the art work.~~

~~I-45-25--Books Sold Outside of Publishing House Territory--Original publishers shall be responsible for paying the author royalties on books and/or signatures sold outside the territory of the publishing house.~~

~~I-45-30--Use of Pictures--Publishers wishing to obtain pictures from other publishers shall do so in harmony with the following provisions:~~

- ~~1. Original pictures shall not be sent away for making reproductions. Instead a print or a negative shall be supplied and the expense charged in addition to the fee for use of the picture.~~
- ~~2. The picture, when published, shall carry a copyright notice and artist's credit line.~~

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3. ~~The use of a picture shall be limited to a specific publication. The owner of the print or negative used in printing shall not use reproductions in any way other than that for which permission has been granted nor lend reproductions or photos to others, nor grant permission for others to use them.~~

4. ~~Permission shall not be given for use of pictures for handbills, posters, circulars, or other general advertising matter, with the possible exception that permission may be granted for use in advertising the particular book or periodical in which the picture appears.~~

5. ~~Charges for the use of photographs, original paintings, and line drawings shall be ten percent (10%) (amount paid the artist/photographer plus cost of prints and copyright).~~

I 50 Adventist Book Centers

I 50 05 Adventist Book Centers as Distributing Agencies—~~The Adventist Book Center is recognized as the primary channel for the distribution of denominational trade, text, and missionary literature. literature in its territory. It may seek to expand sales by establishing additional retail sales outlets through which literature may be distributed as follows:~~

1. ~~ABC's shall be located where they may reach large numbers of church members and the general public.~~

2. ~~The opening of branch ABC's and other outlets in Adventist colleges/universities and Adventist health care centers shall be encouraged.~~

3. ~~A network of ABC mini-outlets manned by laymen, under the direct supervision of Adventist Book Centers or publishing houses, may be established in collaboration with the division or Literature Ministry Coordinating Board.~~

4. ~~Subject to individual approval by the LMCB, colleges and universities may purchase directly from the SDA publishing houses in their territory.~~

~~I 50 06 Discounts to Outlets—Each division, in counsel with the publishing house(s) involved, shall arrange discount schedules for all sales outlets. It is recommended that the ABC retain a minimum margin of ten percent for the expense of handling such business.~~

~~I 50 07 Direct Marketing—The publishing house in collaboration with the HHES/ABC in their territory shall develop plans for direct mail marketing, sales to privately owned SDA book stores, to Christian book stores, and secular retail sellers.~~

~~I-50-10 Title of Adventist Book Center Leader—The term *manager* shall be applied to those in charge of Adventist Book Centers.~~

~~I-50-15 I 50 10 Publications and Merchandise to Be Stocked and Promoted by Adventist Book Centers—The type of books, periodicals, audio-visual materials, and other printed matter that Adventist Book Centers stock and promote shall be kept in harmony with the high spiritual standards and doctrines of the Church as follows:~~

1- Adventist Book Centers shall stock and promote only those books, ~~periodicals~~ 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.

2- ~~The following exceptions shall be made to the foregoing provisions:~~

a- ~~School books as approved by the General Conference Department of Education.~~

b- ~~Sabbath school supplies recommended by the General Conference Sabbath School Department.~~

c- ~~Church supplies suitable for use by Adventists and other church groups as approved by a committee appointed by the union conference/mission.~~

d- ~~Special songbooks for solos, duets, and special group singing. No other songbooks shall be stocked or promoted to compete with denominational songbooks.~~

e- ~~When approved by an appropriate committee appointed by the next higher organization, miscellaneous merchandise such as electronic equipment, pictures, greeting cards, stationery, and other items helpful to the missionary outreach of the Church.~~

f- ~~Bibles and Bible translations, suitable Bible dictionaries, study helps and commentaries.~~

g- ~~Health literature which has been review and approved by an appropriate denominational health agency.~~

3- ~~ABCs may order direct from nondenominational publishing houses:~~

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a. ~~Books that are requested by conference departments or are ordered for personal use.~~

b. ~~Books approved by reading course committees, and such other valuable books, not of a competitive character, as have been approved by a denominational book committee, and which shall be handled and promoted in the same manner as are denominational publications. Reading course books not published by the denomination are to be stocked and promoted only during the life of the course(s) of which they are a part of as long as the stock is carried by the publishing house(s).~~

4. ~~In areas where denominational publications are limited, due to language and/or other factors, Adventist Book Centers may be authorized to stock and sell such publications as shall be approved by the duly appointed authorizing committees.~~

5. ~~ABCs shall stock and promote only such audio-visual materials, films, records, cassettes, and tapes, as are furnished by denominational publishing houses or other General Conference service organizations. Where, due to language and/or other factors, it may be deemed essential for nondenominational audio-visual materials to be stocked, only such materials shall be handled as conform to denominational standards and principles. These are subject to approval of the aforementioned duly constituted authorizing committees.~~

6. ~~ABCs shall not act as jobbers of either denominational literature or the publications of non-Seventh-day Adventist publishers.~~

I-50-20 I 50 15 Accounting Records—1. ~~Adventist Book Centers shall maintain separate accounting records from the conference/mission.~~

2. ~~Adventist Book Centers shall follow the budget plan of operation and present monthly financial reports and budget comparisons to the appropriate governing committee. The budget shall be prepared annually by the Adventist Book Center managers in a form comparable to that of the approved Operating Statement and shall be submitted to the conference committee for approval.~~

3. ~~To show the true operating status of the Adventist Book Center:~~

a. ~~The entire expense of its operation shall be charged to the Adventist Book Center.~~

b. ~~In conferences/missions where the time of the employees in the Adventist Book Center is divided between the work of the conference/mission and the~~

~~Adventist Book Center, the salary and other expenses shall be apportioned according to the time worked in each.~~

~~e. Any appropriation for operating made to the Adventist Book Center by the conference/mission shall be designated as such on the accounts of the recipient.~~

~~I-55 Home Health Education Service~~

~~I-55-05-Operating Board—The union committee serves as the operating board or appoints the board. The operating board will:~~

- ~~1. Review annual financial statements and reports.~~
- ~~2. Make all decisions relating to policy.~~
- ~~3. Appoint the treasurer.~~

~~I-55-10-Executive Committee—The executive committee shall be composed of a union officer as chairman; union publishing department director, as secretary; union treasurer; union auditor; Home Health Education Service treasurer; and such others as may be appointed by the union committee. The executive committee shall:~~

- ~~1. Direct the operations of the Home Health Education Service within the framework of the policies voted by the board.~~
- ~~2. Nominate the treasurer for appointment by the Operating Board.~~
- ~~3. Select Home Health Education Service department heads and other personnel.~~

~~I-55-15-Director—The Home Health Education Service director shall be the union publishing department director, and shall serve as the administrative head of the Home Health Education Service.~~

~~I-55-20-Treasurer and/or Office Manager—It shall be the duty of the treasurer and/or office manager to receive all funds, to distribute them in harmony with the actions of the executive committee, to maintain the necessary financial records, and to render financial statements as provided for by policy.~~

I 55 Literature Evangelism

I 55 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.

~~I-60 Discounts on Books, Periodicals, and Tracts~~

~~I-60 Discounts on Books, Periodicals, and Tracts—Division committees may establish a discount schedule for books, periodicals, and tracts to be followed by the organizations within their territory.~~

~~I-65 The Publishing Department Director~~

~~I-65-05 Full-time Director—Recognizing that the publishing program is highly specialized and unique in the outreach of the church and most literature evangelists are full-time self-supporting missionaries requiring supervision and training, each local and union conference/mission shall be encouraged to maintain a full-time publishing department director wherever possible. In conferences/missions where the population is large and where there are many literature evangelists, assistant publishing directors may be assigned as needed.~~

~~I-65-07 Assistant Publishing Department Directors—1. Plan—Divisions, in collaboration with their unions, shall develop a conference/mission assistant leadership plan for their territory with adequate financing for its implementation.~~

~~2. Finance—Contributions to an assistant leadership plan shall be based on a percentage of retail sales, a percentage of tithe, or both. Division committees shall counsel with the General Conference Publishing Department regarding their proposed plans.~~

~~3. Division of Territory—Each union and local conference/mission shall divide its territory, where it seems feasible, into districts to be assigned to assistant publishing department directors.~~

~~4. Full-time Requirements—Assistant publishing department directors shall devote their entire time to the literature ministry.~~

~~5. Determination of Need—Unions, in collaboration with conferences/missions, shall establish the amount of annual sales to be used as a basis for determining the need for adding or discontinuing assistant directors. Separate plans may be developed for specialized programs.~~

~~I-65-10 Conference/Mission Publishing Committee—1. The membership of the conference/mission publishing committee shall consist of the following personnel:~~

~~Conference/mission president or designee, chairman~~

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~~Conference/mission publishing department director; secretary
Adventist Book Center manager/Home Health Education Service
manager/treasurer~~

~~Conference/mission secretary~~

~~Conference/mission treasurer~~

~~Conference/mission Lay Activities director~~

2. ~~Three members shall constitute a quorum.~~

3. ~~The Publishing Committee shall meet at least quarterly to review what has been accomplished and plan for the future conduct of the work. The assistant publishing directors and the union publishing director shall be invited to attend these meetings.~~

~~I-70--Selling Methods for Subscription Books~~

~~The commission basis of remuneration for literature evangelists has proved to be the most successful method for advancing the literature ministry and is to be followed by all conferences/missions unless prohibited by law.~~

~~I-75 Literature Evangelist~~

~~I-75-05 Regular Literature Evangelist—A regular literature evangelist is an authorized, self-employed individual who works a minimum of 30 hours per week or 120 hours per calendar month. Service time is computed on a year of ten months or minimum of 1,200 hours, this being the aggregate time from at least 40 reports per annum. Only regular literature evangelists shall be eligible for retirement plan benefits.~~

~~I-75-10 Three Classifications of Literature Evangelists—1. Beginner—A beginner is a new recruit who holds an identification card.~~

2. ~~Licensed—To be eligible for a license, a beginner shall have worked a minimum of 400 hours within three consecutive months and shall have demonstrated success in salesmanship by being able to earn a livelihood as a literature evangelist. His/Her account and general record shall be satisfactory. The renewal of the license shall be conditional on qualifying as a regular literature evangelist, working a minimum of 1,200 hours a year.~~

3. ~~Credentialed—To be eligible for a credential, a literature evangelist shall have held a license for at least nine consecutive months. Before eligibility for a credential is established, a minimum of 44 weekly reports shall be submitted totaling a minimum of 1,500 hours, with annual sales as required by the division. The general record must be satisfactory, and these standards shall determine the renewal of a credential from year to year. The~~

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~~cumulative hours worked and weekly reports rendered during the three month period of service for a credential shall constitute the basis on which the credential will be granted.~~

~~I-75-15 Allowance for Extended Illness—Regular literature evangelists, when sick, shall continue to report each week in the normal manner. Eight (8) hours may be reported for every day of illness with a maximum of forty (40) hours per week. Illness reports of more than one week shall be accompanied by a doctor's certificate. These reports shall be added to the Annual Summary filed by the division Publishing Department for service credit. The maximum number of weekly reports allowed under the provisions of this paragraph for a single calendar year shall be eleven (11) unless in severe cases an extension is granted by the employing organization.~~

~~I-75-20 Student Service—1. A student who, after having already served three months or more in the literature evangelist work, leaves school and enters upon full time literature evangelist work may be issued a license immediately without further probationary service being required.~~

~~2. A student literature evangelist whose service record shows work equal to full time service who ceases to be a student and continues in the literature ministry on a full time basis, will be credited for such work toward a license or credential.~~

~~I-75-25 Issuing of Credentials—Literature evangelist licenses and credentials are issued at the conference/mission session or between sessions by the executive committee. Identification cards are issued by the conference/mission publishing committee. The eligibility of a literature evangelist for a credential/license shall be reviewed annually and the appropriate paper issued.~~

~~I-75-30 Transfer of Literature Evangelists—The regulations governing the transfer of salaried employees from one conference to another shall be adhered to in the transfer of literature evangelists. Moving expenses are to be paid by the conference/mission and not from the Benefit Fund.~~

I 60 Regular Literature Evangelist

I 60 05 Regular Literature Evangelist—A regular literature evangelist is an authorized self-employed individual who works within the framework of policy as set by the division where he/she engages in literature evangelism.

I 60 10 Classification of Literature Evangelists—1. Beginner: a new recruit who holds an identification card.

2. Licensed: A beginner 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.

I-80--Benefit Fund Policy

~~I-80-05--Source of Fund--1--Publishing houses and Adventist Book Centers/Home Health Education Service offices, and the conferences/missions shall each contribute to the Benefit Fund an agreed percentage, as set by the division committee, of the retail value of denominational subscription literature sold, based on publishing house figures.~~

~~2-- The Benefit Fund shall be audited annually.~~

~~I-80-10--Administering the Fund--The Benefit Fund shall be held in the ABC or HHES office and be administered by the conference/mission publishing department committee.~~

~~I-80-15--Benefit Distribution--1--Beginner Benefits--The benefits granted to beginners who qualify for a license within six months of beginning work are:~~

~~a-- Transportation to and from the annual institute and maintenance while there.~~

~~b-- Transportation to territory and moving expenses.~~

~~2-- Licensed Literature Evangelist Benefits--The benefits granted to licensed literature evangelists are:~~

~~a-- Transportation to and from the annual institute and maintenance while there.~~

~~b-- Transportation and moving expenses within the conference/mission when a change of territories is authorized by the conference/mission publishing department committee.~~

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e- ~~Emergency assistance may be granted in the event of sickness and accident, also financial aid for time lost due to emergencies beyond the literature evangelist's control as conditions may warrant.~~

3. ~~Credentialed Literature Evangelist Benefits—In addition to the benefits granted to licensed literature evangelists as listed in I-80-15, the following benefits are extended to credentialed literature evangelists on condition that they currently qualify on the basis of a minimum of 1,500 working hours per year and minimum sales of denominational subscription literature per year as set by the division committee.~~

a- ~~Camp meeting travel and lodging.~~

b- ~~Daily allowance while at camp meeting in harmony with the conference/mission policy.~~

c- ~~Health care assistance on the same basis as that granted salaried conference/mission employees.~~

d- ~~A daily allowance to compensate the literature evangelist for cessation of income while in attendance at the annual institute as set by the division committee.~~

e- ~~Vacation Allowance—An annual vacation shall be granted on the following basis:~~

1) ~~Amount of Vacation:—The amount of vacation time allowed shall be in harmony with division policy.~~

2) ~~Requirements for Paid Vacation:—A literature evangelist is entitled to the first vacation after twelve months of service if the requirements of a three-month period of service for license, plus the nine-month period of service for credentials, have been met. The year in which a literature evangelist establishes the record on which credentials are granted shall be the year on which eligibility to a vacation is determined. The literature evangelist shall have worked a full twelve-month period, submitting at least 44 weekly reports, and shall have met the minimum hourly and sales requirements as set by the division committee.~~

3) ~~Basis for Vacation Pay:—The vacation allowance shall be based on the average net earnings of the literature evangelist over the previous twelve-month period, with a ceiling as set by the division committee.~~

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4. ~~Rent and Travel Allowance—Literature evangelists who are currently qualifying on the basis of hours and sales as set by the division committee may be granted rent and travel allowance in harmony with the division policy.~~

5. ~~Car Insurance—All full-time literature evangelists who use cars shall be required to carry insurance covering public liability, property damage, fire, and theft. In all cases where literature evangelists are authorized by the conference/mission committee to use a car in their work, the conference/mission car insurance policy shall apply.~~

6. ~~Scholarship Grants for Dependent Children—Where funds are available, licensed and credentialed literature evangelists who are currently qualifying in hours and sales as set by the division committee may be eligible for scholarship grants for dependent children on the same basis as salaried employees.~~

~~I-80-20 Fund Objective—The Benefit Fund shall be held for its one objective and be used only in making payments in harmony with policy.~~

~~I-80-25 “Currently Qualifies” Definition—The term “currently qualifies” in the Benefit Fund Policy shall be interpreted to mean that a literature evangelist is eligible for certain fringe benefits for any month in which he/she meets 1/12 of the annual hourly and sales requirements. When certain benefits are lost as a result of not meeting the stipulated monthly requirements, these benefits may be granted when the hours and sales requirements are made up at any time during a current twelve-month period.~~

~~I-80-30 Institute Week—Full-time attendance at the annual institute by regular literature evangelists may be counted as a 40-hour week toward meeting the minimum hourly and weekly requirements.~~

I-85 I 65 Literature Evangelist Scholarship Plan

I 65 05 Literature Evangelist Scholarship Plan—Each division shall develop a student Literature Evangelist Scholarship Plan. All denominational universities, colleges, junior colleges, schools of nursing, secondary, secondary boarding schools, intermediate or elementary schools, and Home Study International shall join publishing houses, Adventist Book Centers/Home Health Education Services, and local conferences/missions in offering scholarships to apply on school expenses of all students and prospective students who earn scholarships wholly by the sale of denominational subscription literature; these scholarships apply to board, room, tuition, and other direct school expenses including books and fees.

~~I-85-05 Scholarship Computation—The scholarship shall be made up as follows:~~

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- 1- ~~Student Earnings—Credit at the ABC/HHES from commissions earned.~~
- 2- ~~Bonus from the School—A minimum of ten percent (10%) based on the amount of the student's commissions held by the ABC/HHES.~~
- 3- ~~Bonus from the Publishing House, ABC/HHES, and Conference/Mission—Thirty percent (30%) shared by the above organizations based on the student's commission held by the ABC/HHES.~~

~~I-85-10 Requirements—1. In order to qualify for the benefits offered in the scholarship plan, the student shall complete the minimum number of hours required by division policy.~~

~~2. When a conference/mission appoints a student to assist in field leadership during the summer vacation, the time thus spent shall apply on the scholarship hourly requirement. When by prearrangement with a denominational school the student devotes part of his/her vacation to summer school work, thus shortening the available period of service as a scholarship literature evangelist, the hours devoted to summer school work, thus shortening the available period of service as a scholarship literature evangelist, the hours devoted to summer school work shall apply to the scholarship time requirement. This time is to be figured on the average weekly hours worked by the student in the field.~~

~~3. A person working under this plan shall be entitled to draw any or all of the money from the sale of literature at any time from the ABC/HHES office; however, no bonuses will be paid unless a minimum of fifty percent (50%) of the student's commission is on credit with the ABC/HHES at the time of settlement.~~

~~4. In case a student leaves school before the end of the period covered by the scholarship, a refund shall be made and the participating organizations shall each be reimbursed for their portion of the bonus on the amount refunded as computed by the business office of the school.~~

~~I-85-15 Custodian of Funds—1. The ABC/HHES office serving the field where the student works shall be the custodian of the scholarship funds and shall send the money due the student directly to the school of the student's choice. The custodian shall include with payment a statement indicating the bonus to be paid by the school and the bonuses paid by other organizations.~~

~~2. The ABC/HHES shall bill the publishing house and conference/mission for their respective portions of the scholarship bonus and include this in the amount of scholarship sent to the school.~~

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3. ~~The ABC/HHES office shall give satisfactory evidence to the school management, the publishing house, and the conference/mission that the scholarship has been earned in harmony with the regulations governing the scholarship plan.~~

~~I-85-20 Settlement of Account—At the close of the vacation period, the student shall take the initiative in reporting personally to the ABC/HHES office to effect settlement of inventory and commission accounts. If it is not possible to make immediate settlement of the student's account, the ABC/HHES manager shall furnish to the school a letter stating the approximate amount of the student's commission credit, the probable scholarship bonus, and the approximate date on which the scholarship funds will be paid to the school. Copies of this letter stating the approximate amount of the student's commission credit, the probable scholarship bonus, and the approximate date on which the scholarship funds will be paid to the school. Copies of this letter shall be given to the student and the local and union publishing department directors.~~

~~I-90 Literature Evangelist Internship~~

~~Men and women are selected for the literature ministry on the basis of qualifications which are outlined and emphasized in the writings of Ellen G. White.~~

~~I-90-05 Guaranteed Income—1. Appointees shall be assured a guaranteed income for a period of three months during their initial training period.~~

~~2. The amount of income guaranteed the literature evangelist shall be within the minimum and maximum set by the division, the amount being determined by the conference/mission committee on the basis of family obligations. The division, union, and conference/mission shall share the guaranty.~~

~~I-90-10 Requirements—1. In order to receive full benefits, literature evangelists on the Literature Evangelists Internship plan shall work a minimum of 35 hours a week. In the event of sickness or emergency when it is not possible to put in the full 35 hours, the literature evangelist shall be paid on a proportionate basis according to hours worked. Special consideration may be given in unusual circumstances.~~

~~2. The earnings of the literature evangelist during this three-month period are included in the guaranteed income. If the earnings are less than the guaranteed amount, the guaranteeing organizations shall make up the difference on a proportionate basis as hereinafter provided. If the earnings are equal to or in excess of the guaranteed amount, the total earnings are the property of the literature evangelist and the guarantors are then free from any obligation.~~

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3. ~~The literature evangelist who receives financial benefits under this guaranty agrees to continue in the literature ministry provided the employing agency so desires.~~

~~I-90-15 Conference Responsibility—The employing conference is responsible for guidance and evaluation as follows:~~

1. ~~The Publishing Department director or assistant shall spend an equivalent of one week or forty hours with the literature evangelist in actual selling within the first thirty days of service. The initial training period shall be a minimum of two days or sixteen hours, and the remainder of the forty hours shall be put in during the same thirty day period. Thereafter during the training period the publishing leader shall devote such time as is necessary to ensure the new literature evangelist's success.~~

2. ~~At the end of each month, the work and the literature evangelist intern shall be reviewed by the local publishing committee.~~

~~I-90-20 Contract Required—A literature evangelist who is guaranteed the benefits of an internship shall sign a contract with the employing organization. This contract shall contain all the provisions and requirements of this policy.~~

~~I-90-25 Internship Allotments—Allotments of literature evangelistic internships shall be made by the division committee. Applications are considered by the conference/mission committee and passed on to the union committee for assignment.~~

PRE/ADCOM/PolRev&Dev/PolRev&Dev/ADCOM/GCDOUP94AC/PolRev&Dev/94AC to AHT(DIV)-PolRev&Dev

214-94G CONFLICT OF INTEREST - POLICY AMENDMENT

VOTED, To refer the following amendment, GC S 50, Conflict of Interest, section S 50 05, Statement of Policy, back to Policy Review and Development Committee:

S 50 Conflict of Interest

S 50 05 Statement of Policy—1. Individuals Included - No change

2. Definition of Conflict—a. A conflict of interest arises when a trustee, an officer, or an employee of the organization has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment he he/she exercises on behalf of the organization. He He/she is to consider only the interests of

the organization, always avoid sharp practices, and faithfully follow the established policies of the organization.

b. 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.

3. Conditions Constituting Conflict - No change

4. Statement of Acceptance—The chief administrative officer of the organization concerned shall present a statement of acceptance of the policy on conflict of interest to denominational administrators and department leaders directors, and to each member of the boards of trustees trustees, and all employees of denominational associations and institutional corporations having responsibility in connection with the handling of trustee funds, and such statements shall be signed annually and made available to the responsible auditors. The boards of trustees of such organizations shall be apprised annually by denominational auditors of inherent exposures to denominational assets. Each division shall implement this policy, but the method and extent of the use of the statement of acceptance shall be at the discretion of the division concerned.

PRE/ADCOM/GCDOUP94AC/94AC to RSF

304-94G GENERAL CONFERENCE SESSION BREAKOUT
GROUP TOPICS

VOTED, To authorize the plan of scheduling discussion groups at the 1995 General Conference Session and to approve the continuing preparation of the documents for breakout groups in six categories, as follows:

1. THE USE OF THE SCRIPTURES IN THE LIFE OF THE CHURCH

Purpose of paper:

a. Generate discussion among a group of the delegates to the 1995 General Conference Session on the subject of the use of the Scriptures in the life of the Church.

b. Describe as clearly as possible the Seventh-day Adventist understanding of the use of the Scriptures in the life of the Church.

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c. Describe the problems and threats that the Church is confronting in the implementation of that understanding.

Objective of paper:

a. Evaluate the present role of the Scriptures in the life of the Church, comparing and contrasting it with the official position of the Church.

b. Provide a list of suggestions, options, and/or strategies to be used or followed when dealing with the problem of the inconsistency that exists between what we believe and what is actually happening in parts of the Church in the area of the role of the Scriptures.

Among other things, this paper should explore the use of the Scriptures in the administration of the Church; its use in our publishing houses and in our magazines; in our schools, colleges, and universities; in our hospitals and clinics; in evangelism and pastoral work and preaching; and among the church members in general.

**2. CONSIDERATION OF TRENDS AMONG SEVENTH-DAY ADVENTISTS
IN VIEWING THE HISTORICITY/AUTHORITY OF THE SCRIPTURES AND
APPROPRIATE INITIATIVES**

One of the effects of modern thought is its challenge to the historicity and consequently the authority of the Scriptures, in effect reducing its importance. This development impacts Seventh-day Adventists as well, leading to challenges to the commanding role of the Scriptures in these areas by some of our members. We must review what is to be the legitimate place of the Scriptures among Seventh-day Adventists in today's world and understand how our attitude toward the Scriptures carries important consequences for purpose, values, and witness.

3. RELATIONSHIP AMONG THE COMMUNITY OF BELIEVERS

Topic of paper:

We live in a world of ruptured relationships. Years of living side by side have not solved racial, ethnic, and religious conflicts in places like Rwanda, Bosnia, and Northern Ireland. To the conflicts between black and white, and rich and poor, can now be added the new issue of gender bias. These issues operate at both a corporate/national level as well as a personal one. Tragically, such relationship problems have invaded the Church and have seriously diluted our witness and have saddened our hearts. What can we do to redeem our relationships? How can we learn to recognize and then celebrate our differences?

Purpose of paper:

- a. Describe and cite examples of racial, tribal, cultural, ethnic, social, religious, and gender conflict.
- b. Analyze the nature of broken relationships and conflict and note the reasons for their existence.
- c. Explore the biblical answers to ruptured relationships by developing the biblical witnessing-landmark of love for one another.
- d. Ask what it means to be a "child of God" and "Seek first the kingdom of God" in personal and corporate relationships. Analyze being children of God first, followed by human distinctive characteristics.
- e. Discuss and then decide upon practical, specific steps that can be taken to help the Church and its members redeem their own relationships and lead the world to do the same.
- f. Encourage believers to celebrate rather than be threatened by diversity.

4. FAMILY VIOLENCE

A discussion to heighten awareness of the extent and severity of family violence; to clarify the Church's position; to encourage a healing response in victims; to support families involved; and to understand and to assist in the transformation of abusers. It will include distinct presentations regarding:

- a. Definition of family violence.
- b. International and cultural scope of the problem, within and without the Church.
- c. Bible and Spirit of Prophecy counsel on the issues.
- d. Impact on the spiritual life of victims and perpetrators.
- e. Strategies the Church can utilize to address the issue.

5. RELIGIOUS LIBERTY

The aim of the paper is to provide a thought-provoking and pragmatic setting for the General Conference Session Religious Liberty breakout group. In endeavoring to achieve this purpose, the paper will cover concepts or issues with suggestions or proposals regarding:

- a. Redefining Public Affairs and Religious Liberty (PARL) from a world perspective, bringing into creative balance eschatological concerns (e.g., United States in prophecy) and dynamic religious liberty realities and concerns (e.g., Sabbath classes in certain countries) in different parts of the world, thus offering a rationale for the Church's religious liberty and public affairs involvement.
- b. Freedom for Seventh-day Adventists to live without discrimination and to earn a living, and for Seventh-day Adventist institutions to exist freely.
- c. Freedom for individual Seventh-day Adventists and Seventh-day Adventist institutions to witness and evangelize.
- d. Identifying the regional or worldwide forces inimicable to the Church of the Remnant.
- e. Monitoring government legislation and new constitutions and advocacy.
- f. Moving Public Affairs and Religious Liberty worldwide toward a more proactive stance.
- g. Assessing Public Affairs and Religious Liberty staffing needs at various levels.

The paper will propose optional strategies, moving from the traditional, obvious, and noncontroversial to more complicated, new, and radical concepts.

6. CONSIDERATION OF APPROPRIATE INITIATIVES TO GOVERNMENTAL EXECUTIVE, LEGISLATIVE, AND REGULATORY BODIES REGARDING THE IMPORT/EXPORT TAXATION AND DISTRIBUTION OF TOBACCO IN THE LIGHT OF THE SEVENTH-DAY ADVENTIST HISTORIC POSITION

Purpose of paper:

- a. To provide background information on the global status of tobacco production, distribution, and promotion of its use.

b. To give a rationale for proactive involvement of the Seventh-day Adventist Church.

c. To lead delegates into a discussion of the issue and suggest possible church initiatives to curtail the distribution and use of tobacco products.

Objectives of paper:

a. To provide current relevant information on tobacco trade, promotion, and distribution.

b. To define the political, governmental, regulatory, and taxation issues relating to the distribution and promotion of tobacco.

c. To define the moral obligation of Seventh-day Adventists to be involved in curtailing the expansion of tobacco use on a global basis.

d. To suggest appropriate initiatives, actions, or programs of the corporate Church and/or its institutions and members which express the Church's moral concern/stance and have potential to curtail the expanding global increase in tobacco use.

Conclusion/Scope:

The paper should conclude with as many options/strategies as may be prudently feasible, ranging from the obvious to those requiring in-depth study and extensive planning within the realm of the possible.

CommWCO/Con&By/GCDOUP94AC/94AC to MTB-95GCS

250-94Ga REALIGNMENT OF DEPARTMENTAL STRUCTURE

RECOMMENDED, To realign the departmental structure so that the Church worldwide is served by the following departments/associations:

Adventist Chaplaincy Ministries Department
Communication Department
Department of Education
Family Ministries Department
Health and Temperance Department
Ministerial Association

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Personal Ministries and Sabbath School Department (incorporating Community Services)

Public Affairs and Religious Liberty Department

Publishing Department

Stewardship Department

Trust Services Department

Women's Ministries Department

Youth Department (incorporating Children's Ministries)

94AC to AHT

GENERAL CONFERENCE SESSION - 1995—MAILING OF MATERIALS

VOTED, To request that the agenda and backup materials for the 1995 General Conference Session be mailed to all delegates not later than two weeks following the close of the 1995 Spring Meeting. This mailing should include all constitution and bylaws, *Church Manual*, and policy changes, as well as documents to be considered by breakout groups at the 1995 General Conference Session.

Adjourned.

Robert J Kloosterhuis, Robert S Folkenberg, Chairmen
Lowell C Cooper, Secretary
Athol H Tolhurst, Mario Veloso, Editorial Secretaries
Carol Rasmussen, Recording Secretary

ANNUAL COUNCIL
GENERAL CONFERENCE COMMITTEE

October 7, 1994, 2:30 p.m.

Prayer was offered by Lawrence V Hawkins, Treasurer of Christian Record Services, Inc.

Leo Ranzolin called the eighth session of the 1994 Annual Council to order.

SEC/GCDOUP92SM/92SM/SEC/GCDOUP92AC/92AC/105-92Gc/SEC/GCDOUP93SM/
93SM/SEC/SEC/SEC/GCDOUP93AC/93AC/105-93Gb/GCDOUP94SM/94SM/
GCDOUP94AC/94AC to HWB(DIV)

102-94Ga AUTHORIZED MEETINGS 1994

VOTED, To approve the updated list of Authorized Meetings 1994 with the understanding that attendance at these meetings must also be approved by the administration of each entity as follows:

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>October 1994</u>			
14(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
16	Sun	LLU Board Committees	Loma Linda CA
17,18	Mon	LLU Board	Loma Linda CA
17-Nov 5	Mon	Institute of World Mission	Loma Linda CA
20	Thu	Adventist Media Center Executive Committee	Newbury Park CA
23,24	Sun	Oakwood College Board	Huntsville AL
23-25	Sun	Christian View of Human Life Committee	Silver Spring MD
31-Nov 4	Mon	SDA-LWF Conversation	Darmstadt GER
<u>November 1994</u>			
16	Wed	Andrews Univ Executive Committee	Ber Spgs MI

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<u>DATE</u>	<u>DAY MEETING</u>	<u>LOCATION</u>
<u>December 1994</u>		
7	Wed Risk Management Services Board	Silver Spring MD
15	Thu LLU Executive Committee	Loma Linda CA
21	Wed Adventist Media Center Board	Newbury Park CA

SEC/GCDOUP93SM/93SM/SEC/GCDOUP93AC/93AC/105-93Gc/GCDOUP94SM/94SM/
SEC/ADCOM/GCDOUP94AC/94AC to HWB(DIV)

102-94Gb AUTHORIZED MEETINGS 1995

VOTED, To approve the updated list of Authorized Meetings 1995, with the understanding that attendance at these meetings must also be approved by the administration of each entity, as follows:

<u>DATE</u>	<u>DAY MEETING</u>	<u>LOCATION</u>
<u>January 1995</u>		
11	Wed AHS/LL Executive Committee	Loma Linda CA
12	Thu LLU Executive Committee	Loma Linda CA
18,19	Wed East Asia Affairs Committee	Silver Spring MD
<u>February 1995</u>		
6	Mon Adventist Media Center Board	Newbury Park CA
7	Tue Health Care Advisory Council	Loma Linda CA
8	Wed Geoscience Institute Board	Loma Linda CA
10	Fri LLU Budget & Finance Committee	Loma Linda CA
12(am)	Sun LLU & GC Officers Committees	Loma Linda CA
12(pm)	Sun LLU Planning Committee	Loma Linda CA
13,14	Mon LLU Board	Loma Linda CA
14(pm)	Tue AHS/LL Finance Committee	Loma Linda CA
14-17	Tue Biblical Research Institute Committee	Loma Linda CA
15	Wed AHS/LL Board	Loma Linda CA
17-21	Fri PPPA & R&H ABC Marketing Seminar	Glendale CA
23	Thu Inst of World Mission Admin Council	Ber Spgs MI
24	Fri Andrews Univ Building/Finance Committee	Ber Spgs MI
26(am)	Sun Andrews Univ Subcommittees	Ber Spgs MI
26(am)	Sun Andrews Univ Seminary Exec Committee	Ber Spgs MI
27	Mon Andrews University Board	Ber Spgs MI

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>March 1995</u>			
1	Wed	Christian Record Services Board	Lincoln NE
6-25	Mon	Institute of World Mission	Loma Linda CA
13-18	Mon	GC Colloquium & Travel Moratorium	Silver Spring MD
14	Tue	Review & Herald Board	Hagerstown MD
15	Wed	Risk Management Services Board	Silver Spring MD
22	Wed	AHS/LL Executive Committee	Loma Linda CA
23	Thu	PPPA Board	Nampa ID
23	Thu	LLU Executive Committee	Loma Linda CA
26-28	Sun	Christian View of Human Life Committee	Loma Linda CA
27,28	Mon	GC & Division Officer Interviews	Silver Spring MD
29	Wed	GC & Division Presidents	Silver Spring MD
30	Thu	Strategic Planning & Budgeting Committee	Silver Spring MD
31	Fri	General Conference Commissions	Silver Spring MD
<u>April 1995</u>			
2,3	Sun	GC & Division Officers & Union Pres	Silver Spring MD
4,5	Tue	Spring Meeting	Silver Spring MD
18	Tue	Adventist Media Center Executive Committee	Newbury Park CA
19	Wed	Andrews Univ Executive Committee	Ber Spgs MI
19	Wed	AHS/LL Executive Committee	Loma Linda CA
20	Thu	LLU Executive Committee	Loma Linda CA
24-28	Mon	World Jewish Friendship Committee	Jerusalem, ISRAEL
<u>May 1995</u>			
3-5	Wed	Biblical Research Institute Committee	Ber Spgs MI
8,9	Mon	Oakwood College Board	Huntsville AL
12(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
14	Sun	LLU Board Committees	Loma Linda CA
15,16	Mon	LLU Board	Loma Linda CA
16(pm)	Tue	AHS/LL Finance Committee	Loma Linda CA
17	Wed	AHS/LL Board	Loma Linda CA
24	Wed	Adventist Media Center Executive Committee	Newbury Park CA
29-June 19	Mon	GC Staff Travel Moratorium	
31	Wed	Risk Management Services Board	Silver Spring MD

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>June 1995</u>			
5-24	Mon	Institute of World Mission	Ber Spgs MI
13	Tue	Adventist Media Center Executive Committee	Newbury Park CA
14	Wed	AHS/LL Executive Committee	Loma Linda CA
14(pm)	Wed	GC Staff Day	Gaithersburg MD
15	Thu	LLU Executive Committee	Loma Linda CA
19-22	Mon	EGW-SDA Research Ctr Directors	Newbold Col ENG
25,26	Sun	GC & Division Presidents	Utrecht NETH
25,26	Sun	GC & Division Secretaries	Utrecht NETH
25,26	Sun	GC & Division Treasurers	Utrecht NETH
27,28	Tue	GC & Division Officers	Utrecht NETH
29-July 8	Thu	General Conference Session	Utrecht NETH
<u>July 1995</u>			
9-Aug 5	Sun	European Institute of World Mission	
21	Fri	Andrews Univ Finance Committee	Ber Spgs MI
23(am)	Sun	Andrews Univ Subcommittees	Ber Spgs MI
23(am)	Sun	Andrews Univ Seminary Subcommittees	Ber Spgs MI
24	Mon	Andrews University Board	Ber Spgs MI
27	Thu	Christian Record Services Board	Lincoln NE
31	Mon	East Asia Affairs Committee	Silver Spring MD
<u>August 1995</u>			
4-8	Fri	Biblical Research Institute Sc Council	
14	Mon	Risk Management Services Board	Burlington VT
18	Fri	LLU Budget & Finance Committee	Loma Linda CA
20	Sun	LLU Board Committees	Loma Linda CA
21,22	Mon	LLU Board	Loma Linda CA
23	Wed	Adventist Media Center Board	Newbury Park CA
24	Thu	PPPA Constituency and Board	Nampa ID
<u>September 1995</u>			
5-15	Tue	GC Staff Travel Moratorium	
12	Tue	Review & Herald Board	Hagerstown MD
18-20	Mon	Risk Management Conference	
20(am)	Wed	AHS/LL Executive Committee	Loma Linda CA
21(am)	Thu	LLU Executive Committee	Loma Linda CA
21	Thu	RMS Personnel Workshop	
21,22	Thu	GC & Division Officer Interviews	Silver Spring MD

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>September 1995 contd</u>			
24	Sun	GC & Division Presidents	Silver Spring MD
25	Mon	General Conference Commissions	Silver Spring MD
26	Tue	GC Institution Interviews	Silver Spring MD
27	Wed	Strategic Planning & Budgeting Committee	Silver Spring MD
28,29	Thu	GC & Division Officers & Union Presidents	Silver Spring MD
<u>October 1995</u>			
2(am)	Mon	ADRA Board	Silver Spring MD
2(pm)	Mon	Adventist World Radio Board	
3	Tue	East Asia Affairs Committee	Silver Spring MD
3	Tue	GC & Division Officer Interviews	Silver Spring MD
3(eve)-10	Tue	Annual Council	Silver Spring MD
4(eve)	Wed	Home Study International Board	Silver Spring MD
13(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
15	Sun	LLU Constituency	Loma Linda CA
16,17	Mon	LLU Board	Loma Linda CA
17(pm)	Tue	AHS/LL Finance Committee	Loma Linda CA
18	Wed	AHS/LL Board	Loma Linda CA
18-Nov 7	Wed	Institute of World Mission	Ber Spgs MI
22-24	Sun	Christian View of Human Life Committee	Silver Spring MD
22	Sun	Oakwood College Board & Board Committees	Huntsville AL
23	Mon	Oakwood College Board	Huntsville AL
30-Nov 2	Mon	GC & Div H&T Leaders' Council	Silver Spring MD
<u>November 1995</u>			
15	Wed	Andrews Univ Executive Committee	Ber Spgs MI
<u>December 1995</u>			
6	Wed	Risk Management Services Board	Silver Spring MD
13	Wed	Adventist Media Center Executive Committee	Thousand Oaks CA
13	Wed	AHS/LL Executive Committee	Loma Linda CA
14	Thu	LLU Executive Committee	Loma Linda CA

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SEC/GCDOUP94SM/94SM/SEC/ADCOM/GCDOUP94AC/94AC to HWB(DIV)

102-94Gc AUTHORIZED MEETINGS 1996

VOTED, To approve the updated list of Authorized Meetings 1996, with the understanding that attendance at these meetings must also be approved by the administration of each entity, as follows:

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>January 1996</u>			
10	Wed	AHS/LL Executive Committee	Loma Linda CA
11	Thu	LLU Executive Committee	Loma Linda CA
17,18	Wed	East Asia Affairs Committee	Silver Spring MD
<u>February 1996</u>			
5	Mon	Adventist Media Center Board	Newbury Park CA
7	Wed	Geoscience Institute Board	Loma Linda CA
9	Fri	LLU Budget & Finance Committee	Loma Linda CA
11(am)	Sun	LLU & GC Officers Committees	Loma Linda CA
11(pm)	Sun	LLU Board Committees	Loma Linda CA
12,13	Mon	LLU Board	Loma Linda CA
13(pm)	Tue	AHS/LL Finance Committee	Loma Linda CA
13-16	Tue	Biblical Research Institute Committee	Loma Linda CA
14	Wed	AHS/LL Board	Loma Linda CA
15	Thu	Inst of World Mission Admin Council	Ber Spgs MI
23	Fri	Andrews Univ Building/Finance Committee	Ber Spgs MI
25	Sun	Andrews Univ Constituency	Ber Spgs MI
26	Mon	Andrews University Board	Ber Spgs MI
28	Wed	Christian Record Services Board	Lincoln NE
<u>March 1996</u>			
1-5	Fri	PPPA & R&H ABC Marketing Seminar	West Coast
6	Wed	Risk Management Services Board	Silver Spring MD
11	Mon	GC Women's Ministries Advisory	Silver Spring MD
11-16	Mon	GC Colloquium & Travel Moratorium	Silver Spring MD
13-April 6	Wed	Institute of World Mission	Loma Linda CA
20	Wed	AHS/LL Executive Committee	Loma Linda CA
21	Thu	PPPA Board	Nampa ID
21	Thu	LLU Executive Committee	Loma Linda CA
24-26	Sun	Christian View of Human Life Committee	Loma Linda CA

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>March 1996</u> contd			
25	Mon	Review & Herald Board	Hagerstown MD
25,26	Mon	GC & Division Officer Interviews	Silver Spring MD
27	Wed	GC & Division Presidents	Silver Spring MD
28	Thu	Strategic Planning & Budgeting Committee	Silver Spring MD
29	Fri	General Conference Commissions	Silver Spring MD
31-April 1	Sun	GC & Division Officers & Union Presidents	Silver Spring MD
<u>April 1996</u>			
2,3	Tue	Spring Meeting	Silver Spring MD
7	Sun	Review & Herald Constituency & Board	Hagerstown MD
17	Wed	Andrews Univ Executive Committee	Ber Spgs MI
17	Wed	AHS/LL Executive Committee	Loma Linda CA
18	Thu	LLU Executive Committee	Loma Linda CA
<u>May 1996</u>			
1-3	Wed	Biblical Research Institute Committee	Ber Spgs MI
5	Sun	Oakwood Constituency	Huntsville AL
6	Mon	Oakwood College Board	Huntsville AL
10(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
12	Sun	LLU Board Committees	Loma Linda CA
13,14	Mon	LLU Board	Loma Linda CA
14(pm)	Tue	AHS/LL Finance Committee	Loma Linda CA
15	Wed	AHS/LL Board	Loma Linda CA
20,21	Mon	East Asia Affairs Committee	Loma Linda CA
29	Wed	Risk Management Services Board	Silver Spring MD
30	Thu	H&T Directors Council	
<u>June 1996</u>			
11	Tue	Adventist Media Center Executive Committee	Newbury Park CA
12-July 11	Wed	Institute of World Mission	Ber Spgs MI
12	Wed	AHS/LL Executive Committee	Loma Linda CA
12(pm)	Wed	GC Staff Day	Gaithersburg MD
13	Thu	LLU Executive Committee	Loma Linda CA
16-28	Sun	Faith & Learning Seminar	
17-20	Mon	EGW-SDA Research Ctr Directors	
19-July 20	Wed	Institute of World Mission	

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>July 1996</u>			
15	Mon	AAFLP Board	Ber Spgs MI
19	Fri	Andrews University Finance Committee	Ber Spgs MI
21	Sun	Andrews Univ Subcommittees	Ber Spgs MI
21(am)	Sun	Andrews Univ Seminary Subcommittee	Ber Spgs MI
22	Mon	Andrews University Board	Ber Spgs MI
25	Thu	Christian Record Services Board	Lincoln NE
29	Mon	East Asia Affairs Committee	Silver Spring MD
<u>August 1996</u>			
2-6	Fri	Biblical Research Institute Sc Council	
4-11	Sun	IHFA Board	Cartagena, Colombia
5-9	Mon	GC Staff Travel Moratorium	
13	Tue	Risk Management Services Board	Burlington VT
16	Fri	LLU Budget & Finance Committee	Loma Linda CA
18(pm)	Sun	LLU Board Committees	Loma Linda CA
19,20	Mon	LLU Board	Loma Linda CA
21	Wed	Adventist Media Center Board	Newbury Park CA
22	Thu	PPPA Board	Nampa ID
<u>September 1996</u>			
3-13	Tue	GC Staff Travel Moratorium	
5	Thu	GC Women's Ministries Advisory	Silver Spring MD
16-18	Mon	Risk Management Conference	
17	Tue	Review & Herald Board	Hagerstown MD
18(am)	Wed	AHS/LL Executive Committee	Loma Linda CA
19	Thu	RMS Personnel Workshop	
19(am)	Thu	LLU Executive Committee	Loma Linda CA
20,22	Fri	GC & Division Officer Interviews	Costa Rica
23	Mon	Strategic Planning & Budgeting Committee	Costa Rica
24,25	Tue	GC & Division Presidents	Costa Rica
24,25	Tue	GC & Division Secretaries	Costa Rica
24,25	Tue	GC & Division Treasurers	Costa Rica
26	Thu	GC Institution Interviews	Costa Rica
27-30	Fri	GC & Div Officers & Union Presidents	Costa Rica

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>October 1996</u>			
1(am)	Tue	ADRA Board	Costa Rica
1(pm)	Tue	AWR Board	Costa Rica
1	Tue	GC & Division Officer Interviews	Costa Rica
1(eve)-8	Tue	Annual Council	Costa Rica
2(eve)	Wed	Home Study International Board	
11(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
13	Sun	LLU Board Committees	Loma Linda CA
14,15	Mon	LLU Board	Loma Linda CA
15(pm)	Tue	AHS/LL Finance Committee	Loma Linda CA
16	Wed	AHS/LL Board	Loma Linda CA
16-Nov 9	Wed	Institute of World Mission	Ber Spgs MI
20-22	Sun	Christian View of Human Life Committee	Silver Spring MD
20,21	Sun	Oakwood College Board	Huntsville AL
<u>November 1996</u>			
20	Wed	Andrews Univ Executive Committee	Ber Spgs MI
<u>December 1996</u>			
4	Wed	Risk Management Services Board	Silver Spring MD
11	Wed	Adventist Media Center Executive Committee	Newbury Park CA
11	Wed	AHS/LL Executive Committee	Loma Linda CA
12	Thu	LLU Executive Committee	Loma Linda CA

SEC/MEUStComm/ADCOM/GCDOUP94AC/94AC to MTB-95GCS

154-94Ga MIDDLE EAST UNION MISSION - REASSIGNMENT

RECOMMENDED, To reassign the Middle East Union Mission into the care of the Trans-European Division with the exception of the territories to be redistributed to the Euro-Africa Division as recommended by the Middle East Union Study Commission, effective from the time of the 1995 General Conference Session.

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SEC/MEUStComm/ADCOM/GCDOUP94AC/94AC to MTB-95GCS

154-94Gb MIDDLE EAST UNION STUDY COMMISSION REPORT

RECOMMENDED, 1. To transfer to the Trans-European Division the responsibility to administer the territories of the Cyprus Section, East Mediterranean Field, Egypt Field, Gulf Section (including Qatar, Saudi Arabia, Yemen), Iraq Field, and Sudan Field.

2. To transfer to the Euro-Africa Division the responsibility to administer the territories of the Iran Field, the Turkey Section, and the unentered country of Libya.

3. To approve that the Trans-European Division will continue to administer the territory of the Israel Field.

4. To approve that the above entities will come under the administration of the respective divisions at the time of the 1995 General Conference Session.

SEC/MEUStComm/ADCOM/GCDOUP94AC/94AC to AHT-95GCS

154-94Gc MIDDLE EAST UNION MISSION (ATTACHED)
TERRITORY - POLICY DELETION

RECOMMENDED, To delete GC C 05 65, Middle East Union Mission (Attached) Territory, which reads as follows:

C 05 65 Middle East Union Mission (Attached) Territory—Bahrain, Cyprus, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, Turkey, United Arab Emirates, and Yemen.

SEC/MEUStComm/ADCOM/GCDOUP94AC/94AC to AHT-95GCS

154-94Gd EURO-AFRICA TERRITORY - POLICY AMENDMENT

RECOMMENDED, To amend GC C 05 20, Euro-Africa Territory, to read as follows:

C 05 20 Euro-Africa Territory—Afghanistan, Algeria, Andorra, Angola, Austria, Azores Islands, Belgium, Bulgaria, Canary Islands, Czech Republic, Federal Republic of Germany, France, Gibraltar, Iran, Italy, Libya, Liechtenstein, Luxembourg, Madeira Islands, Malta, Monaco, Morocco, Mozambique, Portugal, Romania, San Marino, Sao Tome and Principe, Slovakia, Spain, Switzerland, Tunisia, Turkey, and the Vatican City State.

SEC/MEUStComm/ADCOM/GCDOUP94AC/94AC to AHT-95GCS

154-94Ge TRANS-EUROPEAN TERRITORY - POLICY AMENDMENT

RECOMMENDED, To amend GC C 05 60, Trans-European Territory, to read as follows:

C 05 60 Trans-European Territory—~~Afghanistan~~, Albania, Bahrain, Bosnia and Herzegovina, Croatia, Cyprus, Denmark, Egypt, Eire, Estonia, Faroe Islands, Finland, Greece, Greenland, Hungary, Iceland, Iraq, Israel, Jordan, Kuwait, Latvia, Lebanon, Lithuania, Macedonia, The Netherlands, Norway, Oman, Pakistan, Poland, Qatar, Saudi Arabia, Slovenia, Sudan, Sweden, Syria, United Arab Emirates, The United Kingdom, Yemen, and Yugoslavia.

SEC/MEUStComm/ADCOM/GCDOUP94AC/94AC to AHT-95GCS

154-94Gf TERRITORIAL ADMINISTRATION - GENERAL
CONFERENCE CONSTITUTION AND BYLAWS AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws, Article I, Territorial Administration, Section 2-b, to read as follows:

b. The duly organized attached union is: Southern Africa Union Conference. ~~unions are: Middle East Union Mission, South African Union Conference, and Southern Union Mission (Africa).~~

ADCOM/GCDOUP94AC/94AC to MTB-95GCS

310-94G PAKISTAN UNION SECTION - TERRITORIAL ADJUSTMENT

RECOMMENDED, To approve that the Euro-Africa Division will administer the unentered territory of Afghanistan, which is presently part of the Pakistan Union Section.

ADCOM93AC/93AC/270-93G/Min/ADCOM/GCDOUP94AC/94AC to LR

150-94G *MINISTER'S MANUAL* - REVIEW AND EDIT

VOTED, 1. To change the name of the *Minister's Manual* to *Minister's Handbook*.

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2. To accept the *Minister's Handbook* as a publication of the General Conference Ministerial Association.

3. To approve two major revisions to the *Minister's Handbook*, as follows:

a. An addition to the chapter on pastoral ethics.

b. A revision of the chapter on weddings, so as to be in harmony with the 1993 Annual Council action, "Courtship and Marriage - *Church Manual* Amendment."

4. To adopt a statement on the role of the *Minister's Handbook* and how it may be used.

5. To adopt procedures for any future revision of the *Minister's Handbook*, as follows:

a. The General Conference Ministerial Association and the world divisions will interact on needed revisions

b. The General Conference Ministerial Association will study the suggestions and make recommendations to the General Conference Administrative Committee

c. The General Conference Administrative Committee will act on the recommendations.

6. To inform ministers worldwide of the above information through an insert in *Ministry* magazine.

SEC/GCDOUP92SM/92SM/GCDOUP92AC/116-92Gb/LLUBd/GCDOUP93SM/ADCOM/
StratPl&Bud/GC&DivSec93AC/GC&DivTre93AC/GC&DivSec&Tre93AC/GCDOUP93AC/
93AC/121-93Gb/LLU/SEC/GCDOUP94AC/94AC to CBR&DFG(DIV)

227-94G DEFERRED APPOINTEE PROGRAM—AMENDMENT

(Deferred Mission Appointee Program)

(Foreign Students Financial Assistance—Loma Linda University)

VOTED, To amend the Deferred Appointee Program for medical and dental students to read as follows:

I. Non-NAD Deferred Appointee Program

Acceptance—1. Appointees endorsed by their home division must first be accepted to either a Doctor of Dental Surgery or Medical Doctor academic program at Loma Linda University.

2. After being accepted, appointees apply to and are selected by the General Conference Secretariat, in consultation with the appointees' home divisions. Applications are available at the General Conference Representative's Office on the Loma Linda University Campus.

Funding—1. The General Conference will provide a yearly grant of \$168,000* for each of four years to fund the Loma Linda University Non-NAD Deferred Appointee Fund pilot program.

2. Each approved participant will be awarded funds to assist with tuition, books, supplies, instruments, and required fees. In addition, a modest living allowance, equal to the standard Loma Linda University dormitory student budget which is determined each year will be provided. The living allowance will be available for the appointee to withdraw from the Student Finance Office at the beginning of each month.

3. The appointee will sign a contract with the General Conference committing himself/herself to return to the home division for professional service within the denomination upon completion of his/her academic program. If he/she does not return and take up denominational employment, the funds advanced plus 10 percent annual interest (calculated from the date of each advance) will be due and payable immediately.

4. When the deferred appointee begins the term of service the loan will be amortized over a six-year period.

*Based upon six appointees having an average \$20,000 tuition plus \$8,000 living allowance per year for each student.

II. NAD Deferred Mission Appointee Program

Acceptance—1. Appointees must first be accepted to either a Doctor of Dental Surgery or Medical Doctor academic program at Loma Linda University.

2. After appointees have been accepted by the University, applications for Deferred Mission Appointee status may be obtained and completed at the General Conference Representative's Office on the Loma Linda University campus.

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Funding—1. Each appointee must file a Loma Linda University Financial Aid Application each year.

2. The approved appointee will be awarded grants and low-interest loans (that do not accrue interest during enrollment) through normal federal and Loma Linda University institutional sources. Additional funds will be lent from the Loma Linda University Deferred Medical Appointee endowment account. The amount shall not exceed tuition plus \$500 for books each year.

3. Living allowance, not to exceed the standard Loma Linda University dormitory student budget which is determined each year, will be provided from the annual \$100,000 grant from the General Conference.

4. The appointee will sign a contract committing himself/herself to mission service upon completion of his/her academic program. If he/she does not fulfill this obligation, the funds advanced (from General Conference sources) plus 10 percent annual interest (calculated from the date of each advance) will be due and payable immediately. Funds obtained from federal and Loma Linda University sources will be the responsibility of the appointee according to the terms of the individual promissory notes.

5. When the deferred appointee begins the term of service, the denominational loan will be amortized over a six-year period.

6. Any educational loans, other than those from the denomination, shall be payable as follows: 50 percent by the General Conference, and 50 percent by the employing organization.

ADCOM/GCDOUP94AC/94AC to AHT(DIV)

282-94G LEGAL AUDIT—WORLD DIVISIONS AND ATTACHED
UNIONS

VOTED, 1. To request the General Conference Office of General Counsel to conduct a legal audit of each world division and attached union.

2. To request the General Conference Office of General Counsel to prepare reports, in consultation with the divisions and attached unions, and to submit each report to a meeting of the General Conference and Division Officers and Union Presidents for processing through Annual Council.

IBE/ADCOM/GCDOUP94AC/94AC to CBR

**287-94G MINISTERIAL TRAINING ADVISORY COMMITTEE
FOR EACH DIVISION**

VOTED, To appoint a Ministerial Training Advisory Committee for each division, with characteristics, as follows:

1. To be chaired by the respective division president or his designee, with the Director of the Department of Education or the Secretary of the Ministerial Association as secretary. Membership will include representation from the Ministerial Association, Department of Education, administrators from the territories served, college/seminary presidents, theology/religion teachers, experienced local pastors, and active lay leaders.
2. To appoint an ad hoc committee with broad representation from the field, including lay leaders, to develop a profile of the minister-to-be-trained, in response to division-wide needs and expectations.
3. To outline a balanced ministerial training curriculum and field experience built upon the standards and guidelines recommended by the General Conference Committee on Theological Education and the profile developed by the division Ministerial Training Advisory Committee.
4. To prepare an instrument and a process to evaluate the effectiveness of the ministerial training program offered through the educational institutions located in each division. The results of the evaluation will be filed with the division Ministerial Training Advisory Committee and with the General Conference Committee on Theological Education. These results will guide future adjustments in the curriculum and the field experience of new ministers.

IBE/ADCOM/GCDOUP94AC/94AC to CBR-IBE

**286-94G GRADUATE MINISTERIAL/RELIGIOUS/THEOLOGICAL
EDUCATION PROGRAMS—TO BE UNDER SUPERVISION
OF GENERAL CONFERENCE OR DIVISION**

RECOMMENDED, To place all graduate ministerial/religious/theological education degree programs offered by church colleges or universities under the responsibility and supervision of either the General Conference (for Andrews University) or the respective division, in order to strengthen the worldwide unity and mission focus of these programs.

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New graduate ministerial/religious/theological education degree programs may be initiated only with the formal approval of the respective division and the International Board of Education.

PRE/ADCOM/GCDOUP94AC/94AC to KJM-PRE

288-94G BIBLE CORRESPONDENCE SCHOOLS—TO COME
UNDER CONTROL OF CHURCH MINISTRIES
DEPARTMENT

RECOMMENDED, To transfer the responsibility for Bible Correspondence School operations to the Church Ministries (Personal Ministries) Department.

EAC/GCDOUP94AC/94AC to AHT

299-94G EASTERN ASIA COMMITTEE - ORGANIZATIONAL
STRUCTURE

VOTED, To reorganize the Eastern Asia Committee as an attached field to the General Conference with the following provisions:

1. The Eastern Asia Committee Silver Spring MD Office be combined with the Eastern Asia Committee Hong Kong Office to form the East Asia Field;
2. The appropriation for the new East Asia Field be made up of the combined current appropriation of the Eastern Asia Committee Hong Kong Office and the budget of the Eastern Asia Committee Silver Spring MD Office. This appropriation shall be administered by the General Conference East Asia Affairs Committee;
3. A General Conference East Asia Affairs Committee be established to serve as a division committee for the East Asia Field.

StratPl&Bud/GCDOUP93AC/93AC/101-93Gb/GCDOUP94AC/94AC to MAB(DIV)

101-94Ga CALENDAR OF SPECIAL DAYS AND OFFERINGS—
WORLD 1995

VOTED, To record the Calendar of Special Days and Offerings for the World
Church for 1995 as follows:

JANUARY

Soul-Winning Commitment	January 7*
Outreach/Local Church Budget	January 7
Religious Liberty Emphasis Week Offering	January 14*-21
Outreach/Local Church Budget	January 21
Health Ministries Day	January 28*
Conference Development/Advance Offering	January 28

FEBRUARY

Bible Evangelism	February 4
Outreach/Local Church Budget	February 4
(Division committee decides this offering)	February 11
Christian Home and Marriage Week	February 11*-18
Outreach/Local Church Budget	February 18
Youth Temperance Emphasis	February 18
Health and Temperance Magazines Emphasis	February 18*
Conference Development/Advance Offering	February 25

MARCH

Tract Evangelism	March 4*
Outreach/Local Church Budget	March 4
Adventist World Radio Offering/World Budget Offering	March 11*+
Adventist Youth Day	March 18
Church Budget Offering	March 18
Adventist Youth Week of Prayer	March 18*-25
Sabbath School Community Relations Day	March 25
Conference Development/Advance Offering	March 25

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APRIL

Missionary Magazine Emphasis	April 1*
Outreach/Local Church Budget	April 1
Youth Spiritual Commitment Celebration	April 8
Loma Linda University/World Budget Offering	April 8
Literature Evangelism Rally Day/LE Free Lit Offering	April 15*
Christian Education Day	April 22*
Conference Development/Advance Offering	April 22
Hands Across the World - GC Session Offering	April 29*+

MAY

Community Services Evangelism	May 6*
Outreach/Local Church Budget	May 6
Disaster and Famine Relief Offering/World Budget Offering	May 13*+
Church Budget Offering	May 20
Conference Development/Advance Offering	May 27
Annual Global Baptism Day	May 27

JUNE

Bible Correspondence School Emphasis	June 3
Outreach/Local Church Budget	June 3
(Division committee decides this offering)	June 10
Women's Ministry Emphasis Day	June 10
Church Budget Offering	June 17
Conference Development/Advance Offering	June 24

JULY

Vacation Witnessing	July 1*
Outreach/Local Church Budget	July 1
Hands Across the World - GC Session Offering	July 8*+
Church Budget Offering	July 15
Home Study International Promotion Day	July 22
Conference Development/Advance Offering	July 22
(Division committee decides this offering)	July 29

AUGUST

Global Mission Evangelism	August 5*
Outreach/Local Church Budget	August 5
(Division committee decides this offering)	August 12
Church Budget Offering	August 19
Conference Development/Advance Offering	August 26

SEPTEMBER

Lay Evangelists Day	September 2*
Outreach/Local Church Budget	September 2
Missions Extension Offering/World Budget Offering	September 9+
<i>Adventist Review</i> Emphasis	September 9-16
Youth Spiritual Commitment Celebration (So Hemisphere)	September 16
Church Budget Offering	September 16
Family Togetherness Week	September 16*-23
Pathfinder Day	September 23*
Conference Development/Advance Offering	September 23
(Division committee decides this offering)	September 30

OCTOBER

Outreach/Local Church Budget	October 7
Health Emphasis Week	October 7-14*
Health & Temperance Day Offering (10% to GC)	October 14
Sabbath School Community Guest Day	October 14*
Community Relations Day	October 14
Spirit of Prophecy Day	October 21*
Church Budget Offering	October 21
Conference Development/Advance Offering	October 28

NOVEMBER

Outreach/Local Church Budget	November 4
Week of Prayer	November 4*-11
Annual Sacrifice Offering/World Budget Offering	November 11*+
Ingathering Emphasis/Church Budget Offering	November 18*
Bible Emphasis Day	November 25
Conference Development/Advance Offering	November 25

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DECEMBER

Outreach/Local Church Budget	December 2
(Division committee decides this offering)	December 9
World Stewardship Day	December 16*
Church Budget Offering	December 16
Conference Development/Advance Offering	December 23
(Division committee decides this offering)	December 30

THIRTEENTH SABBATH OFFERINGS—1995

Southern Asia Division	March 25
Euro-Asia Division	June 24
Inter-American Division	September 23
North American Division	December 23

*Special Program Provided
+Worldwide Offering

WMissA&P/StratPl&Bud/GCDOUP94AC/94AC to DER(DIV)

101-94Gb CALENDAR OF SPECIAL DAYS AND EVENTS— WORLD 1996

VOTED, To adopt the Calendar of Special Days and Events for the World Church for 1996, as follows:

JANUARY

6*	Soul-Winning Commitment
27*	Health Ministries

FEBRUARY

3	Bible Evangelism
10*-17	Christian Home and Marriage
17	Youth Temperance
17*	Health and Temperance Magazines

MARCH

2* Tract Evangelism
16*-23 Adventist Youth Week of Prayer

APRIL

6* Missionary Magazines
13 Youth Spiritual Commitment Celebration (Northern Hemisphere)
20* Literature Evangelism Rally
27 Christian Education

MAY

4* Community Services Evangelism
25 Global Baptism

JUNE

1 Bible Correspondence School
8 Women's Ministry

JULY

6* Vacation Witnessing (Northern Hemisphere)
20 Home Study International Promotion

AUGUST

3* Global Mission Evangelism

SEPTEMBER

7* Lay Evangelism
14-21 *Adventist Review*
21 Youth Spiritual Commitment Celebration (Southern Hemisphere)
21* Family Togetherness
28 Pathfinders

OCTOBER

5*-12 Health Emphasis
12* Sabbath School Guest
12 Community Relations
19* Spirit of Prophecy

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NOVEMBER

2*-9 Week of Prayer
16* Ingathering
23 Bible Emphasis

DECEMBER

14* Stewardship

*Program Provided

WMissA&P/StratPl&Bud/GCDOUP94AC/94AC to DER(DIV)-StratPl&Bud+95SM

101-94Gc CALENDAR OF SPECIAL OFFERINGS—WORLD 1996

VOTED, To adopt the Calendar of Special Offerings for the World Church for 1996,
as follows:

JANUARY

6 Outreach/Church Budget
13 Division
20 Church Budget
27 Conference/Union

FEBRUARY

3 Outreach/Church Budget
10 Division
17 Church Budget
24 Conference/Union

MARCH

2 Outreach/Church Budget
9*+ Adventist World Radio
16 Church Budget
23 Conference/Union
30 Church Budget

APRIL

6 Outreach/Church Budget
13 Hands Across the World
20 Church Budget
27 Conference/Union

MAY

4	Outreach/Church Budget
11*+	Disaster and Famine Relief
18	Church Budget
25	Conference/Union

JUNE

1	Outreach/ Church Budget
8	Division
15	Church Budget
22	Conference/Union
29	Church Budget

JULY

6	Outreach/Church Budget
13	Division
20	Church Budget
27	Conference/Union

AUGUST

3	Outreach/Church Budget
10	Division
17	Church Budget
24	Conference/Union
31	Church Budget

SEPTEMBER

7	Outreach/Church Budget
14+	Missions Extension
21	Church Budget
28	Conference/Union

OCTOBER

5	Outreach/Church Budget
12+	Health and Temperance (10% to GC)
19	Church Budget
26	Conference/Union

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NOVEMBER

2	Outreach/Church Budget
9*+	Sacrifice
16	Church Budget
23	Conference/Union
30	Church Budget

DECEMBER

7	Outreach/Church Budget
14	Division
21	Church Budget
28	Conference/Union

*Program Provided

+ Worldwide Offering

Summary of Offerings

General Conference	5
Division	7
Conference/Union	12
Church	28
Total	52

WMissA&P/StratPl&Bud/GCDOUP94AC/94AC to DER(DIV)

101-94Gd CALENDAR OF THIRTEENTH SABBATH OFFERINGS—WORLD 1995 - 2003

VOTED, To adopt the Calendar of Thirteenth Sabbath Offerings—World 1995 - 2003, as follows:

1995	First Quarter	Southern Asia Division
	Second Quarter	Euro-Asia Division
	Third Quarter	Inter-American Division
	Fourth Quarter	North American Division

1996	First Quarter Second Quarter Third Quarter Fourth Quarter	Far Eastern Division Africa-Indian Ocean Division South American Division South Pacific Division
1997	First Quarter Second Quarter Third Quarter Fourth Quarter	Eastern Africa Division Euro-Africa Division Trans-European Division Unusual Opportunities
1998	First Quarter Second Quarter Third Quarter Fourth Quarter	Southern Asia Division Euro-Asia Division Inter-American Division North American Division
1999	First Quarter Second Quarter Third Quarter Fourth Quarter	Attached Unions Far Eastern Division Africa-Indian Ocean Division South American Division
2000	First Quarter Second Quarter Third Quarter Fourth Quarter	South Pacific Division Eastern Africa Division Euro-Africa Division Trans-European Division
2001	First Quarter Second Quarter Third Quarter Fourth Quarter	Unusual Opportunities Southern Asia Division Euro-Asia Division Inter-American Division
2002	First Quarter Second Quarter Third Quarter Fourth Quarter	North American Division Attached Unions Far Eastern Division Africa-Indian Ocean Division
2003	First Quarter Second Quarter Third Quarter Fourth Quarter	South American Division South Pacific Division Eastern Africa Division Euro-Africa Division

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SEVENTH-DAY ADVENTIST FAMILY MINISTRIES -
1994 YEAR OF THE FAMILY PRESENTATION

Ronald M Flowers, Director, and Karen M Flowers, Associate Director, General Conference Church Ministries Department, gave a presentation on the Church's 1994 Year of the Family. By coincidence this Year of the Family is also the 75th anniversary of formal work for families begun in the Seventh-day Adventist Church. In 1919 Arthur and Maud Spaulding were asked by the General Conference to care for the new entity called the Home Commission. Under their leadership, Mothers' Societies and Parents' Councils were established in local conferences; a correspondence school with lessons and a monthly journal for parents was started; and a series of booklets, *The Christian Home Series*, was developed for study in camp meetings and churches.

A special presentation was made to the five world leaders who administer the work of the church in Africa. From their fields 55 delegates from 21 countries attended the 1992 Pan-Africa Consultation on the Family. Copies of the papers presented at that meeting were given to each of these leaders.

Recently the United Nations presented the Seventh-day Adventist Church with a special testimonial award for its participation in the International Year of the Family. Only four of these awards were given and the Seventh-day Adventist Church was the only religious body to receive one.

Lapel pins with the International Year of the Family logo were distributed to the Annual Council delegates.

Adjourned.

Leo Ranzolin, Chairman
Harold W Baptiste, Secretary
Maurice T Battle, Athal H Tolhurst, Editorial Secretaries
Rowena J Moore, Recording Secretary

ANNUAL COUNCIL
GENERAL CONFERENCE COMMITTEE

October 9, 1994, 8:00 a.m.

DEVOTIONAL MESSAGE

Ramon H Maury, Treasurer of the Inter-American Division, presented the devotional message on the subject "The Future of Our Mission."

At the close of this Annual Council, the future will begin to unfold. The fruits of our actions will show how mission-oriented we have been in the adoption of policies, plans, and programs.

When the time came to enter into the Promised Land, God instructed Joshua to lead out the children of Israel and encouraged them to proceed saying, ". . . go over this Jordan. . . . There shall not any man be able to stand before thee all the days of thy life: as I was with Moses, so I will be with thee: I will not fail thee, nor forsake thee" (Josh 1:2, 5).

To see the fulfillment of this promise, Joshua had to be on God's side: "This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success" (Josh 1:8).

Victory is conditional on maintaining a connection with God. Anyone engaged in the mission is to remember the need for adequate fitness to carry on the mission. The missionary must ascertain that he or she is on God's side while discharging the duties of the mission. The missionary is to allow the Lord of the mission to become the ". . . refiner and purifier . . . purge them as gold and silver, that they may offer unto the Lord an offering in righteousness" (Mal 3:3).

Our God provides the joys of soul winning to strengthen the hands of the missionaries. Real miracles of conversion confirm every day that the mission is moving victoriously. The future of the mission is a daily experience.

The Lord is, in fact, walking "among the candlesticks." Even when facing opposition, the mission moves on. The servant of the Lord wrote: "When the message of God meets with opposition, He gives it additional force, that it may exert greater influence. Endowed with divine energy, it will cut its way through the strongest barriers and triumph over every obstacle" (AA 601).

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Triumph and glory are the future of the mission. Soon the assignment will be finished. Oh, what a day it will be! "We have nothing to fear for the future, except as we shall forget the way the Lord has led us, and His teaching in our past history" (LS 196).

A video was shown entitled *The Auditor*.

A season of prayer by small groups followed.

Ottis Edwards, retired president of the Far Eastern Division, offered the opening prayer for the business session.

Philip S Follett called the ninth session of the Annual Council to order.

SPD/ChMan/222-92G/ADCOM/GCDOUP93AC/116-93G/ChMan/ChMan/ADCOM/94AC/
ChMan94AC to CBR-95GCS

111-94G CHURCH MEMBERSHIP, REGULAR STANDING -
CHURCH MANUAL ADDITION

RECOMMENDED, To add a new section to the *Church Manual*, Regular Standing, to Chapter 5, Church Membership, following Baptismal Ceremony, on page 45, to read as follows:

Regular Standing

All church members are considered to be in regular standing unless they are under church discipline. (See pp 159, 160, 53-56.)

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to MTB

247-94Ga CONCILIATION AND DISPUTE RESOLUTION
PROCEDURES

VOTED, To request each division and attached union to develop appropriate Conciliation and Dispute Resolution Procedures for use within its territory, and to make provision for this in the General Conference *Working Policy*.

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to AHT(DIV)

247-94Gb PERSONAL RELATIONS AND ORGANIZATIONAL
AUTHORITY - POLICY REVISION

VOTED, To revise GC B 20, Personal Relations and Organizational Authority, section B 20 10, Appeal to Higher Organization, to read as follows:

B 20 10 Dispute Resolution—Each division and attached union 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.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

250-94Gb DEPARTMENTS—DIRECTORS/SECRETARIES,
ASSOCIATES AND ASSISTANTS - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS AMENDMENT

RECOMMENDED, To amend the title and add a new Section 1 to the General Conference Constitution and Bylaws, Bylaws, Article X—Departments—Directors/Secretaries, Associates and Assistants, to read as follows:

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

Sec. 1. Departmental and association directors/secretaries shall be elected by the General Conference Session, and associates and assistants shall be appointed by the General Conference Executive Committee to serve the World Church through the Ministerial Association and the following departments: Adventist Chaplaincy Ministries.

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Communication, Education, Family Ministries, Health and Temperance, Personal Ministries and Sabbath School, Public Affairs and Religious Liberty, Publishing, Stewardship, Trust Services, Women's Ministries, and Youth.

Should changes to the departmental structure of the General Conference be deemed necessary, such changes may be approved by action of the General Conference Executive Committee in Annual Council, subject to ratification at the next General Conference Session.

CommWCO/Con&By/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to MTB-95GCS

260-94Ga ELECTED AND APPOINTED PERSONNEL—
GENERAL CONFERENCE

RECOMMENDED, To approve the proposal that the General Conference and division personnel to be elected, and the General Conference personnel to be appointed, be as follows:

1. Elected:

General Conference President
General Conference Secretary
General Conference Treasurer
General Vice Presidents and Division Presidents
General Conference Undersecretary
General Conference Undertreasurer
General Conference Associate Secretaries
General Conference Associate Treasurers
Division Secretaries
Division Treasurers
General Conference Field Secretaries
General Conference Departmental and Association Directors
General Conference Auditing Service Director

2. Appointed:

All other nonhourly General Conference personnel
*General Conference Executive Committee members who are not *ex officio*

*General Conference Executive Committee members who are not *ex officio* will be approved by vote of the General Conference Executive Committee at a subsequent meeting.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

260-94Gb ELECTION - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Constitution, Article V—Election, to read as follows:

ARTICLE V—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, an undertreasurer, associate treasurers, division treasurers, general field secretaries, ~~division field secretaries,~~ a director and associate directors of the General Conference Auditing Service, ~~directors of division Auditing Services,~~ a secretary and associate secretaries of the Ministerial Association, ~~and a director and associate directors~~ director/secretary of each duly organized General Conference department; department and association namely, Church Ministries, Communication, Education, Health and Temperance, Public Affairs and Religious Liberty, Publishing; a director of Archives and Statistics, a director of Adventist Chaplaincy Ministries, a director and associate directors of Trust Services; ~~division Ministerial Association secretaries, division departmental directors, division directors of Trust Services; and, for divisions in which special circumstances require it, any other departmental or service directors, upon the request of the division executive committee, and the approval of the General Conference Executive Committee.~~ as specified in Article X, Sec. 1. of the General Conference Bylaws.

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

b. Other persons, ~~not to exceed 80 in number,~~ persons to serve as members of the Executive Committee ~~at least 30 of whom shall be laypersons from all the divisions.~~ as provided in Article VII, Sec. 1-c.

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CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

260-94Gc GENERAL AND DIVISION FIELD SECRETARIES -
GENERAL CONFERENCE CONSTITUTION AND BYLAWS
AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws, Article IX—General and Division Field Secretaries, section 1, to read as follows:

Sec. 1. The term “general field secretary” shall be used to designate general field leaders elected ~~in addition to~~ assist the officers ~~to serve~~ in carrying the field responsibilities of the General Conference.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

260-94Gd DIVISION DEPARTMENTS—DIRECTORS/SECRETARIES,
ASSOCIATES, AND ASSISTANTS - GENERAL
CONFERENCE CONSTITUTION AND BYLAWS AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws, Article XI—Division Departments—Directors/Secretaries, Associates, and Assistants, to read as follows:

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

~~Sec. 1. Division departmental, association, and service directors/secretaries shall be elected by the General Conference for the respective divisions and shall serve under the direction of their respective division executive committees.~~

~~Sec. 2. Division executive committees~~ 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.

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260-94Ge TERM OF OFFICE - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws,
Constitution, Article VIII—Term of Office, to read as follows:

~~ARTICLE VIII—TERM OF OFFICE~~

ARTICLE IX—TERM OF OFFICE

Sec. 1. All officers of the General Conference and those ~~members of the Executive Committee whose election is provided for by Article V, Sec. 1-a., 1.~~ shall hold office from the time of election they take up their duties until the next ~~ensuing~~ regular session or until their successors are elected and ~~appear to enter upon~~ take up their duties.

Sec. 2. Members of the Executive Committee provided for by ~~Article V, Sec 1-b, Article VII~~ shall serve from the time of their election until the next ~~ensuing~~ regular session.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

260-94Gf DEPARTMENTS—DIRECTORS/SECRETARIES,
ASSOCIATES AND ASSISTANTS - GENERAL
CONFERENCE CONSTITUTION AND BYLAWS
AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws,
Article X—Departments—Directors/Secretaries, Associates and Assistants, sections 1 to 3, to
read as follows:

~~Sec.--1. Sec. 2.~~ The ~~departmental, association, and service directors/secretaries and associates elected by the General Conference~~ departmental, association, agency, and service directors/secretaries shall work under the direction of the president and the Executive Committee; Committee. ~~or in the case of departmental, association, or service directors/secretaries in divisions, under the direction of their respective division executive committees, and Departmental, association, agency, and service personnel~~ shall occupy an advisory relation to the field.

~~Sec.--2. Sec. 3.~~ The term “associate director/secretary” shall be used to designate those ~~individuals that~~ persons who may be elected appointed by the Executive Committee to

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

~~See:--3. Sec. 4.~~ The term "assistant director/secretary" shall be used to designate those persons ~~that~~ who are appointed by the 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 ~~office,~~ Conference, usually in one or more special procedures or functions. ~~These~~ Working under the direction of the department, association, agency, or service director/secretary, the assistants shall fulfill these special assignments shall be carried on largely in the office and serve to expedite the work of the ~~departmental~~ departmental, association, agency, or service staff. Field appointments for ~~departmental~~ assistants shall be of a very limited nature. ~~nature and shall normally be confined to the North American Division.~~

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to AHT(DIV)

260-94Gg GENERAL CONFERENCE SESSIONS - POLICY AMENDMENT

VOTED, To amend GC B 03, General Conference Sessions, section B 03 10, Nominating Committee—Procedural Guidelines, paragraph 5 (subject to an action of the General Conference Session in 1995 limiting the election of division personnel by a General Conference Session to the three officers), to read as follows:

5. The members of the Session Nominating Committee from each division shall choose their own ~~chairman,~~ chairperson, who shall function as such after the division president has been elected. Thereafter, the General Conference president or his designee shall sit with the group for counsel as they consider and recommend personnel to the Session Nominating Committee for ~~all-elective~~ the positions of secretary and treasurer on the division staff. The final decision regarding the nomination of such personnel rests with the Session Nominating Committee.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

260-94Gh GENERAL AND DIVISION FIELD SECRETARIES -
GENERAL CONFERENCE CONSTITUTION AND BYLAWS
AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws,
Article IX—General and Division Field Secretaries, to read as follows:

ARTICLE IX—GENERAL AND
DIVISION FIELD SECRETARIES

Sec. 1. The term “general field secretary” - No change

Sec. 2. The general field secretaries - No change

Sec. 3. The term “division field secretary” shall be used to designate field leaders
~~assigned to a division.~~ appointed by divisions. They may be elected ~~appointed~~ as necessary
to serve in the divisions under the direction of their respective division executive committees.

GCDOUP94AC/94AC to AHT-95GCS

260-94Gi VICE PRESIDENTS - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws,
Article III—Vice Presidents, to read as follows:

ARTICLE III—GENERAL CONFERENCE 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. The general vice presidents of the General Conference and the president of
the North American Division shall in the absence of the President chair meetings of the
Executive Committee.

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Sec. 3. The vice presidents of the General Conference elected for the divisions shall serve as chairmen of the division executive committees operating in their respective territories. ~~territories and~~ They shall have charge 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. 4. Vice presidents of the divisions may be appointed by the division executive committees, as necessary, to assist the division presidents in their administrative responsibilities.

CommWCO/Con&By/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to MTB-95GCS

261-94Ga GENERAL CONFERENCE APPOINTMENTS—FIRST
ANNUAL COUNCIL

RECOMMENDED, To prepare amendments to the General Conference Constitution and Bylaws, and to the *Working Policy*, which will designate the appointments to be made by the General Conference Executive Committee at its first annual meeting following each General Conference Session.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

261-94Gb APPOINTMENT - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS—NEW ARTICLE

RECOMMENDED, To adopt a new Article VI—Appointment, in the General Conference Constitution and Bylaws, Constitution, to read as follows:

ARTICLE VI—APPOINTMENT

The following shall be appointed at the first Annual Council of the General Conference Executive Committee following a regular Session: a director of Archives and Statistics, associate directors of the General Conference Auditing Service, associate secretaries of the Ministerial Association, and associate directors of each duly organized General Conference department.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

261-94Gc DIRECTOR OF ARCHIVES AND STATISTICS -
GENERAL CONFERENCE CONSTITUTION AND BYLAWS
AMENDMENT

RECOMMENDED, To amend the General Conference Constitution and Bylaws, Bylaws, Article XII—Director of Archives and Statistics, to read as follows:

ARTICLE XII—DIRECTOR OF ARCHIVES AND
STATISTICS

At each regular session, the first Annual Council of the General Conference Executive Committee following a regular Session, the General Conference shall elect appoint a director of Archives and Statistics whose duties shall be to administer the General Conference Archives 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 Executive Committee.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

261-94Gd TERM OF OFFICE - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS ADDITION

RECOMMENDED, To add new sections 3 and 4 to the General Conference Constitution and Bylaws, Constitution, Article VIII—Term of Office, to read as follows:

Sec. 3. All those who are appointed to serve the General Conference as provided for in Article VI, shall serve from the time they take up their appointment until their successors are appointed and take up their duties, or until the position is terminated. The appointments provided for in Article VI shall be reviewed at the first annual meeting of the General Conference Executive Committee following the General Conference Session.

Sec. 4. Service as outlined in sections 1-3 above may be terminated for cause as provided in General Conference Bylaws, Article XIII, section 1.

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CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to AHT(DIV)

261-94Ge ORGANIZATION AND PROCEDURES - POLICY
AMENDMENT

VOTED, To amend GC KA 15, Organization and Procedures, section KA 15 05, International Health Food Association Director, paragraph 1, to read as follows:

KA 15 05 International Health Food Association Director—1. ~~Election~~
Appointment—A director of the International Health Food Association shall be elected in harmony with the provisions of the General Conference Constitution, Article V, Sec 1 a, recommended by the International Health Food Association Board by action of its first meeting following each quinquennial Session of the General Conference and appointed by the General Conference Executive Committee at the next meeting of that committee.

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to MTB

262-94Ga DIVISION ELECTION/APPOINTMENT PROCEDURES

VOTED, To adopt the following election/appointment procedures for divisions, and to authorize the drafting of a General Conference *Working Policy* to encompass these procedures:

1. Each division executive committee will appoint its own nominating committee, excluding those individuals holding positions which are to be filled by this process.
2. The election/appointment of division staff may be done either in connection with the General Conference Session or at a time and place that will provide opportunity for wider representation through expansion of the division executive committee.
3. All appointments by the division committees shall be final.

CommWCO/PolRev&Dev/ADCOM/GC&DivSec94AC/GCDOUP94AC/94AC to AHT(DIV)

262-94Gb ELECTION/APPOINTMENT OF DIVISION OFFICERS
AND STAFF - POLICY ADDITION

VOTED, To add a new section B 03 13, Election/Appointment of Division Officers and Staff, to GC B 03, General Conference Sessions (subject to an action of the General

Conference Session in 1995 limiting the election of division personnel by a General Conference Session to the three executive officers), to read as follows:

B 03 13 Election/Appointment of Division Officers and Staff—The election of a president, secretary, and treasurer 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 chairmanship 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.

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CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

**263-94Gb STANDING COMMITTEES - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS ADDITION**

RECOMMENDED, To add a new section 2 to the General Conference Constitution and Bylaws, Bylaws, Article II—Standing Committees, to read as follows:

Sec. 2. Constitution and Bylaws Committee: The chairperson of the Constitution and Bylaws Committee shall be an officer of the General Conference.

SEC/Con&By/GCDOUP94AC/94AC to AHT-95GCS

**265-94G RENUMBERING OF GENERAL CONFERENCE
CONSTITUTION ARTICLES**

RECOMMENDED, To renumber the General Conference Constitution and Bylaws, Constitution Articles, as follows:

<u>Present</u>	=	<u>Future</u>
VI—Executive Committee	=	VII—Executive Committee
VII—Officers and Their Duties	=	VIII—Officers and Their Duties
VIII—Term of Office	=	IX—Term of Office
IX—Corporations and Agents	=	X—Corporations and Agents
X—Bylaws	=	XI—Bylaws
XI—Amendments	=	XII—Amendments

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to MTB

**251-94Ga DEPARTMENTAL STAFFING AT DIFFERENT
ORGANIZATIONAL LEVELS**

VOTED, To agree that all departments shall be represented at the General Conference and divisions, but that not all departments shall necessarily be duplicated at all

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other levels. Because of the varying departmental needs in different parts of the world, it is further recommended that conferences and unions work out their needs in consultation with each other and with the division. Final decisions on their recommendations shall be made at the respective union and local field constituencies. Careful attention should be given to avoiding an overlapping of functions at various levels. If there are levels at which a department is not represented, the channel for transfer of materials and information from one level to the next staffed level shall be clearly provided and defined. It shall be clearly understood that, concurrent with a decision not to assign a given portfolio to a staff member, authority is granted to the next higher staffed level to deal directly with the organization to be served.

Adjourned.

Philip S Follett, Chairman
Maurice T Battle, Secretary
Larry R Colburn, Athal H Tolhurst, Editorial Secretaries
Carol Rasmussen, Recording Secretary

ANNUAL COUNCIL
GENERAL CONFERENCE COMMITTEE

October 9, 1994, 2:30 p.m.

Prayer was offered by Rose M Otis, Director, General Conference Office of Women's Ministries.

Calvin B Rock called the tenth session of the 1994 Annual Council to order.

NADOUP/NADOUP/94YE/GCDOUP94AC/94AC to ACM-95GCS

305-94G NORTH AMERICAN DIVISION REQUEST - ORDINATION

VOTED, To refer to the 1995 General Conference Session the North American Division request that the General Conference in Session adopt provisions on ordination as outlined below:

The General Conference vests in each division the right to authorize the ordination of individuals within its territory in harmony with established policies. In addition, where circumstances do not render it inadvisable, a division may authorize the ordination of qualified individuals without regard to gender. In divisions where the division executive committees take specific actions approving the ordination of women to the gospel ministry, women may be ordained to serve in those divisions.

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to AHT(DIV)

251-94Gb DEPARTMENTAL STAFFING AT DIFFERENT
ORGANIZATIONAL LEVELS (Administrative Relationships) -
POLICY ADDITION

VOTED, To add to GC B 12, Administrative Relationships, a new section B 12 47, Departmental Staffing at Different Organizational Levels, to read as follows:

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B 12 47 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/missions to determine what their needs are, and what denominational levels are best suited for the production of resources and for the promotion of departmental programs. If unions wish to vary staffing at union and/or conference/mission levels, they shall consult with the division and with the conferences/missions 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.

CommWCO/Con&By/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to MTB-95GCS

252-94Ga DUTIES AND RELATIONSHIPS OF DEPARTMENTAL
DIRECTORS, ASSOCIATES, AND ASSISTANTS

RECOMMENDED, To amend the General Conference Constitution and Bylaws and the *Working Policy* so as to more accurately present the duties and relationships of departmental directors, associates, and assistants.

CommWCO/Con&By/GCDOUP94AC/94AC to AHT-95GCS

252-94Gb DEPARTMENTS—DIRECTORS/SECRETARIES,
ASSOCIATES AND ASSISTANTS - GENERAL CONFERENCE
CONSTITUTION AND BYLAWS ADDITION

RECOMMENDED, To add a new section 5 to the General Conference Constitution and Bylaws, Bylaws, Article X—Departments—Directors/Secretaries, Associates and Assistants, to read as follows:

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

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the mission of the Church. This will be accomplished through the production of resources and 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.

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/94AC to AHT(DIV)

252-94Gc ADMINISTRATIVE RELATIONSHIPS -
POLICY AMENDMENT

VOTED, To amend GC B 12, Administrative Relationships, section B 12 45, Division Field and Department Directors/Secretaries, to read as follows:

B 12 45 Division Field and Department Departmental and Association Directors/Secretaries—Duties and Relationships—Assisting the executive officers and promoting plans and work outlined by the division committee are the field and department directors, working in counsel with the executive officers. The duties of these employees are in promoting and not in general executive lines. Departments in the division, as in the General Conference, are not administrative and executive. All departmental employees shall bring plans and propositions to the division committee for authorization before promoting them in the field. Thus, even with many engaged in various departments of work, thorough understanding and cooperation will be maintained. 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.

Adjourned.

Calvin B Rock, Chairman

Mario Veloso, Secretary

Lowell C Cooper, Athal H Tolhurst, Editorial Secretaries

Rowena J Moore, Recording Secretary