

ANNUAL COUNCIL OF THE  
GENERAL CONFERENCE EXECUTIVE COMMITTEE

October 1, 1997, 8:00 a.m.

DEVOTIONAL MESSAGE

The devotional message entitled "The Word and Everyday Life" was presented by Barry Black, Deputy Chief of Chaplains for the United States Navy.

Two followers of Jesus were walking to Emmaus, bewildered, saddened, and fearful when Jesus joined them and brought them hope. He opened to them the Old Testament Scriptures in the light of Calvary. Beginning with Moses and proceeding through the prophets, He showed them how they had misunderstood the mission of the Messiah. When they finally realized who Jesus was, they ran the eight miles back to Jerusalem, bursting into the upper room to give their testimony that Christ had risen. The strong chains of disillusionment, discouragement, disappointment, and despair had been destroyed. They now looked to the past and the future with optimism and confidence.

The metamorphosis experienced by these two men on the Emmaus road was triggered by a beautiful revelation from God's Word. Their reaction to the truth Jesus expounded from the Scriptures went beyond the cognitive. "Did not we feel our hearts on fire as he talked with us on the road and explained the scriptures to us" (Luke 24:32, NEB). God's Word will set our hearts on fire. The proof of the efficacy of Scripture is found when it produces burning hearts and transformed lives.

Life brings to the most courageous hearts numerous stresses and strains, difficulties and demands. Paul's words provide us with principles that will enable us to meet life's demands and face life's challenges. "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work" (2 Tim 3:16, 17, NASB). The Bible contains all we need to survive in these complex times and it is a powerful force against all evil.

The Bible imparts wisdom that leads to salvation (2 Tim 3:15). Salvation is the central thrust of Scripture. God's Word was written to give us the knowledge we need to find salvation from sin and the power to lay hold of the way that leads to our heavenly home.

The Bible provides God's answers to earth's problems. "For no prophecy was ever made by an act of human will, but men moved by the Holy Spirit spoke from God" (2 Peter 1:21, NASB). God's Word is marvelously inspired.

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The Bible enables us to live above sin by reproof and correcting us. The Bible is “profitable for reproof, for correction” (2 Tim 3:16). When Jesus was tempted by Satan (Matthew 4), He had a variety of weapons to choose from, but He chose passages from Deuteronomy as His defense. In Ephesians 6:17, Paul refers to the Scriptures as a sword in the Christian’s arsenal.

The Bible trains us in righteousness (2 Tim 3:16, NASB). Sometimes we are not quite sure how that training takes place, but through perseverance, the heart will be set afire and the life will be transformed. The Bible’s real value lies in its cumulative effect, as you permit long-term exposure to work a metamorphosis in your life. As it did for the disciples on the Emmaus road and for Paul and for Timothy, God’s Word will make your heart vibrate with heaven’s music and strengthen you to meet all of life’s demands.

Jan Paulsen, Chairman

Lowell C Cooper, Secretary

Maurice T Battle, Editorial Secretary

Carol E Rasmussen, Recording Secretary

ANNUAL COUNCIL OF THE  
GENERAL CONFERENCE EXECUTIVE COMMITTEE

October 1, 1997, 2:00 p.m.

THE WORD AND ELLEN WHITE - MESSAGE AND MISSION  
PRESENTATION

Alan G Lindsay, Director of the Ellen G White/Seventh-day Adventist Research Center in the South Pacific Division, presented the message entitled, "The Word and Ellen White."

Psalm 119:1, 2, 9-16, 105, 165 testify to the importance of the Word of God in our lives: "Blessed are those who keep His testimonies, who seek Him with the whole heart!" (vs 2, NKJV). "I have laid up thy word in my heart, that I might not sin against thee" (vs 11, ASV). "I will delight in thy statutes; I will not forget thy word" (vs 16, RSV). "Thy word is a lamp to my feet and a light to my path" (vs 105, RSV).

Surveys of Ellen White's writings reveal a phenomenal literary dependence on the Bible. Consistently and continually she recommends it as the inspired and infallible Word of God.

1. The Word described—Ellen White identified the Bible as "God's voice speaking to us just as surely as though we could hear Him with our ears" (HP 134). Though she recognized the combination of human and divine input in the process of inspiration, she warned against any attempt to divide the Scriptures into what was and what was not inspired.

2. The Word upheld—Throughout her ministry, Ellen White pointed to the Word as the ultimate arbiter in all things pertaining to our spiritual lives. Her writings were not to be an addition to the Word, but were instead "to exalt it and attract minds to it" (2T 606).

3. The Word assailed—The theme of the great controversy between Christ and Satan provides an integrating motif for understanding the role of God's Word and the opposition to it through all human history. In the time of the end, the conflict over the reliability and authority of God's Word is to reach its climax.

4. The Word received—Receiving the Word:

a. Requires a correct attitude of heart.

b. Requires our submission to the impressions and leadings of the Holy

Spirit.

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- c. *Depends on our correct interpretations.*
- d. Encourages us to maintain a balance between established truth and an openness to a further unfolding of it.
- e. Means more than an intellectual acceptance of doctrinal truth. Its ultimate purpose is the development of a character reflecting Christ's life of loving and unselfish service for others.

Ellen White's final words to the Church in session on June 6, 1909, still challenge us today: "Brethren and sisters, I commend to you this Book." The Church has entered a time of great peril when it has been predicted that "There will be gods many and lords many. Every wind of doctrine will be blowing" (5T 80). "Their only safety will be found by diligently studying the Word of God and striving to conform their lives to its precepts" (PK 626). God is soon to work with great power as the earth is filled with His glory. He will work wonderfully through those whose minds and lives have been impregnated with the words and the spirit of Jesus as revealed in His Word.

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## EXPERIENCE THE POWER OF THE WORD - MESSAGE AND MISSION PRESENTATION

Jan Paulsen, General Vice President of the General Conference, presented the message entitled "Experience the Power of the Word."

Does God's Word have power for me today? It seems so far removed from the life I live and the issues I have to face and resolve today. I cannot help but wonder whether it is still able to speak to me now clearly, strongly, reassuringly, and whether it is able to give direction to my life. I have more defeats than victories in my life; is there power in the Word to turn things around for me today? I am broken by illness; can I still find healing in Your Word? I have been given an office and an assignment which is so much bigger than I am; can Your Word carry me beyond my own limits? Lord, help me to discover for myself the "Power of Your Word."

The power of God's Word lies essentially in two areas: in its ability to find me where I am, and in its ability to create and make something new out of me.

The Bible as the Word of God finds me, as no other book does, where I am. It then probes and searches into the depths of my life in an uncanny way. In this respect, the Word of God is timeless and quite relentless. Only the persistent hardness of my heart will silence the Word. It is this searching and probing reality which is at the heart of my conviction that the Bible is uniquely the Word of God. The Word finds me, challenges me, and forces me to admit that on my own I do not know who I am or where I am. But the Word is not a tormentor of my soul. It is the voice of Someone who is reassuring, friendly, understanding, forgiving, and full of hope. And I am drawn to Him who urges, "Come to me, . . . and I will give you rest" (Matt 11:28, NIV).

In Isaiah 43:1-5, RSV, I read: "Fear not, for I have redeemed you; I have called you by name, you are mine. When you pass through the waters I will be with you; . . . when you walk through fire you shall not be burned, . . . For I am the Lord your God, the Holy One of Israel, your Savior. . . . Because you are precious in my eyes, and honored, and I love you, . . . Fear not, for I am with you. . . ."

The power of the Word is further confirmed by its ability to create. The Bible tells us that "all things were made through Him, and without Him nothing was made. . . ." (John 1:3, NKJV). The Word spoke and there was light!

Just as the Word brought light to the darkness of the earth, it creatively removes chaos and confusion from my life. We are promised that "I will put my Spirit within you, and you shall live, . . . then you shall know that I, the Lord, have spoken, and I have done it, says the LORD" (Ezek 37:14, RSV).

The Word of God, whether written or spoken by Him who was the Word, is the one single element which resolves the drama between faith and unbelief. This is magnificently illustrated in the Gospel of John where Jesus spoke one-on-one with individuals. Jesus said to Nicodemus, "You should not be surprised at my saying, 'You must be born again'" (John 3:7, KJV). Jesus said to the woman at the well, "I who speak to you, I am he" (John 4:26, NIV). Jesus, speaking with Peter after his denial and after the resurrection, said, "Follow me" (John 21:19).

It is that personal confrontation with the Word which draws me and compels me out of my own world and values into a life of discipleship. It arrests me, it provokes me, and it will not let me go.

And out of this, lives of faith and obedience are born—created by the Word—testifying to the truth of the old saying that "they who wait for the Lord . . . shall run and not be weary, they shall walk and not faint" (Isa 40:31, RSV).

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If it pleases the Lord of the Word, He has power to heal my illness, to find a job for me, to sell my house, to balance my budget, to have a word with the brethren to ensure my reelection. There is no end to what He can do, if it pleases Him. But let me not hold the Almighty God ransom to my personal desires and to my definition of how His power should be used. I must remember that the creative power of the Word is primarily and preeminently seen in making a believer of me, and in giving me, who otherwise has none, a future to look forward to with hope and joy and longing.

Our people need, you and I need, to spend time with the Word and discover its power for ourselves.

Jan Paulsen, Chairman

Harold W Baptiste, Secretary

Vernon B Parmenter, Editorial Secretary

Rowena J Moore, Recording Secretary

ANNUAL COUNCIL OF THE  
GENERAL CONFERENCE EXECUTIVE COMMITTEE

October 2, 1997, 8:00 a.m.

DEVOTIONAL MESSAGE

The devotional message entitled "More Than a Martyr" was presented by Ron Halvorsen Jr, Pastor from Keene, Texas.

We live in the information age, the age of telecommunications, the age of instant access and data being sent faster than we can receive it. Our world is a world of words. Today we can find more words and messages than ever before in earth's history. But it is still the Living Word that must be heard. It is still the Living Word that is our only hope. The Word is alive. My Jesus is more than a Martyr.

The message of Pentecost must be heard again. The Lamb of God is Lord. The Messiah is Majesty. The Crucified is King. My Jesus is more than a Martyr. It was the message of Pentecost, and it must be our message. Come with me to the second chapter of Acts and listen in. Listen to the preachers at Pentecost preach with holy boldness.

"Ye men of Israel, hear these words; Jesus of Nazareth, a man approved of God among you by miracles and wonders and signs, which God did by him in the midst of you, as ye yourselves also know: Him, being delivered by the determinate counsel and foreknowledge of God, ye have taken, and by wicked hands have crucified and slain: Whom God hath raised up, having loosed the pains of death: because it was not possible that he should be holden of it."—Acts 2:22-24, KJV

In the first sermon of the early church, a sermon that easily could have been his last, Peter preached the cross, the resurrection, and the coronation of Christ. Peter preached the cross before the cross was popular. Without it, the church is a lighthouse without a light; a well without water; a barren fig tree; a sleeping watchman; a silent trumpet; a dumb witness; a messenger with the wrong message.

Without the cross, we will die in our empty formalism, die in our own rituals, die in our worthless legalism. Pentecost fell on a Christ-centered, cross-anchored church. And that is the kind of church that it will fall on again.

But Jesus is more than a Martyr. As evidence, I submit to you a few more verses from an eye witness. "Therefore being a prophet, and knowing that God had sworn with an oath to him, that of the fruit of his loins, according to the flesh, he would raise up Christ to sit on his throne;

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He seeing this before spake of the resurrection of Christ, that his soul was not left in hell, neither his flesh did see corruption. This Jesus hath God raised up, whereof we all are witnesses. Therefore being by the right hand of God exalted, and having received of the Father the promise of the Holy Ghost, he hath shed forth this, which ye now see and hear. . . . Therefore let all the house of Israel know assuredly, that God hath made that same Jesus, whom ye have crucified, both Lord and Christ.”—Acts 2:30-33, 36, KJV Today, I want the message of God’s Word to be clear. Jesus died, but He is not dead anymore.

Like Peter at Pentecost, we must take the world to the cross, then to the empty tomb. And then we must point them heavenward. For the One once crowned in thorns is now crowned in glory, and then the world will know what really matters.

#### SPANGLER, J ROBERT—TRIBUTE

Neal C Wilson, Robert S Folkenberg, and James A Cress paid tribute to J Robert Spangler who died in a tragic car accident on a Los Angeles freeway on September 19, 1997. Spangler spent many years as an evangelist and was the longest-serving editor of *Ministry*. Following his retirement, he was asked by Robert S Folkenberg to coordinate evangelism in the Euro-Asia Division. In that capacity he facilitated the translation of the Bible into the Russian language. Following Spangler’s death, James A Cress called the Spangler home and was greeted by Spangler’s voice on the answering machine. His final words on the recording were, “and remember, Jesus is coming soon.” The Ministerial Association and the Review and Herald Publishing Association are assembling a book of Spangler’s best articles that will be available in time for his memorial service. The title of the book is, “And Remember, Jesus is Coming Soon.”

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Calvin B Rock called the second business session of the 1997 Annual Council to order.

Ralph W Martin, President of the Columbia Union, opened the business session with prayer.



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## SECRETARY'S REPORT

G Ralph Thompson, Secretary of the General Conference, introduced the Secretariat staff and then presented the Secretary's report, as follows:

I would like to take this opportunity to welcome all who are in attendance at this 1997 Annual Council of the General Conference Executive Committee. We have all experienced the abundant mercies of our loving heavenly Father who has brought us safely to this place. This year we are meeting at the world headquarters of our Church. Last year we met in the beautiful country of Costa Rica in Central America, and we remember with joy and satisfaction the tremendous friendliness of the people and the great welcome we received from the Inter-American Division as we met in their territory. Next year, the Lord willing, we will meet at Iguazu Falls in Brazil. This will be the second time that we will have had the opportunity of having an Annual Council in the great country of Brazil, and we look forward to that event.

The theme for this Annual Council is, "Experience the Power of His Word." In the past two days, which have been devoted to discussion of our message and mission, we have all been challenged to experience the power of His Word. This is one of the great needs of all of us as leaders and members of the Seventh-day Adventist Church. In the busy routine of life, we need to take time for the study of God's Word, letting Him speak to us through His Word so that it will guide in all that we do and say. We were especially challenged by the message of our General Conference President as he laid before us the challenge that the Church faces in this specific area of the Word of God—its authenticity and relevance for each one of us in our daily walk with God. Especially for those of us who are administrators, life is so busy. We spend long hours in committees, studying the challenges which face us. We consider problems and make decisions. We must intentionally find time for the study of God's Word, letting God speak to us. We, in turn, need to speak to Him. We cannot allow the busy routine of our administrative lives to rob us of the intimacy we need to have with our Lord and Saviour Jesus Christ. If we are so busy that we cannot find time for the study of God's Word, then we are busier than God wants us to be. We may be engaged in good things, but these good things can rob us of the best things. There is no substitute for the study of God's Word, which will keep us day by day. The Bible says, "Thy Word have I hid in my heart, that I might not sin against Thee." We, as God's leaders today, need to have His Word hid in our hearts every moment of every day so that we will not fall into temptation but will instead, by God's grace, sense victory in our lives.

This year, 1997, has been an important year in the work of the General Conference and its divisions. A number of items have been voted by the General Conference Administrative Committee and Executive Committee that will interest all. Let me note a few of these.

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It was voted to commission Victor Issa to produce a series of sculptures to be displayed as the central exhibit at the 2000 General Conference Session. The title of the sculptures will be "The King is Coming." The Seventh-day Adventist Church in Canada will provide the majority of funding for the project which will become its gift to the 2000 General Conference Session. Following the General Conference Session, the sculptures will be displayed in the lobby of the General Conference headquarters office. The theme for the 2000 General Conference Session will be "Almost Home."

Vernon B Parmenter, formerly Associate Secretary for the South Pacific Division, is the newest addition to the Secretariat staff. He has been elected as an Associate Secretary of the General Conference and will serve as the Director of the Center for Volunteerism. At last year's Annual Council we introduced D Ronald Watts who had just joined us to take that position in Secretariat. Watts has been recently elected as the new president of the Southern Asia Division.

We were saddened to learn of the illness of M E Cherian, former president of the Southern Asia Division, who has been an honored member of this committee for several years and a great leader in the Southern Asia Division. I would take this opportunity on behalf of the General Conference Executive Committee in Annual Council to record our appreciation for the tremendous contribution he has made, both in the leadership of the Southern Asia Division and in the educational work, serving for many years as the president of Spicer College. I would ask each of us to keep him and his family in our prayers. We appreciate the tremendous work he has done in serving the Church he loves.

Donald R Sahly, former president of Southern Adventist University, was elected to serve as an Associate Director of the General Conference Department of Education, and we were happy to welcome him to the General Conference.

One of the very important meetings sponsored by the General Conference Department of Education was the Adventist Higher Education Summit held on the Loma Linda University campus. Participants were board chairmen and presidents of Seventh-day Adventist colleges and universities worldwide, plus division educational directors and others. These meetings proved to be very successful, and we hope that the results of the actions taken and the recommendations made will be felt across the educational spectrum of the Church.

The Spring Meeting of the General Conference Executive Committee was held on the campus of Loma Linda University. This has not happened for many, many years, but B Lyn Behrens, President of Loma Linda University, and her associates outdid themselves in putting all the facilities of the university at our disposal. They were also extremely generous in providing a medical checkup for all the participants in the Spring Meeting. This resulted in many thousands of dollars worth of medical evaluations that were donated by the university. As a result of this, a

number of the attendees had pointed out to them some life-threatening situations which they were able to take care of, and many other areas were evaluated which resulted in benefits to all of us. We again express our thanks to B Lyn Behrens and the staff at Loma Linda University.

It is the plan is to hold the 1999 Spring Meeting on the campus of Andrews University.

At the 1997 Spring Meeting, we voted an extremely important statement on child sexual abuse. The church is not exempt from this problem. Unfortunately, abuse does occur in Seventh-day Adventist homes and institutions.

In accordance with a 1995 General Conference Session action, we voted to appoint a Divorce and Remarriage Study Commission which is to prepare an interim report to be submitted to the General Conference Administrative Committee by September 1998. The final report is to be submitted to the Administrative Committee by June 30, 1999. This is an extremely important commission whose findings will be perused with great interest by the world field.

One of the important items also voted this year was to accept the Adventist Global Communication Network concept document which seeks to take advantage of the unprecedented opportunity we now have to preach the gospel to the entire world. The pace and dimensions of technological change in the field of electronic communication have far-reaching implications for the Church's endeavor to fulfill the gospel commission. Recent advances make it possible to transport communication signals in the form of print copy, as well as audio and video programming, to almost any area of the world. Limitations of distance, national and political boundaries, language, or finance can be effectively marginalized through a global network of communication using satellites and/or computers. The recent participation in Net '96 of churches from 45 countries, using multiple languages, marks a dramatic advance in the way the Church can conduct evangelism or otherwise impact the general public, and it provides a new vantage point from which to plan future initiatives. It also highlights the new possibilities for our global linkage of Seventh-day Adventist churches, organizations, and institutions. As this plan materializes, it should impact every world division and bring the whole world of Adventism into one global village.

At this Annual Council we will deal with a whole new set of policies that pertain to interdivision employees. This is the largest group of policies ever rewritten and brought to an Annual Council for a vote at any time that we can remember. They are in your book, and we request that you read them. There will be no special breakout groups, but all policies will be brought directly to the floor. Hopefully everyone will be acquainted with at least the concepts being presented.

We also voted to approve a position statement on how Seventh-day Adventists view Roman Catholicism. This statement was released in the *Adventist Review*, and we hope it makes our position clear. As stated, the beliefs of Seventh-day Adventists are rooted in the biblical apostolic teachings, and thus share many essential tenets of Christianity in common with the followers of other Christian churches. However, we have a specific identity as a movement. Our compelling message to Christians and non-Christians alike is to communicate hope by focusing on the quality of life that is complete in Christ. The statement declares that as Seventh-day Adventists relate to Roman Catholicism in particular, both the past and the future enter into our thinking. We cannot erase or ignore the historical record of serious intolerance and even persecution on the part of the Roman Catholic Church. The Roman Catholic system of church governance is based on extra-Biblical teachings such as papal primacy, resulting in severe abuses of religious freedom as the church was allied with the state. However, the statement ends with the fact that Seventh-day Adventists seek to be fair in dealing with others. Thus, while we remain aware of the historical record and continue to hold our views regarding end-time events, we recognize some positive changes in recent Catholicism and stress the conviction that many Roman Catholics are our brothers and sisters in Christ.

One of the outstanding meetings held under the auspices of our Church was the International Religious Liberty World Congress held in Rio de Janeiro, Brazil from July 22 to 27, 1997. The purpose of the congress was to promote religious liberty by building a strong network of friends, to gain access to politicians and others who are able to support religious liberty, to promote the Religious Liberty Association in South America, and to create a positive image for the Church. Approximately 400 participants, guest speakers, and staff members attended the congress, including many high-ranking government officials. Letters received following the congress commented on the good organization, friendly atmosphere, and high quality of the lectures. Invitations have been received for meetings with the presidents of Argentina, Hungary, and the Philippines. Many people were surprised at the level of involvement of the Seventh-day Adventist Church in religious liberty matters. It is expected that the next World Congress will meet in the Philippines in 2002.

For the past few years a religious dialog has been going on between the Seventh-day Adventist Church and the World Lutheran Federation. At the last meeting, which was the third one, papers concerning authority in the church, ecclesiology, and the remnant were presented by George W Reid and Angel M Rodriguez. At the conclusion of the meeting, a draft statement was prepared by William G Johnsson which indicated where the two church organizations agree, where they have similar views, and where they disagree. The final version of this paper, as well as those prepared from each of the dialog occasions, will be made into a booklet of approximately 30 pages. These booklets and the position papers will eventually be published. The final dialog will be held in May 1998, at which time the Adventists have been requested to

prepare a paper on eschatology. The Lutheran delegates have asked that the four years of meetings be concluded with a Seventh-day Adventist worship service on Sabbath.

Because of the increased understanding and good will that have come as a result of the four-year dialog between the World Lutheran Federation and the Seventh-day Adventist Church, it was felt that a similar dialog with the World Alliance of Reformed Churches (Presbyterian) could result in similar benefits to both organizations. So, it was voted to authorize the Council on Interchurch/Interfaith Relations to pursue the establishment of a dialog with the world leadership of the World Alliance of Reformed Churches. It is expected that this dialog will take place following the conclusion of the dialog with the World Lutheran Federation.

Why do we engage in these dialogs? The reason is to help other denominations understand the truth about the Seventh-day Adventist Church. In the eyes of many of them, we are simply a sect or a cult. But when their theologians meet with our theologians, and are confronted with the deep apostolic and biblical stand on which our doctrines are built, they have a new sense of appreciation for Seventh-day Adventists and are faced with the strength of our Biblical position. They come to the place where they respect us and no longer consider us a cult, but rather a basic, fundamental, Bible-based group of Christians.

Once again, it was the privilege of some of us to attend the outstanding ASI Convention held in Albuquerque, New Mexico from August 6 to 9, 1997. Its theme was "Celebrating Fifty Years as Market-Place Ministers." Adventist Laymen's Services and Industries (ASI) was voted into existence by the General Conference Executive Committee in 1947. This organization conducts annual conventions which have increasingly become a time for dedicated business leaders and professionals to share stories, inspirational ideas, and financial support. You will be interested to know that on Sabbath, August 9, with over 1,200 people in attendance, the special offering given to support various projects around the world amounted to \$1,700,000 dollars! We applaud the members of the ASI organization for their loyalty to the Church and for the tremendous support they have given to various Church projects around the world. This truly is a supporting ministry. Dan Houghton was elected as the new president of ASI. We wish him and his newly elected officers every success in the coming years. If you want to catch a spirit of inspiration from our laymembers and listen to the thrilling stories of soul winning and outreach, I would encourage you to attend their next meeting in August 1998 in Palm Springs, California or one of the union ASI meetings in your territory. The dedicated laity of this Church is on the march, supporting the Church financially and evangelistically.

#### World Church Statistics

God is working through the activities of the Seventh-day Adventist Church to bring many, many souls to the knowledge of this blessed truth and to acceptance of Jesus Christ as

Saviour and Lord. At the close of December 31, 1996, our world membership stood at 9,296,127. Baptisms and professions of faith for 1996 totaled 719,679. In the twelve months between June 1996 and July 1997, there were 734,978 baptisms and professions of faith. We say, Praise the Lord for what He is doing through our workers and church members who are sharing their faith with those with whom they come in contact. It takes a lot of time, energy, and money to bring a soul to Christ.

Once again, I plead with our leaders to impress upon our people the necessity of reaching out in love to these new converts who join our ranks. Why cannot the Seventh-day Adventist Church be known as the Church with the friendliest welcome? Yes, the happiest place, with the warmest welcome. Why does not every church have a welcoming committee which is just as important as the church board, or any other committee in the church? Members should seek out visitors as they come, welcome them, show them where to sit, and let them know their visit to the church is appreciated. There are still too many people who are reported as missing and apostatized. The number this past year was 187,833. We spend so much money in evangelism and outreach to bring in new converts, only to have them enter churches that are as cold as the Arctic. In some churches, it seems as though you can skate down the center aisle on pure, solid, spiritual ice. It is time for church members to reach out in love to new members who are brought into our Church. As I have said before, many members do not leave the Seventh-day Adventist Church because of doctrine. They leave it because of lack of love. They feel like outsiders. They have not been accepted within the group and, strangely enough, it is not just the new converts who leave. Research shows that those who leave us have been in the church for at least five years. By this time they should have become active, working members of the church, enthusiastic in their service for Christ. But, somehow, they encounter the coldness of indifference and a critical, judgmental spirit. They get discouraged and do not return. Every church member ought to recognize that he or she is his or her brother's keeper. I challenge all of us to reach out to our people, our new members. Make them feel at home. Let them know that they have joined the most loving, friendly people in the world when they become members of our church. The motto of each church ought to be to gain new members, train new members, and put new members to work. Make them a part of your group, and then retain them for God and for the Church.

On the other hand, we have much for which to be thankful. The second quarter's report for 1997 shows that we have a Church membership of 9,479,718, with a baptism and profession of faith total as of that date of 206,921. So, brothers and sisters, our advent movement continues to grow as we preach the gospel to every nation, kindred, tongue, and people. We rejoice for the evidence of the Lord's blessings in our Church growth.

Net '96 was the most successful global outreach of evangelism this Church has ever undertaken. It resulted in the largest annual report of baptisms ever in North America! The

impact of Net '96 has also be felt in Europe and other parts of the world. I congratulate the North American Division for setting the pace for Net evangelism. The other divisions of the world are gearing up also, not only for the worldwide net outreach, but for their own divisional outreach using the latest means of communication to get the gospel out to their territories and to the world.

The plans for Net '98 are coming along. Dwight K Nelson, Senior Pastor of the Pioneer Memorial Church at Andrews University for the past 14 years, has been chosen as the speaker for Net '98. Nelson was born of missionary parents, lived 14 years in Japan, and graduated from the Far Eastern Academy in Singapore. He is a fifth generation Adventist, born into a long line of preachers. He is a powerful preacher. Thousands of young people and older ones have been drawn to Christ through his spirit-filled messages. At his church on the university campus, Dwight often invites members to come forward to surrender their lives to their Saviour. Some are baptized, many are renewed. Let us pray for Dwight Nelson as he prepares himself to be used by God in the great outreach of Net '98, which indeed will be the greatest evangelistic crusade ever conducted by the Seventh-day Adventist Church. Soul winning and outreach must become our watchword and song.

The Director of the Office of Archives and Statistics, R William Cash, will fill in the details on this and other areas of growth and achievement when he gives his statistical report.

In your agenda book, you will find the statistics to which I now refer regarding interdivision employees and appointees.

As of August 31, 1997, the total of current calls for interdivision employees for the world field was 137, and the total of volunteer calls was 436.

In 1996, there was a total of 401 departures for interdivision service around the world. Of these, 159 were new, and 242 were returning. This figure includes intradivision employees also, except in the case of the North American Division. Intradivision employees would include those sent from areas like the South Pacific Division, where employees are sent from the mainland to the island fields.

Next look at the Summary of Interdivision Personnel Departures. This includes both interdivision and intradivision personnel, as well as Adventist Youth Service, Adventist Volunteer Service, and nationals returning, plus, of course, the appointees and furlonghees. So, this gives us a grand total of 1,804.

Take a look now at the Division Source for Interdivision Personnel. It tells us from which division personnel have come, or from which division they have gone to other divisions.

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Notice that from the North American Division have come 635 individuals, or 53.8 percent of the total number of 1,194.

The second largest number, 141 (11.8%), went from the Asia-Pacific Division to other divisions. The third largest number, 107 (8.96%), went from the South American Division to other divisions. The fourth place is tied with 68 each going from the Euro-Africa Division and the South Pacific Division. It is a fascinating picture of interest in going from everywhere to everywhere. So-called mission divisions are now becoming sending divisions. I hope that this trend will continue, for I believe that this cross-cultural fertilization is good for the work.

In 1996, there were 277 Adventist Youth Service volunteers working, with 231 of these coming from the North American Division. In addition, 1,126 individuals were sent out as part of the Adventist Volunteer Service.

#### Appreciation to Wesley Gordon and Betty June Jenson

Now it gives me great pleasure to ask Lowell C and Rae Lee Cooper to bring to the platform Wesley Gordon and Betty June Jenson. Not often, in the history of missionary service, has a couple left their homeland to serve the people of another division and continued their service in that division as long as the Jensons have. On April 30, 1997, the General Conference Appointees Committee voted the following expression of appreciation:

“VOTED, To express appreciation to Wesley Gordon and Betty June Jenson for nearly five decades of interdivision service to the Seventh-day Adventist Church in the Southern Asia Division. W G Jenson began overseas service in July 1948 as an evangelist in India. This role was later expanded to that of pastor-evangelist. In the early 1960's Jenson was assigned administrative responsibilities, first as principal of the Seventh-day Adventist High School (Roorkee) and a year later as principal of the Vincent Hill School in Mussoorie. The Jensons were granted a permanent return in July 1968, but the permanent return proved to be very brief.

“In 1969, the Jensons returned to India, where he served as a pastor in Calcutta for almost five years. After a 10-month study leave, the Jensons again returned to India, this time to Spicer Memorial College in Pune where he served as head of the religion department, associate professor, and later as vice president.

“From November 1991 to June 1994, Jenson held the post of Field Secretary for the Southern Asia Division. In July 1994, Jenson was appointed as president of Spicer Memorial College, a position he held until shortly before taking permanent return in May 1997.



"During their long career of mission service, Betty June Jenson supported her husband in a variety of vital roles: wife, mother, homemaker, teacher, teacher-nurse. In the 22 years that the Jensons have been at Spicer Memorial College, she has given distinguished service to the music department as teacher and associate professor. Her contribution, through music instruction and accompaniment of numerous choirs, individuals, and groups has earned a lasting reputation of honor at Spicer Memorial College and throughout Pune.

"The more than 48 years of interdivision service given by Wesley Gordon and Betty Jenson is testimony of their dedication to a missionary career. Denominational records will reveal only a few names of families where longevity in mission service equals or surpasses that of the Jensons. Their commitment to service will inspire missionary families until the return of Jesus. The Jensons returned home to the USA in May 1997 for retirement."

Lowell C Cooper presented a plaque to Wesley Gordon and Betty Jenson.

Wesley Gordon Jenson responded: Servants of the Lord do not work to receive honor but in order to serve the Master. Our years in India have been years of blessing and great pleasure in associating with the people of India. We followed in the footsteps of the pioneers who blazed the trail. Many of the pioneers were ravaged by disease and death and made the ultimate sacrifice. Our appeal is that new workers will take our place. We will continue to dedicate our lives to the finishing of the work.

#### Conclusion of Secretary's Report

I close this report with an appeal to each committee member, to each worker, and to each church member to renew his or her dedication to the task of finishing the work of the gospel in your territory so that Jesus can come. For indeed, we are the people who must finish this task. We are the people of the book: we love the Bible. We are the people with a Saviour: we love the Lord. We are the people with hope: we look for Christ's return. We are the people of prayer: we walk with God. We are the people of law and order: we love God's commandments. We are the people of the Sabbath: we keep the seventh day of the week. We are the people of principle: we hold high standards. We are the people with a program: to evangelize the globe is our mandate. We are the people with a heart: we help the needy. We are the people with a past: we go back to Pentecost. We are the people with a future: heaven is our home.

God grant each one of us the filling of His Holy Spirit so that we shall go back to our churches, determined by the grace of God, to complete the Advent message in our communities and in our churches. Now is the time and we are the people. May God bless every one of us to this end.

VOTED, To accept the Secretary's Report.

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97AC to GRT

## STATISTICAL REPORT

R William Cash, Director of the Office of Archives and Statistics, presented the statistical report. A slide show illustrated the growth and distribution of Church membership. If the current growth trends continue, Church membership should reach ten million late in 1998. Membership audits are being done in various parts of the world, and this has resulted in an apparent reduction in growth as church rolls are adjusted to more accurately reflect the actual number of members. The average combined tithe and offerings given by members declined slightly between 1995 and 1996.

VOTED, To accept the Statistical Report.

97AC to RLR

## TREASURER'S REPORT

Robert L Rawson, Treasurer of the General Conference, presented the Treasurer's report, as follows:

We are pleased to share a report from Treasury highlighting activities of the past year and sharing our vision for the future. While Church membership around the world has increased to 9,479,718 as of June 30, 1997, total tithe and offerings received were \$1,371,225,613, which is a per capita reduction of \$1.83. The most recent statistical report states, "While the per capita tithe remained constant between 1995 and 1996, giving levels for the World Mission Fund (including Sabbath School) and other General Conference funds (including Ingathering) declined in 1996."

A report of World Mission Offering giving from 1986 to 1996 was prepared for presentation to the General Conference and Division Treasurers. That report reveals that in 1996 the total World Mission Offering received was \$43,558,723.29, which was a decrease of 11.1 percent from 1995. Most of the decrease is from areas of the world where the currency is not freely transferrable (blocked) and where the Church does not have ready access to the funds for inclusion in the General Conference budget. This has created a major challenge in allocating sufficient funds from the General Conference budget to support the expanding growth of the Church worldwide.

The financial statement for 1996 shows the General Conference has \$27,287,853.43 in total working capital. Required working capital according to formula is \$32,228,673.31. The

percentage of required working capital was 84.67 percent. It was anticipated that the General Conference working capital would be less than required. At the 1996 Annual Council, the General Conference Committee voted to transfer \$7,662,331.80 to the North American Division. This was the North American Division's share of the General Conference working capital at the point in time when it was established as a separate division of the world field. While the working capital is less than required, the percent of liquid assets to commitments was 100.08 percent. This was an increase of 4.06 percent when compared with 1995.

At the conclusion of this report, I will share some pictorial presentations of important details that will show trends and facts we hope will be of interest. However, first let me share some observations from my associates in Treasury.

F Martin Ytreberg reports:

The world Church has experienced membership growth of between five and six percent per year since 1992. Unfortunately, during this period, tithe per capita has only increased from \$115.03 to \$115.42, while per capita world mission funds have dropped from \$7.50 to \$6.44. This trend provides a unique challenge when it comes to financial planning. The increased membership creates the need for more church employees and more church facilities, but the lack of financial support makes it difficult, if not impossible, to meet these needs.

From 1985 to 1992, annual giving for the world mission fund increased from less than \$33,000,000 to more than \$48,000,000. Unfortunately, that increase has not continued and the North American Division World Mission Fund report for 1996 is approximately \$1,000,000 less than the amount given in 1992. During the same period, 1992 to 1996, local church funds per capita increased from \$42.22 to \$44.74. This trend suggests that many church members are shifting their giving emphasis to local church programs and perhaps to designated projects, thus moving away from the support of the world Church mission program. We need to be responsive to this change in giving patterns.

The 1996 audited financial statement was presented in some detail to those attending the 1997 Spring Meeting. However, since many of you were not present, I want to refer to those yearend results. The financial statement for the General Conference is a combined financial statement and includes the accounts of the various funds of the General Conference and General Conference Corporation. It consolidates General Conference Operations, Estate Fund, Corporation, Pooled Investment Fund, Annuities, Life Income, Irrevocable Trusts, and Endowment Funds. It includes funds restricted, temporarily restricted, unrestricted, funds allocated and unallocated, tithe and nontithe, and agency funds—funds held by the General Conference but which will eventually flow to another organization or entity outside our financial control. Approximately \$23,000,000 of General Conference funds, as of December 31, 1996, are

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on deposit in foreign accounts that are subject to governmental currency restrictions. We exclude these amounts from the financial statements.

In 1996, due primarily to an unrealized gain in investments, unrestricted net assets increased \$1,200,000 and changes in the financial accounting standards added an additional \$1,300,000 in prior period adjustments. These areas of increase were offset by the transfer of working capital to the North American Division as voted by the 1996 Annual Council.

Our 1998 World Budget will show nearly \$9,000,000 in tithes and offerings that will be added to the \$23,000,000 that, due to country currency regulations, cannot be shared with the world Church. Fortunately, during 1997 we have secured the release of part of these blocked funds and will allocate \$4,000,000 to provide additional resources to the world field in the 1998 budget. In addition, we are budgeting \$2,000,000 to be used for specific funding that can be accomplished within the currency guidelines.

Tithe support from the North American Division has been very strong so far in 1997. As of the end of August, the \$34,500,000 received by the General Conference was a 5.92 percent increase over 1996. During the same period, North American Division world mission funds show a slight increase of .16 percent. These factors, coupled with a strong financial marketplace, have resulted in a positive financial picture through the end of August. We hope that a continued strong tithe and market performance will result in a gain at the end of the fiscal period and an increase in working capital for the General Conference.

Gary B DeBoer reports:

Investment Data—This year has been an interesting one for the stock market. Even with the volatility experienced, there has been a positive gain to date. Assuming this trend continues, 1997 will be a good year for investment returns. In a few moments we will share with you a graphic presentation which will further explain the details in this regard.

Other Activities—Beyond the regular functions to maintain control over the funds managed both with money managers and by in-house staff, other activities of the office include:

1. Providing the day-to-day administration of and accounting for 160 employee home loans.
2. Preparing and distributing the monthly fixed rates of exchange schedules.
3. Monitoring employee and division accounts receivable.

4. Preparing monthly and quarterly billings for intradenominational loans.
5. Planning and conducting a meeting of the worldwide church investment personnel held September 23, 1997.
6. Assuming the management of the Northern and Southern Asia-Pacific Divisions' unitized investment fund.
7. Engaging a professional consulting firm to help in developing a comprehensive investment policy, asset allocation, delivery of in-depth periodic performance reports, and assistance in analyzing and interviewing money managers.
8. Finalizing the Investment Policy Statement for the money managers which is currently in use.
9. Coordinating ad hoc investment meetings during 1997 with church hospitals and educational organizations. The purpose of the meetings was to consider investment issues with the goal of finding ways in which to enhance the performance of investments through economies of scale, selection of managers, and comparison of fees.
10. Developing a concept for a socially responsible unitized trust fund for Church organizations.

Personnel—I would like to recognize Jerry Jennings who retired on August 1, 1997. Jennings has rendered more than 26 years of service to the Church, all of this time in the Investment Office. I want to take this opportunity to recognize his committed service to the world Church. We will miss his keen interest in the investment area and his pleasant personality.

Kenneth Rasmussen, Linda Rogers, Anees Abdelnour, and Sally Cornell are committed personnel who keep the many activities and functions of the Investment Office running smoothly. Jerry Jennings and Robert E Osborn continue to give valuable assistance.

Dennis C Keith Sr reports:

Adventist World Radio (AWR)—The AWR headquarters worldwide fund balance as of July 31, 1997, is \$74,644. Positive fund balances are also seen in the operations of AWR headquarters staff fund, AWR-Asia, AWR-Europe, and AWR-PanAmerica. We look forward to continued financial stability on December 31, 1997. AWR is strategically planning its resources to reach God's people around the world. We invite each division to do its part in promoting the

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AWR offering and encouraging donors to participate in the evangelistic thrust of spreading God's Word over the radio waves.

**General Conference Insurance**—I work closely with Adventist Risk Management Services to make sure adequate insurance coverages are provided on General Conference assets. It is important to lower the risk factors (experience modification) and thus reduce premiums. On one General Conference insurance policy, workers' compensation, a return premium was realized for \$4,208.00, due to implementation of loss prevention efforts. It is a constant challenge to provide adequate coverage when insurance rates are escalating. However, the General Conference, through my office, works closely with Adventist Risk Management Services to provide adequate insurance coverages.

**Capital Budget**—Equipment and property management require a large outlay of capital expenditures from the General Conference capital budget. Constant growth in equipment technology demands adequate funds being on hand to replace old equipment. Through August 31, 1997, total capital acquisitions were \$416,208.45. The capital budget for the first eight months of 1997 was \$570,000.00. We are \$153,791.55 under budget year to date for 1997.

**In-House Operations (Cost Centers)**—There are 18 In-House Operations Cost Centers in the General Conference building. The total operating expense budget for these cost centers was \$4,481,620 through August 31, 1997. Operating expenditures as of August 31 were \$4,064,515, resulting in an under budgeted amount of \$417,105 through August 31, 1997.

**Takoma Business Center**—The Takoma Business Center consists of the old General Conference North Building, Home Study International building, and warehouse on Carroll Avenue, in Takoma Park, Maryland. I work closely with Realty Management Company in Bethesda, Maryland, who manages this property by obtaining tenants for the General Conference. Total direct operating income from these operations as of August 31, 1997, was \$386,842. Operating expenses totaled \$375,352, with an operating gain of \$11,490. Since the old Home Study International building is vacant, most of the income is from tenants in the North Building. The General Conference has had a positive cash flow from these operations over the past years.

Robert E Lemon reports:

The staff of the General Conference Transportation and International Personnel Services (TRIPS) has been heavily involved during 1997 with issues relating to implementation of the action taken at the 1993 Annual Council. That action transferred much of the funding of interdivision employees from the divisions to the General Conference. This has involved setting up new processing and accounting procedures.

TRIPS previously processed base division deposits and expatriate allowances for all base divisions, but only handled the new appointee, furlough, optional annual leave, and permanent return items for North American Division-based interdivision employees. General Conference TRIPS files did not contain much of the needed information for processing these non-North American Division-based interdivision employees. Accumulation of this information is an ongoing process. TRIPS is setting up a database in connection with the new software for payment of the base division deposits and expatriate allowances which should help TRIPS, Secretariat, and the divisions in the processing of interdivision employees. The new software will allow TRIPS to serve all interdivision employees more effectively.

Another major project in conjunction with Secretariat has been the rewriting of the interdivision section of the General Conference *Working Policy*. Rowena Rick, former Associate Treasurer of the General Conference, began this policy revision to incorporate the changes in policy and funding voted at the 1993 Annual Council, and further required by the policy changes voted at the 1996 Annual Council. This revision has involved countless hours of work by both Secretariat and TRIPS. It is impossible to do such a major rewriting of policy and write everything the way it should be the first time. Nevertheless, this will get all the various actions into a single place which is available to everyone and will allow for adjustments and modifications over the next year or two.

In February 1997, GC Travel Service began to function as a full-service travel agency under the direction of Julia Reid. The transition, hiring and training of new staff, and the move to a new location produced stress on all concerned. Yet we are glad the travel agency is now fully operational and negotiating new contracts with carriers. We would invite any of you who have not seen the new travel agency to stop by its new location near the employee entrance.

It is a real privilege to work with each TRIPS staff member, the GC Travel Service staff, and the East and West Coast warehouses' staff, as well as the countless others working in the divisions and institutions. These individuals carry the day-to-day work of serving our interdivision employees and volunteers.

Donald E Robinson reports:

Donations—Hundreds of donations flow daily through the General Conference for projects around the world. Each donor receives a letter of appreciation, including faith building portions of scripture, poetry, or quotations from the Spirit of Prophecy. The General Conference works closely with each division to ensure that donations reach their intended projects intact.

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General Conference Corporation—The General Conference Corporation records need a significant amount of attention. This is a long-term project. It involves not only the General Conference, but all of the world divisions as well.

Ellen G White Estate—A new area of responsibility for me is to serve as Treasurer of Adventist Heritage Ministries. This is a faith building exercise, especially regarding the challenges of establishing an evangelistic outreach through the Historic Adventist Village in Battle Creek, Michigan.

International Religious Liberty Association—It was a privilege to plan and manage the Fourth World Congress of the International Religious Liberty Association in Rio de Janeiro, Brazil, during June 1997. The congress enjoyed strong support from many sources and was much appreciated.

Adventist Accounting System—This was previously known as the Sun Accounting System. We are investigating ways to maximize the tremendous advantages that would accrue to all levels of the world Church operation through the development of windows-based accounting software programs.

Ingathering—Although Ingathering income continues to decrease, matching funds that flow from participating donor countries are increasing. A sincere word of appreciation is given to ADRA for its vital involvement in the process of selection, matching, and assuring of accountability.

Southern Africa Union Conference—After many years of patient effort, it is encouraging to those involved in the process to see another united conference in South Africa. The Good Hope Conference and the Southern Conference will be fully merged at the end of 1997.

George H Crumley reports:

My primary responsibility is that of Treasurer of the North American Division.

The North American Division has been pleased to take a lead role in the development and production of Net '95 and Net '96 and plans for Net '98. Thousands of people around the world field viewed Net '96 and exciting plans are underway for a global impact for Net '98.

I have completed a very extensive report on finances and an analyzation of key indicators to be presented to the North American Division Yearend Meetings which follow the 1997 Annual Council. I would be happy to provide anyone who wishes a copy of that report.



### Conclusion of Treasurer's Report

Having heard from the Associate Treasurers of the General Conference, it is our hope that you will have a sense of the activities of our very competent and efficient staff. We want to pay tribute to the many members of our team who serve as support staff who make it possible for us to perform the duties assigned.

Now I would like to share with you a short pictorial presentation that we hope will be helpful in analyzing trends and other factors related to General Conference finances.

Following the pictorial presentation, it was

VOTED, To accept the Treasurer's Report.

FinAudRev/97AC to RLR

### GENERAL CONFERENCE FINANCIAL AUDIT REVIEW COMMITTEE (ADCOM-SSub) - REPORT

A written report from the General Conference Financial Audit Review Committee was given to the committee members. It was

VOTED, To accept the report of the General Conference Financial Audit Review Committee, and to approve the recommendations regarding management's response to financial and policy issues raised by the Maner, Costerisan & Ellis audit of the 1996 General Conference financial records.

EAD/ADCOM/97AC to MTB-00GCS

### 196-97G ZAMBESI UNION MISSION - CONFERENCE STATUS AND CHANGE OF NAME

RECOMMENDED, To recognize and record that the former Zambesi Union Mission has been granted union conference status by the General Conference Executive Committee and is now known as the Zimbabwe Union Conference, effective January 1, 1998.

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SEC/ADCOM/GCDOUP95SM/95SM/SEC/ADCOM/GCDO95AC/95AC/102-95Gc/  
ADCOM/GCDO96SM/96SM/ADCOM/GCDO96AC/96AC/102-96Gb/ADCOM/  
ADCOM/ADCOM/GCDO97SM/97SM/SEC/ADCOM/GCDO97AC/97AC to HWB(DIV)

102-97Ga AUTHORIZED MEETINGS 1997

VOTED, To approve the updated list of Authorized Meetings 1997, 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>September 1997</u>			
29(eve)-Oct 7	Mon	Annual Council	Silver Spring MD
<u>October 1997</u>			
5(eve)	Sun	AIHAS Board	Silver Spring MD
7(eve)-12	Tue	NAD Yearend Meeting	Silver Spring MD
13(am)	Mon	Inst for the Prevention of Addictions Board	Berrien Springs MI
13-Nov 1	Mon	Institute of World Mission	Berrien Springs MI
15(am)	Wed	LLUMC Executive Committee	Loma Linda CA
15(pm)	Wed	LLU Executive Committee	Loma Linda CA
19,20	Sun	Oakwood College Board	Huntsville AL
19-21	Sun	Christian View of Human Life Committee	Silver Spring MD
27-30	Mon	World Commission on Human Sexuality	Silver Spring MD
<u>November 1997</u>			
19	Wed	Andrews University Executive Committee	Berrien Springs MI
<u>December 1997</u>			
3(am)	Wed	Adventist Risk Management Board	Silver Spring MD
4	Thu	R&H Executive & Finance Committees	Silver Spring MD
5(am)	Fri	LLU Budget Finance Committee	Loma Linda CA
7(pm)	Sun	LLU Board Committees	Loma Linda CA
8	Mon	LLU Board	Loma Linda CA
9	Tue	LLUMC Board Committees	Loma Linda CA
10	Wed	LLUMC Board	Loma Linda CA
10	Wed	LLUAHSC Board	Loma Linda CA

SEC/ADCOM/GCDO96SM/96SM/ADCOM/GCDO96AC/96AC/102-96Gc/ADCOM/  
ADCOM/GCDO97SM/97SM/SEC/SEC/ADCOM/GCDO97AC/97AC to HWB(DIV)

102-97Gb AUTHORIZED MEETINGS 1998

VOTED, To approve the updated list of Authorized Meetings 1998, 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 1998</u>			
5-26	Mon	SS/PM Curriculum Subcommittee (Jr/Teen)	Silver Spring MD
7	Wed	LLUMC Executive Committee	Loma Linda CA
8	Thu	LLU Executive Committee	Loma Linda CA
12	Mon	Inst for the Prevention of Addictions Board	Silver Spring MD
12	Mon	Adventist Accrediting Association	Silver Spring MD
13-15	Tue	Global Mission Consultation	Silver Spring MD
18-30	Sun	21st Faith & Learning Seminar	Vinto BOLIVIA
26-29	Mon	Divorce & Remarriage Study Commission	Montemorelos MEXICO
<u>February 1998</u>			
4	Wed	Geoscience Research Institute Board	Loma Linda CA
6(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
6-12	Fri	LLU, LLUMC & LLUAHSC Board Retreat	Loma Linda CA
16-19	Mon	Ed Leadership Seminar (IAD, NAD, SAD)	DOMINICAN REPUBLIC
18-20	Wed	Biblical Research Institute Committee	Berrien Springs MI
19	Thu	Inst of World Mission Admin Council	Berrien Springs MI
20	Fri	Andrews University Building/Finance Committee	Berrien Springs MI
22	Sun	Andrews University Board Committees	Berrien Springs MI
23	Mon	Andrews University Board	Berrien Springs MI
23-26	Mon	ADRA Pan-Asia Consultation	INDONESIA
23-Mar 14	Mon	Institute of World Mission	Loma Linda CA
25	Wed	Christian Record Services Inc Board	Lincoln NE
27-Mar 3	Fri	PPPA & R&H ABC Marketing Seminar	East Coast
<u>March 1998</u>			
4	Wed	Adventist Risk Management Board	Silver Spring MD
5	Thu	AIAS Board	PHILIPPINES
16-20	Mon	IDE Financial Processing Consultation	Silver Spring MD

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>March 1998</u> contd			
17-20	Tue	Ed Leadership Seminar (AID, EAD, SAUC)	Somerset West RSA
18	Wed	LLUMC Executive Committee	Loma Linda CA
19	Thu	LLU Executive Committee	Loma Linda CA
22-24	Sun	Christian View of Human Life Committee	Loma Linda CA
22-26	Sun	North American Division Survey	Silver Spring MD
24(am)	Tue	Message & Mission Commission	Silver Spring MD
24(pm)	Tue	ADRA Board	Silver Spring MD
25,26	Wed	GC Officers & Div Presidents Interviews	Silver Spring MD
27	Fri	GC & Division Presidents	Silver Spring MD
29	Sun	Strategic Planning & Budgeting Committee	Silver Spring MD
30	Mon	GC Officers & Division Presidents	Silver Spring MD
31	Tue	AWR Board	Silver Spring MD
31(pm)	Tue	HSI/Griggs University Board	Silver Spring MD
<u>April 1998</u>			
1,2	Wed	Spring Meeting	Silver Spring MD
6(pm)	Mon	R&H Board Finance Committee	Hagerstown MD
6-8	Mon	GC & NAD Union Secretaries Council	
7(am)	Tue	R&H Board	Hagerstown MD
7-10	Tue	Seminar for Academic Deans & VPs	Silver Spring MD
9	Thu	PPPA Board	Nampa ID
13-16	Mon	GC & NAD Union Treasurers Council	Atlanta GA
15	Wed	Andrews University Executive Committee	Berrien Springs MI
20-25	Mon	GC Colloquium & Travel Moratorium	Silver Spring MD
29-May 1	Wed	Biblical Research Institute Committee	Berrien Springs MI
29-May 4	Wed	Inter-American Division Survey	Miami FL
<u>May 1998</u>			
4,5	Mon	Oakwood College Board	Huntsville AL
4-22	Mon	SS/PM Curriculum Subcommittee (CR/KG)	Silver Spring MD
8(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
8-13	Fri	South American Division Survey	Brasilia BRAZIL
10(pm)	Sun	LLU Board Committees	Loma Linda CA
11	Mon	LLU Board	Loma Linda CA
12	Tue	LLUMC Board Committees	Loma Linda CA
13	Wed	LLUMC Board & LLUAHSC Executive Com	Loma Linda CA
18,19	Mon	Communication Strategy Council	Collegedale TN

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>May 1998 contd</u>			
27	Wed	Adventist Risk Management Board	Silver Spring MD
30-June 3	Sab	Divorce & Remarriage Study Commission	Cohutta Springs GA
<u>June 1998</u>			
8-14	Mon	International Conference on the Bible	Jerusalem ISRAEL
10(am)	Wed	R&H Executive & Finance Committees	Silver Spring MD
10(pm)	Wed	GC Staff Day	Gaithersburg MD
10	Wed	LLUMC Executive Committee	Loma Linda CA
10-14	Wed	ADRA Pan-European Consultation	Vienna AUSTRIA
10-Jul 9	Wed	Institute of World Mission	Berrien Springs MI
11	Thu	LLU Executive Committee	Loma Linda CA
<u>July 1998</u>			
10-14	Fri	IHFA Conference and Board	AFRICA
13	Mon	Assoc of Adv Family Life Prof Board	Berrien Springs MI
13-31	Mon	SS/PM Curriculum Subcommittee (Primary)	Silver Spring MD
16(eve)-18	Thu	Andrews University Board Retreat	
19(am)	Sun	Andrews University Finance Committee	Berrien Springs MI
19	Sun	Andrews University Subcommittees	Berrien Springs MI
19(pm)	Sun	Andrews University Seminary Subcommittee	Berrien Springs MI
20	Mon	Andrews University Board	Berrien Springs MI
20-Aug 8	Mon	Institute of World Mission	Bracknell ENGLAND
27-30	Mon	Ed Leadership Seminar (ESD, EUD, TED)	Toivonlinna FINLAND
<u>August 1998</u>			
7-11	Fri	Biblical Research Institute Science Council	
9-21	Sun	22nd Faith & Learning Seminar	Bogenhofen AUSTRIA
14(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
16(pm)	Sun	LLU Board Committees	Loma Linda CA
17	Mon	LLU Board	Loma Linda CA
18	Tue	LLUMC Board Committees	Loma Linda CA
19	Wed	LLUMC Board & LLUAHSC Executive Com	Loma Linda CA
20	Thu	PPPA Board	Nampa ID
24	Mon	Christian Record Services Inc Board	Lincoln NE
26,27	Wed	Adventist Risk Management Board	Burlington VT

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>September 1998</u>			
8-18	Tue	GC Staff Travel Moratorium	Silver Spring MD
14	Mon	Inst for the Prevention of Addictions Board	Loma Linda CA
14(pm)	Mon	R&H Board Finance Committee	Hagerstown MD
14-16	Mon	Adventist Risk Management Conference	
15(am)	Tue	R&H Board	Hagerstown MD
16	Wed	LLUMC Executive Committee	Loma Linda CA
17	Thu	LLU Executive Committee	Loma Linda CA
17	Thu	Human Resources Workshop	
21	Mon	GC Institution Interviews	Iguazu BRAZIL
22,23	Tue	GC & Division Officer Interviews	Iguazu BRAZIL
24	Thu	GC & Division Presidents Council	Iguazu BRAZIL
24	Thu	GC & Division Secretaries Council	Iguazu BRAZIL
24	Thu	GC & Division Treasurers Council	Iguazu BRAZIL
25	Fri	Message & Mission Commission	Iguazu BRAZIL
27	Sun	GC & Division Officers	Iguazu BRAZIL
28(am)	Mon	ADRA Board	Iguazu BRAZIL
28(pm)	Mon	AIAS Board	Iguazu BRAZIL
28(eve)	Mon	Financial Statement Audit Review Committee	Iguazu BRAZIL
29(am)	Tue	Strategic Planning & Budgeting Committee	Iguazu BRAZIL
29(pm)	Tue	AWR Board	Iguazu BRAZIL
29(eve)-Oct 6	Tue	Annual Council	Iguazu BRAZIL
30(eve)	Wed	HSI/Griggs University Board	Iguazu BRAZIL
<u>October 1998</u>			
12-31	Mon	Institute of World Mission	Berrien Springs MI
18,19	Sun	Oakwood College Board	Huntsville AL
18-20	Sun	Christian View of Human Life Committee	Silver Spring MD
23	Fri	LLU Budget & Finance Committee	Loma Linda CA
25	Sun	LLU Board Committees	Loma Linda CA
26	Mon	LLU Board	Loma Linda CA
27	Tue	LLUMC Board Committees	Loma Linda CA
28	Wed	LLUMC Board	Loma Linda CA
28	Wed	LLUAHSC Board Committees	Loma Linda CA
29	Thu	LLUAHSC Board	Loma Linda CA

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October 2, 1997, a.m.  
GCC Annual Council

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>November 1998</u>			
1(eve)-5	Sun	NAD Yearend Meeting	Silver Spring MD
18	Wed	Andrews University Executive Committee	Berrien Springs MI
22-Dec 5	Sun	23rd Faith & Learning Seminar	Baraton KENYA
<u>December 1998</u>			
2	Wed	Adventist Risk Management Board	Silver Spring MD
9	Wed	LLUMC Executive Committee	Loma Linda CA
10	Thu	LLU Executive Committee	Loma Linda CA
17	Thu	R&H Executive & Finance Committee	Silver Spring MD

SEC/ADCOM/GCDO97SM/97SM/SEC/ADCOM/GCDO97AC/97AC to HWB(DIV)

102-97Gc AUTHORIZED MEETINGS 1999

VOTED, To approve the list of Authorized Meetings 1999, 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 1999</u>			
6	Wed	LLUMC Executive Committee	Loma Linda CA
7	Thu	LLU Executive Committee	Loma Linda CA
11	Mon	Inst for the Prevention of Addictions Board	Silver Spring MD
<u>February 1999</u>			
3	Wed	Geoscience Research Institute Board	Loma Linda CA
5(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
7(pm)	Sun	LLU Board Committees	Loma Linda CA
8	Mon	LLU Board	Loma Linda CA
9(pm)	Tue	LLUMC & LLUAHSC Board Committees	Loma Linda CA
9-12	Tue	Biblical Research Institute Committee	Loma Linda CA
10	Wed	LLUMC Board & LLUAHSC Executive Com	Loma Linda CA
18	Thu	Inst of World Mission Admin Council	Berrien Springs MI
19	Fri	Andrews University Building/Finance Committee	Berrien Springs MI
22	Mon	Andrews University Board	Berrien Springs MI

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 October 2, 1997, a.m.  
 GCC Annual Council

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>February 1999</u> contd			
24	Wed	Christian Record Services Inc Board	Lincoln NE
26-Mar 2	Fri	PPPA & R&H ABC Marketing Seminar	West Coast
<u>March 1999</u>			
3	Wed	Adventist Risk Management Board	Silver Spring MD
8-27	Mon	Institute of World Mission	Loma Linda CA
17	Wed	LLUMC Executive Committee	Loma Linda CA
18	Thu	LLU Executive Committee	Loma Linda CA
21-23	Sun	Christian View of Human Life Committee	Loma Linda CA
23(am)	Tue	Message & Mission Commission	Berrien Springs MI
23(pm)	Tue	ADRA Board	Berrien Springs MI
24,25	Wed	GC Officers & Div Presidents Interviews	Berrien Springs MI
26	Fri	GC & Division Presidents	Berrien Springs MI
28	Sun	Strategic Planning & Budgeting Committee	Berrien Springs MI
29	Mon	GC Officers & Division Presidents	Berrien Springs MI
30(pm)	Tue	AWR Board	Berrien Springs MI
31	Wed	HSI/Griggs University Board	Berrien Springs MI
31, Apr 1	Wed	Spring Meeting	Berrien Springs MI
<u>April 1999</u>			
5(pm)	Mon	R&H Board Finance Committee	Hagerstown MD
6(am)	Tue	R&H Board	Hagerstown MD
8	Thu	PPPA Board	Nampa ID
14	Wed	Andrews University Executive Committee	Berrien Springs MI
19-24	Mon	GC Colloquium & Travel Moratorium	Silver Spring MD
28-30	Wed	Biblical Research Institute Committee	Berrien Springs MI
<u>May 1999</u>			
3,4	Mon	Oakwood College Board	Huntsville AL
7(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
9(pm)	Sun	LLU Board Committees	Loma Linda CA
10	Mon	LLU Board	Loma Linda CA
11(pm)	Tue	LLUMC & LLUAHSC Board Committees	Loma Linda CA
12	Wed	LLUMC Board & LLUAHSC Executive Com	Loma Linda CA
26	Wed	Adventist Risk Management Board	Silver Spring MD



October 2, 1997, a.m.  
GCC Annual Council

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>June 1999</u>			
9	Wed	LLUMC Executive Committee	Loma Linda CA
9	Wed	R&H Executive & Finance Committees	Silver Spring MD
9(pm)	Wed	GC Staff Day	Gaithersburg MD
9-Jul 8	Wed	Institute of World Mission	Berrien Springs MI
10	Thu	LLU Executive Committee	Loma Linda CA
13-25	Sun	24 <sup>th</sup> Faith & Learning Seminar	
<u>July 1999</u>			
8-13	Thu	GC Auditing Service Seminar	
12	Mon	Assoc of Adv Family Life Prof Board	Berrien Springs MI
15(eve)-17	Thu	Andrews University Board Retreat	
18	Sun	Andrews University Subcommittees	Berrien Springs MI
18(am)	Sun	Andrews University Finance Committee	Berrien Springs MI
18(pm)	Sun	Andrews University Seminary Subcommittee	Berrien Springs MI
19	Mon	Andrews University Board	Berrien Springs MI
<u>August 1999</u>			
2-21	Mon	Institute of World Mission	Bracknell ENGLAND
6-10	Fri	Biblical Research Institute Science Council	
13(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
15(pm)	Sun	LLU Board Committees	Loma Linda CA
16	Mon	LLU Board	Loma Linda CA
17	Tue	LLUMC & LLUAHSC Board Committees	Loma Linda CA
18	Wed	LLUMC Board & LLUAHSC Executive Com	Loma Linda CA
19	Thu	PPPA Board	Nampa ID
23	Mon	Christian Record Services Inc Board	Lincoln NE
25,26	Wed	Adventist Risk Management Board	Burlington VT
<u>September 1999</u>			
7-17	Tue	GC Staff Travel Moratorium	Silver Spring MD
13	Mon	Inst for the Prevention of Addictions Board	Loma Linda CA
13(pm)	Mon	R&H Board Finance Committee	Hagerstown MD
13-15	Mon	Adventist Risk Management Conference	
14(am)	Tue	R&H Board	Hagerstown MD
15	Wed	LLUMC Executive Committee	Loma Linda CA
16	Thu	LLU Executive Committee	Loma Linda CA
16	Thu	Human Resources Workshop	
17-19	Fri	GC & Division Officer Interviews	Silver Spring MD

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October 2, 1997, a.m.  
GCC Annual Council

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>September 1999 contd</u>			
20	Mon	GC & Division Presidents Council	Silver Spring MD
20	Mon	GC & Division Secretaries Council	Silver Spring MD
20	Mon	GC & Division Treasurers Council	Silver Spring MD
21	Tue	Message & Mission Commission	Silver Spring MD
22(pm)	Wed	AWR Board	Silver Spring MD
23,24	Thu	GC & Division Officers	Silver Spring MD
26	Sun	Strategic Planning & Budgeting Committee	Silver Spring MD
27	Mon	GC Institution Interviews	Silver Spring MD
28(eve)-Oct 7	Tue	Annual Council	Silver Spring MD
28	Tue	ADRA Board	
29(eve)	Wed	HSI/Griggs University Board	Silver Spring MD
<u>October 1999</u>			
8(am)	Fri	LLU Budget & Finance Committee	Loma Linda CA
10(pm)	Sun	LLU Board Committees	Loma Linda CA
11	Mon	LLU Board	Loma Linda CA
11-30	Mon	Institute of World Mission	Berrien Springs MI
12(pm)	Tue	LLUMC & LLUAHSC Board Committees	Loma Linda CA
13	Wed	LLUMC Board	Loma Linda CA
14	Thu	LLUAHSC Board	Loma Linda CA
17,18	Sun	Oakwood College Board	Huntsville AL
17-19	Sun	Christian View of Human Life Committee	Silver Spring MD
<u>November 1999</u>			
17	Wed	Andrews University Executive Committee	Berrien Springs MI
<u>December 1999</u>			
1	Wed	Adventist Risk Management Board	Silver Spring MD
8	Wed	LLUMC Executive Committee	Loma Linda CA
9	Thu	LLU Executive Committee	Loma Linda CA
16	Thu	R&H Executive & Finance Committees	Silver Spring MD

Adjourned.

Calvin B Rock, Chairman  
Vernon B Parmenter, Secretary  
Mario Veloso, Editorial Secretary  
Carol E Rasmussen, Recording Secretary

ANNUAL COUNCIL OF THE  
GENERAL CONFERENCE EXECUTIVE COMMITTEE

October 2, 1997, 2:30 p.m.

Robert J Kloosterhuis called the third business session of the 1997 Annual Council to order.

TRE/PolRev&Dev/ADCOM/GC&DivSec&Tre97AC/GCDO97AC/97AC to AHT(DIV)

172-97G INTERDIVISION SERVICE POLICIES—GENERAL -  
POLICY REVISION

VOTED, To revise GC M, Interdivision Service Policies—General, to read as follows:

M INTERDIVISION SERVICE POLICIES—GENERAL\*

M 05 Interdivision Service

The gospel commission requires us to proclaim the message in all the world. The very fundamentals of our faith call for the accomplishment of this work as quickly as possible. Employees are needed for every part of the field—men and women who will dedicate their lives to whatever task is set before them by the leading of the Lord and the decisions of the Church. Employees who are willing to accept such special opportunities for service and self-sacrifice are needed for interdivision appointments. Interdivision employees are to unite their interests with those of the people they serve, seeking by love, devotion, and consecrated will to win them to Christ. Their chief objective must be the presentation of the gospel to all peoples in a way that will bring men and women to rejoice in the hope of a soon-coming Saviour.

The calling and appointment of interdivision employees is one of the most important and far-reaching activities of the Seventh-day Adventist Church, involving heavy financial outlay as well as profound changes in the lives and careers of its interdivision employees. Consequently, the utmost care is to be exercised in the application of all policies relating to employees called to interdivision service.

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\*Note: Divisions are authorized to adapt the principles and concepts of the Interdivision Service Policies in the development of policies for intradivision service of a similar nature.

## M 10 Definition of Terms

M 10 05 Base Division—The division in which the interdivision employee is accruing service credit, whether it be his/her home division or adopted division. (See E 15 for full definition.)

M 10 10 Base Division Country—The country in the base division considered to be the interdivision employee's home country for purposes of calculation of the base division deposit, if applicable, and other allowances tied to the base division. The base division country is determined by the base division secretariat and recorded in the minutes of the General Conference Appointees Committee.

M 10 15 Base Division Country Rate—The remuneration and allowances a local employee with similar experience and assignment of tasks in the base division country would receive, inclusive of local salary and any applicable local allowances. For interdivision employees, the base division country rate includes all normal allowances received by local employees for which the interdivision employee would qualify, such as automobile depreciation (if the interdivision employee continues to own an automobile in either the host or base division), child allowance (in countries where applicable), housing allowance or housing subsidy (where applicable), and medical allowance. During furlough, educational allowance for children in secondary schools and colleges will normally remain under the policies applicable to an interdivision employee in the field, but any elementary level educational allowance for children enrolled in school in the base division during furlough would be reimbursed under the policies of the base division country. In the case of an extended furlough (P 30 30) beyond the normal two or three months and where it includes a full semester or quarter for secondary school- or college-age children, the educational allowance for that period of time would be based on the rates and policies of the base division country rather than the policy for children of interdivision employees studying in the base division (O 50 and O 55), since the interdivision employee is receiving the base division country rate.

M 10 20 Appointing Division—The base division of the individual being called.

M 10 25 Calling Division—The host division where the interdivision employee will serve.

M 10 30 Host Division—The division in which the interdivision employee is serving. When referring to an entity as opposed to a territory, it also refers to General Conference institutions.

**M 10 35 Host Division Country**—The country in the host division where the interdivision employee is serving. There may be unusual situations where the interdivision employee lives in a different country from the country in which he/she serves. In such cases, the interdivision employee is normally paid in harmony with the rates and policies of the country where he/she lives.

**M 10 40 Host Division Country Rate**—The remuneration and allowances an interdivision employee or interdivision employed spouse receives while serving in a particular country in the host division. It includes local salary, expatriate allowance (if any), base division deposit (if any), and any applicable local allowances for which an interdivision employee would continue to have ongoing responsibility, such as automobile depreciation (if the interdivision employee still owns an automobile), child allowance, and housing allowance (where applicable). Even if an employee chooses to remain on the host division country rate during furlough, medical allowance, furlough rent subsidy (when applicable), and automobile mileage or kilometrage reimbursement will be at the applicable rates and under the policies of the base division country. Educational allowance for children in secondary schools or colleges will normally remain under the policies applicable to an interdivision employee in the field, even during furlough, but any elementary level educational allowance for children enrolled in school in the base division during furlough will be granted under the policies of the base division country. In the case of extended furloughs beyond the normal two or three months (see P 30 30) and where a full semester or quarter for secondary school- or college-age children is included, the educational allowance for that period of time will be based on the rates and policies of the base division country rather than the policy for children of interdivision employees studying in the base division (see O 50 and O 55), since the interdivision employee is eligible to receive the base division country rate.

**M 10 45 Budget/Interdivision Budget**—The authorized employment position for an interdivision employee, an interdivision employed spouse, or a locally employed spouse. The code position number for an approved budget identifies the funding arrangements through reference to the code, and is tied to a specific assignment in a specific country with a specific maximum salary percentage. Interdivision employee budgets include provision for the budget servicing costs (appointee, furlough, optional annual leave, and permanent return expenses; and educational allowance for children in secondary schools or colleges, etc.), whereas spouse budgets do not. The costs associated with an interdivision employee budget applied to a specific assignment or location may be very different from costs associated with a budget applied to a different assignment and/or location. When considering requests by divisions for changes in location or assignment of interdivision employee Code 1, 2, 3, 4, 5, and 6 budgets (see M 15), the General Conference Appointees Committee and the General Conference Interdivision Budget Oversight Committee will take into consideration the relative difference in the average costs to the General Conference of the budgets as they are currently applied and as requested.

M 10 50 Budget Servicing Expenses—The appointee, furlough, optional annual leave, and permanent return expenses of the appointee/employee, as well as all allowances, both in the host and base divisions, which would be paid for the spouse and dependents based on the interdivision appointee/employee's service, whether or not the spouse is employed. All budget servicing is charged to the appointee/employee's budget regardless of the code position of the spouse.

M 10 55 New Appointee Period—The preembarkation period (normally one month to prepare for departure and to visit family in the base division), time of attendance at the Institute of World Mission if taken before departing for the field, and the language study period if it is taken outside the host division.

M 10 60 Employing Organization in the Host Division/Calling Organization in the Host Division—The denominational institution or organization in the host division bearing the full expenses of a Code 4 budget. The host division may choose to participate in some of the expenses, but generally all expenses of a Code 4 budget are borne by the local employer.

M 10 65 Local Employer—The local denominational organization where an interdivision employee is working, regardless of the budget code position.

M 10 70 Interdivision Appointee/Interdivision Employee—The primary individual called to interdivision service. In some cases, both the wife and the husband may have been called for appointments which either one would have been called for separately, thereby making it unclear as to which one should be considered the "appointee/employee" and which the "employed spouse" for policy application purposes. In such cases, the individual called to the position with the higher maximum salary percentage on the wage scale shall be considered as the "appointee/employee" and the other as the "employed spouse." If both are in positions with an equal maximum salary percentage, the "birthday rule" shall come into effect with the one whose birthday comes earlier in the calendar year being considered the "appointee/employee" and the other the "employed spouse."

M 10 75 Interdivision Employed Spouse—The spouse of an interdivision employee as defined under M 10 70 who is employed on a Code 1, 2, 3, 4, or 6 budget and receives applicable interdivision remuneration and benefits according to policy.

M 10 80 Locally Employed Spouse—The spouse of an interdivision employee as defined under M 10 70 who is employed on a Code 5 budget and receives only local host division country salary and allowances plus service credit in the base division.

M 10 85 Spouse/Spouse of an Interdivision Employee—The spouse of an interdivision employee who may or may not be denominationally employed.

M 10 90 General Conference Appointees Committee—The committee approves direct action appointments; records interdivision appointments, transfers, furloughs, permanent returns, assignment of code budgets, and base division status; and interprets general policies relating to interdivision service.

M 10 95 General Conference Interdivision Budget Oversight Committee—The committee which works in consultation with the divisions and the General Conference Secretariat and Treasury to determine the best use and allocation of interdivision budgets, both within and between divisions.

M 10 100 General Conference Interdivision Employee Remuneration and Allowances Committee—The committee which deals with interpretation and implementation of interdivision financial policies, and with special cases.

#### M 15 Interdivision Employee Budget Code Plan

M 15 05 Categories of Interdivision Employee Budgets—To plan for more efficient use of church resources, all interdivision employee positions are assigned one of the following budget codes:

1. Code 1 - Regular—Interdivision employees who are appointed to pioneer work in unentered territories and with new people groups as well as to carry on the work in well-established areas.

a. Regular terms of service apply.

b. The need and utilization of interdivision budgets is to be evaluated annually by the General Conference Secretariat in consultation with the divisions.

c. The General Conference Interdivision Budget Oversight Committee shall work with the divisions to facilitate the most effective use and distribution of interdivision budgets both within and between divisions.

2. Code 2 - General Conference Temporary—Interdivision employees who are appointed to division-controlled unentered territories or other areas of unusual opportunity.

a. Terms may vary depending upon the appointment.

b. The division will present proposal requests to the General Conference Secretariat.

c. The General Conference Interdivision Budget Oversight Committee will evaluate requests and approve Code 2 budgets based on the availability of funds.

d. Code 2 budgets are temporary in nature and requests must include specific plans for transition to another budget code over a defined period of time, or a termination date for use of the budget.

3. Code 3 - Direct Action—Interdivision employees who are appointed to General Conference-initiated Global Mission projects developed in close cooperation with divisions.

a. Terms may vary depending upon the appointment.

b. Emphasis must be on General Conference-identified targets.

c. Interdivision employee appointments must be target driven.

d. Need for and utilization of direct action interdivision budget points will be evaluated annually by the division, the General Conference Global Mission office, and the General Conference Secretariat.

e. Funding is provided from the General Conference Global Mission operating budget or other special funding sources.

4. Code 4 - Institutionally or Locally Funded—Interdivision employees who are called and funded by denominational institutions or organizations located outside of the base division.

a. Regular terms of service apply.

b. The appointment is division approved.

5. Code 5 - Locally Employed Spouse—The spouse of an interdivision employee who receives only local host division country salary and allowances plus service credit in the base division. (This category should be used only in exceptional situations.)

6. Code 6 - Flat Rate Institutionally Funded—Interdivision employees who are called and funded by denominational institutions or organizations located outside of the base



division. Budget servicing costs are cared for by the General Conference in exchange for a flat rate annual charge to the employing organization in the host division.

- a. Regular terms of service apply.
- b. Subject to terms set by the General Conference Interdivision Employee Remuneration and Allowances Committee for approval of Code 6 budgets.
- c. The arrangement is division approved.

M 15 10 Financial Plan for Interdivision Employee Budgets - Funding for Interdivision Budgets is provided by denominational organizations, as follows: 1. Code 1 - Regular—General Conference funding except for the local salary, housing, and local and other allowances which are borne by the local employer. (See M 15 20 and M 15 25.)

2. Code 2 - General Conference Temporary—General Conference funding except for the local salary, housing, and local and other allowances which are borne by the local employer. (See M 15 20 and M 15 25.)

3. Code 3 - Direct Action—General Conference funding of all expenses including local salary, allowances, and housing. This does not include funding of program expenses or travel budget. Global Mission and/or other special sources are billed for the full cost of Code 3 budgets.

4. Code 4 - Institutionally or Locally Funded—Funded by the employing organization in the host division including appointee, furlough, optional annual leave, and permanent return expenses, base division deposits, expatriate allowance, interdivision allowances, contributions to the base division retirement fund; and local salary, allowances, and housing.

5. Code 5 - Locally Employed Spouse—Funded entirely by the local employer, except for the cost of contributions to the base division retirement plan and the employer's share of the base division social security/national insurance, which are borne by the General Conference in the case of locally employed spouses of interdivision employees on Code 1, 2, 3, and 6 budgets, and by the employing organization in the host division in the case of locally employed spouses of interdivision employees on Code 4 budgets.

6. Code 6 - Flat Rate Institutionally Funded—Funding is the same as a Code 4 budget except that the institution or organization is charged a flat amount annually by the General Conference to treat an institution or organization's Code 4 budgets as if they were

Code 1 budgets. Terms and conditions of this arrangement are subject to approval by the General Conference Interdivision Employee Remuneration and Allowances Committee.

M 15 15 Local Employer or Host Division Responsibility - Codes 1, 2, 4, and 6 (General Conference Responsibility - Code 3)—1. Local salary while in the host division, during furlough and optional annual leave, including the employer's share of local social security/national insurance and other employer borne payroll taxes. (See O 25.)

2. All local allowances which may include, but are not limited to: automobile depreciation, automobile insurance assistance, child allowance, utilities allowance, local income tax subsidy, and household insurance assistance. (Some divisions are on the package plan where a single allowance is given in lieu of a number of individual allowances.) (See O 20 and O 25 20.)

3. Employer's share of base division country social security/national insurance on the local salary and allowances (when applicable). (See O 25 05.)

4. Housing provided by the local employer or host division with an appropriate rental charge to the interdivision employee, or a housing allowance package. (See O 05 and O 15.)

5. Medical expense reimbursement and repatriation costs, if required for medical care, for the interdivision employee and eligible family members while serving in the host division. This does not include medical expense reimbursement for appointee/furlough/optional annual leave, or permanent return periods, or for children in secondary schools or colleges who are studying outside the host division. (See O 70.)

6. Travel expense reimbursement for business travel as authorized by the local employer or host division. (This is a local employer expense even for Code 3 budgets.) (See M 15 10.)

7. Local payments for visas, passports, work permits, etc., after arrival in the field.

8. Elementary educational allowance. (See O 45.)

9. Fifty percent (50%) reimbursement for doctoral degrees. (See N 25 15.)

10. Postgraduate/continuing education expense. (See P 50 25.)

11. Fifty percent (50%) reimbursement for medical/dental/optometrical appointee indebtedness. (See N 25 20 and N 25 25.)
12. Fifty percent (50%) residency program amortization. (See N 40.)
13. Fifty percent (50%) financial assistance to nurses with advanced degrees. (See N 45.)
14. Professional membership fees and magazine allowance. (See O 95.)
15. Special vacation allowance. (See O 80 10.)
16. Cost of intradivision moves of interdivision employees. (See O 30 05.)
17. Child adoption assistance for adoptions taking place within the host division. (See O 85.)
18. Insurance coverages including accidental death and dismemberment, personal effects and property, and travel insurance. (See N 55 10.)
19. Advanced study arrangements. (See P 50 15.)
20. Qualifying/licensing expenses for physicians/dentists/optometrists. (See P 50 20.)
21. All specialized training costs authorized while in the host division during the preembarkation period or while on furlough or optional annual leave. (This does not include attendance at the Institute of World Mission or language study.) (See O 10.)

**[The following two paragraphs will be inserted in the General Conference *Working Policy* as a footnote or endnote.]**

In principle, the local organization is to bear costs equivalent to what it would cost to have a local employee fill the same position, but there are a number of exceptions to that principle in the way the costs have been allocated. Generally, medical and educational allowances for interdivision employees run higher than for local employees. To try to partially offset that, the local organization is charged only for the educational allowance at the elementary level while the secondary school and college level educational allowances are charged to the General Conference. Certain allowances, although not typically paid to local employees, could be better handled at the host division or local employer level (i.e. postgraduate/continuing education, local payments for visas, passports, professional membership fees, special vacation

allowances, base division social security/national insurance on the local salary and allowances, etc.). Still other items, such as the 50 percent educational loan amortization for physicians, dentists, and others with specialized degrees, were left with the host division or employing organization to assist in keeping a balance between the long term need to train local workers and the immediate demand for high cost highly trained personnel.

The host division may decide to bear some of the expenses for interdivision employees which exceed what it would cost for a national employee in the same field of service. The host division may choose to process all payments of local salary and allowances for an interdivision employee at the host division level and send a charge to the local employer for actual expenses or the average expense for a national employee in the same position. The host division may choose to grant extra assistance in the form of appropriations to the local employer to help cover the expenses being borne by the local employer for the interdivision employee's budget; but the appropriation must not be tied to the interdivision budget and thus be removed in the event the interdivision employee's budget is removed. (Regardless of the method used, the local employer must bear the equivalent costs for a national employee in its operating budget, so that if the interdivision budget were removed, the local employer would not be affected financially.)

M 15 20 General Conference Responsibility - Codes 1, 2, 3, and 6 Budgets (In the case of Code 4 budgets, these responsibilities are handled by the employing organization.)—1. All expenses of appointment/furlough/optional annual leave, and permanent return periods (except for local salary and related payroll taxes during furlough and optional annual leave). (See N 05, N 15 35, P 15, and Q 10.)

2. Base division deposits and expatriate allowances (where applicable). (See O 15.)
3. Compensation for loss of income by the spouse. (See N 05 20 and N 15 35.)
4. Travel to the Institute of World Mission, base division country salary during the Institute when attended before departure, and furlough salary top-up (if applicable) if attended at the time of furlough or optional annual leave within 24 months after departure. (Institute costs including per diem, housing, tuition, child care, etc., are an expense of the base division.) (See N 15 35.)
5. Educational allowances for secondary school- and college-age children of interdivision employees, including travel and medical expense reimbursement for those studying outside the host division. (See O 50 and O 55.)
6. General educational indebtedness assistance. (See N 25 05.)

7. Fifty percent (50%) reimbursement for doctoral degrees. (See N 25 15.) (The cost of this 50 percent reimbursement is borne by the General Conference even in the case of Code 4 budget appointments.)

8. Fifty percent (50%) reimbursement for medical/dental/optometrical appointee indebtedness. (See N 25 20.) (The cost of this 50 percent reimbursement is borne by the General Conference even in the case of Code 4 budget appointments.)

9. Fifty percent (50%) residency program amortization. (See N 40.) (The cost of this 50 percent reimbursement is borne by the General Conference even in the case of Code 4 budget appointments.)

10. Fifty percent (50%) financial assistance to nurses with advanced degrees. (See N 45.)

11. Approved language study when taken in the host or base division. (See O 10.)

12. Visits of older children/parent(s). (See O 60.)

13. Social security tax equalization for ministers. (See O 25 20.)

14. Health evaluations whether taken in the base or host division. (See M 70.)

15. Workers' compensation insurance and long-term disability insurance where retirement funds do not provide for disability retirement.

16. Contributions to the base division retirement fund.

17. Employer's share of base division country social security/national insurance on the expatriate allowance and base division deposit (where applicable). (See O 25 05 and O 25 25.)

18. Assistance on duplicate social security/national insurance. (See O 25 15.)

19. Extended interdivision service allowance. (See Q 35.)

20. Permanent return salary or salary subsidy based on policies of the base division. (Assistance or subsidies beyond three months are a base division cost.) (See Q 10 15 and Q 45 15.)

21. Retirement allowance/subsidy. (See Q 45 50.)

**[The following two paragraphs will be inserted in the General Conference *Working Policy* as a footnote or endnote.]**

Code 4 Budgets. The employing organization in the host division is to bear the full cost of employing individuals on Code 4 budgets. To help reduce the expense to the employing organization, the General Conference will be responsible for 50 percent of the cost of loan amortization for employees with doctoral degrees. The base division, or in the case of North American Division-based individuals, the General Conference, will also bear the cost of permanent return assistance beyond three months.

Code 5 Budgets. In general, the employment of individuals on Code 5 budgets would not be a General Conference expense. In order to allow more opportunity for employment of spouses and to provide for their retirement income in the base division, the General Conference picks up the cost of a major portion of the contributions to the base division retirement fund and the base division social security/national insurance.

M 15 25 Allocation of Costs for Spouse and Family Related Allowances—On occasions the interdivision employee and the interdivision employed or locally employed spouse work for different organizations or are on different budget codes. Under such circumstances, it is necessary to determine the expenses which each organization will bear. The appointee, furlough, optional annual leave, and permanent return expenses of the appointee/employee, as well as all allowances, both in the host and base divisions, which would be paid for the spouse and dependents based on the interdivision appointee/employee's service whether or not the spouse was employed, are charged to the appointee/employee's budget regardless of the budget code of the spouse. (See M 10 70 and M 10 75.)

M 15 30 Transferring of Interdivision Budgets—A division may request to transfer budgets from one position to another, however, any changes in budgets must be approved by the General Conference Appointees Committee and/or the General Conference Interdivision Budget Oversight Committee. Additional Code 1, 2, or 3 budgets must be approved by the General Conference Interdivision Budget Oversight Committee. Because Code 4 and 5 budgets are locally funded, they may be added at any time with the approval of the General Conference Appointees Committee. Due to the financial arrangements associated with Code 6 budgets, these budgets must be approved by the General Conference Interdivision Employee Remuneration and Allowances Committee and the General Conference Appointees Committee.

## M 20 The Interdivision Employee Family

M 20 05 The Family—A Unit—The interdivision employee family stands as a unit. While in a majority of cases only one member of the family is placed under appointment, the spouse is regarded as an associate of the appointee/employee in influence and service and is expected to learn the language and engage in the work as far as is practical.

M 20 10 Role of Interdivision Employee's Spouse—1. Work in a General Way—An interdivision employee's spouse who assists in the work of the Church in a general way in the field of service will not receive a separate salary or additional remuneration.

2. With Employment Assignment—An interdivision employee's spouse may be given an employment assignment either before departure for interdivision service or after arrival in the field. Spouse assignments must be approved by the General Conference Appointees Committee and a code budget assigned. Remuneration in the field shall be in harmony with the applicable provisions of M 25 15.

## M 25 Interdivision Employee Spouse Employment

M 25 05 Division Responsibility—Decisions regarding denominational employment for the spouse of an appointee/employee during the time of the family's interdivision service shall be the responsibility of the calling division. Whenever possible, arrangements for such employment should be made through the General Conference Secretariat prior to the arrival of the appointee/employee in the field.

M 25 10 Employment Assignment—If a specific request has been received from the calling division for denominational employment in the field, and there is an available interdivision Code 1, 2, or 3 budget or the division arranges for the addition of a Code 4, 5, or 6 budget, the General Conference Appointees Committee shall record an employment assignment for the spouse of the appointee.

M 25 15 Remuneration—1. Remuneration in the Field—The spouse of an interdivision employee shall receive local salary in the field on the same basis as a national employee working in the same field of service who has similar assignments and hours of work. This applies for all budget codes.

2. Base Division Deposit—Spouses of interdivision employees who are assigned to either Code 1, 2, 3, 4, or 6 budgets receive base division deposits and expatriate allowances, if applicable. These deposits shall be made in the same way as for all interdivision employees.

3. Remuneration in the Base Division—If the spouse of an interdivision appointee/employee is employed on a Code 1, 2, 3, 4, or 6 budget, he/she may be given remuneration during specified periods under the conditions outlined below:

	Status	Authorized Periods	Conditions	Base Division Remuneration
a.	Appointee	Preembarkation (1 month), Institute of World Mission	Full- or part-time employment assignment recorded by General Conference Appointees Committee	Full- or part-time salary based on employment assignment and at base division country rate
b.	Furlougee	Family earned furlough time	Employed (full, or part time) on Code 1, 2, 3, 4, or 6 budget(s) during some period since most recent furlough, optional annual leave, or arrival in the field	Percentage of full salary equal to average percentage of full-time employment on Code 1, 2, 3, 4, or 6 budget(s) since furlough, optional annual leave, or arrival in the field (whichever is most recent) - includes furlough salary top-up if applicable
		Extension of furlough for other than study or continuing education under P 50 25	The same criteria as for the interdivision employee	At host division rate without furlough salary top-up and based on same percentage of full-time employment as for furlough salary



	Interdivision employee study leave	As authorized by division and approved by General Conference	As authorized by division	
	Continuing education (P 50 25)	Only if interdivision employed spouse qualifies based on P 50 25	At host division rate without furlough salary top-up and based on same percentage of full-time employment as for furlough salary	
c.	Optional Annual Leave	Family earned optional annual leave time	Employed (full, or part time) on Code 1, 2, 3, 4, or 6 budget(s) during some period since most recent furlough, optional annual leave, or arrival in the field	Percentage of full salary equal to average percentage of full-time employment on Code 1, 2, 3, 4, or 6 budget(s) since furlough, optional annual leave, or arrival in the field (whichever is most recent) - host division country rate only with no furlough salary top-up
	Extension of optional annual leave for other than study or continuing education under P 50 25	The same criteria as for the interdivision employee	At host division country rate without top-up and based on same percentage of full-time employment as for optional annual leave salary	
	Interdivision employee study leave	As authorized by division and approved by General Conference	As authorized by division	

		Continuing education P 50 25	Only if interdivision employed spouse qualifies based on P 50 25	At host division country rate without top-up and based on same percentage of full-time employment as for optional annual leave salary
d.	Permanent Returnee	One to three months or as determined by the base division	Employed (full, or part time) on Code 1, 2, 3, 4, or 6 budget(s) during some period since most recent furlough, optional annual leave, or arrival in the field	Percentage of full salary equal to average percentage of full-time employment on Code 1, 2, 3, 4, or 6 budget(s) since most recent furlough, optional annual leave, or arrival in the field. Paid at host division country rate except as provided for in Q 40 05

Anyone due furlough before December 31, 1998 may choose the conditions offered under this policy or the previous policy.

At furlough, optional annual leave, and permanent return time, locally employed spouses on Code 5 budgets are entitled to payment of unused accrued vacation on the same basis and at the same rate as a national employee working in the same field of service and who has similar assignments and hours of work. This payment is made in the host division by the local employer or host division. There is no extra salary or furlough salary top-up provision granted for locally employed spouses on Code 5 budgets in connection with furloughs, optional annual leaves, or permanent returns.

M 25 20 Funding—1. While in Base Division—Responsibility for funding the remuneration of interdivision employee spouses who are being paid under the provisions of M 25 15, paragraph 3., while in the base division, shall be as follows:

The General Conference shall be responsible for funding of the interdivision employed spouse remuneration during the appointee period for spouses assigned to Code 1, 2, 3, or 6 budgets. The remuneration of those assigned to Code 4 budgets will be charged to the employing

organization in the host division. Locally employed spouses assigned to Code 5 budgets are not eligible for salary during the appointee period but could possibly qualify for compensation for lost income during the new appointee period under N 05 20.

2. While in Field—Responsibility for the funding of local host division country salary and allowances of interdivision employees' spouses on Code 1, 2, 3, 4, and 6 budgets and locally employed spouses on Code 5 budgets, while in the field, shall be the responsibility of the local employing organization. Base division deposits and expatriate allowances for interdivision employed spouses on Code 1, 2, 3, or 6 budgets, if applicable, will be funded by the General Conference. The base division deposits and expatriate allowances of Code 4 interdivision employed spouses, if applicable, will be charged to the employing organization in the host division. Locally employed spouses on Code 5 budgets are not eligible for base division deposits or expatriate allowances.

3. Funding for Appointee/Furlough/Optional Annual Leave/Permanent Return Expenses When Spouse is Employed on a Different Budget Code from the Interdivision Appointed Employee—When the interdivision appointed employee is employed on a Code 1, 2, 3, or 6 budget and the spouse is on a Code 4 or 5 budget, the General Conference will bear the budget servicing expenses as outlined in M 15 10.

If the interdivision appointed employee is on a Code 4 budget and the spouse is on a Code 1, 2, 3, 5, or 6 budget, the interdivision employee's employing organization in the host division shall bear the budget servicing expenses as outlined in M 15 10.

M 25 25 Service Credit—A record of the service given by the spouse of an interdivision appointee/employee shall be kept by the Service Records Office in the General Conference Secretariat. Accrued vacation time on full pay shall be included on the service record. Service credit for retirement benefits shall be calculated by the base division in harmony with its retirement policy.

#### M 30 Interdivision Calls

All calls for individuals to serve outside their base divisions shall be made by the division committee of the host division and shall be communicated to the General Conference Secretariat by one of the division officers.

### M 35 Deferred Appointment

M 35 05 Definition—Deferred appointment to interdivision service is an optional status for prospective interdivision employees. It may be voted by the General Conference Appointees Committee for an individual who is not denominationally employed, but who meets, or is expected to meet, the qualifications for a specific type of mission service, and who wishes to formally express his/her willingness to accept an interdivision call if and when it is extended.

M 35 10 Loma Linda University Deferred Interdivision Appointee Revolving Loan Fund Committee Recommendation—1. Deferred appointment status for an individual who is a medical/dental student enrolled at Loma Linda University shall be voted by the General Conference Appointees Committee only upon favorable recommendation by the Loma Linda University Deferred Interdivision Appointee Revolving Loan Fund Committee. As long as the individual is a student of Loma Linda University, deferred appointment status shall be continued only upon periodic renewal of that recommendation by the Loma Linda University Deferred Interdivision Appointee Revolving Loan Fund Committee.

2. An individual who desires deferred appointment status shall be advised by the General Conference Secretariat prior to enrolling as a medical/dental student at Loma Linda University that his/her deferred appointment status while enrolled at Loma Linda University will be subject to favorable recommendation by the Loma Linda University Deferred Interdivision Appointee Revolving Loan Fund Committee. This shall be required initially at the close of his/her first quarter at Loma Linda University. Periodic renewal of that recommendation by the Loma Linda University Deferred Interdivision Appointee Revolving Loan Fund Committee shall be required for as long as the individual is a student at Loma Linda University.

### M 40 Transfer of Personal Funds

M 40 05 Regular Transfer Provision—1. At the time of furlough, optional annual leave, or permanent return, interdivision employees shall be eligible to transfer funds to their home country at the current rate of exchange according to the following provisions:

a. Up to 30 percent of the actual local denominational salary earned in the host division country by both the employee and spouse since the last furlough or optional annual leave.

b. The funds invested in one automobile at the time of purchase, and in the currency in which the automobile was purchased. The proceeds from the sale of an automobile, equal to the initial investment, may be transferred only at the end of each second furlough, or if optional annual leaves are involved, at furlough or optional annual leave time but, in either case,

not more frequently than once every four years. Such transfers may be made only at furlough, or optional annual leave time, time of transfer to another country, or at the time of permanent return. At the time of permanent return or transfer to another country, customs and import fees may be added.

M 40 10 Sale of Furniture and Equipment—At the time of permanent return or transfer to another division, an additional amount may be transferred which is equivalent to the original investment or verified replacement cost of necessary home furnishings and equipment in the home or new division.

M 40 15 Unusual Situations—Transfer of funds not covered by the above provisions shall be made only upon approval of the division officers in consultation with the General Conference Interdivision Employee Remuneration and Allowances Committee.

#### M 45 Medical Employees—Calling and Supplying

To provide more adequately for the staffing of existing and future medical work, division committees should adopt long-range plans that will enable them to anticipate their needs for medical employees, and place calls about two years in advance.

Division committees should plan for the staffing of their health care facilities so that, where the volume of work justifies it, more than one physician shall be employed. The physician should not be so burdened with strictly professional medical work that he/she cannot give appropriate attention to spiritual interests in and around the medical institution and give a portion of his/her time to health-education work. In cases where more than one physician is not essential or practicable, it is urged that the division plan so that a relief physician shall always be available when the regular physician has to proceed on furlough or is absent for some other reason. Special attention should be given to staffing hospitals in such a way that continuity of service is assured even in emergencies.

#### M 50 Self-Supporting Physicians and Dentists

As an auxiliary to denominationally operated medical work, a plan has been adopted for appointing physicians and dentists to self-supporting work. Such appointments are made by the General Conference Appointees Committee based on specific calls from the division concerned. The same standards will be required as for regular interdivision appointees. Generally, self-supporting physicians/dentists should not be located in proximity to a medical institution or service operated by the interdivision field.

The following arrangements shall apply in the appointment of self-supporting physicians and dentists to interdivision fields:

1. Travel expense is allowed to the homes of the parents prior to departure. Outfitting, freight, and customs allowances, and transportation to the field are granted on the same basis as for regular interdivision appointees. These expenses are borne by the host division and are considered fully amortized upon arrival in the field.

2. Furlough privileges, return transportation to the base division, and rehabilitation allowance are not provided, nor is any additional loan authorized to cover these items.

3. When necessary, a loan shall be made to the physician/dentist by the host division concerned covering a wage provision from a month prior to departure and up to six months after arrival in the field in accordance with prevailing interdivision physicians' rates in that particular field. The General Conference Interdivision Employee Remuneration and Allowances Committee, after consultation with and agreement of the host division concerned, may approve an additional loan to enable the physician/dentist to purchase necessary equipment. The physician/dentist shall sign notes covering the amount of the loan and the salary provision. These notes are to be held by the host division treasurer, and the physician/dentist shall repay the host division by installments of not less than one fourth of the total loan each year after the first year.

4. If it is necessary for the physician/dentist to obtain additional qualifications to meet practice requirements of a particular country, the expenses may be authorized by the General Conference in counsel with the host division concerned. To secure the required qualifications at the nearest examination center, the expense involved will be advanced by the host division concerned and amortized over a period of five years.

5. If the physician/dentist enters denominational work, any portion of the amount remaining under paragraphs 3. and 4. above shall be amortized in harmony with the policy relating to physicians and dentists entering denominational work.

#### M 55 Special Interdivision Transfers—Financial Provisions

M 55 05 Modified Transfer Allowances—The General Conference, in counsel with the appointing and calling divisions concerned, may approve modified financial and transfer (moving and freight) allowances for interdivision employees in specific situations in which it is not considered reasonable to grant the regular allowances.

M 55 10 Modified Provisions for Australia, Canada, Guam, New Zealand, the United States (including the General Conference and Inter-American Division employees residing in the North American Division), and some countries in Western Europe—Interdivision employees, interdivision employed spouses, and locally employed spouses of interdivision employees who are appointed to serve in one of the above areas shall receive normal interdivision benefits except as listed below:

1. For Initial Transfer In—An individual, called from within the North American Division to serve the General Conference or the Inter-American Division headquarters while residing within the North American Division territory, is not an interdivision employee and shall not be eligible for the interdivision freight, baggage, and outfitting allowances (see N 50 and N 65), but shall only be eligible for the moving allowances provided for in the North American Division *Working Policy* X 23 05.

2. Furlough—a. No furlough freight shipment or furlough freight allowance.

b. Reduced baggage allowance at same rate as for new appointee in N 55 05.

3. Permanent Return—An individual transferring between the Inter-American Division—the United States and the North American Division/General Conference shall not be eligible for the regular interdivision freight, baggage, and outfitting allowances (see N 50 and N 65), but shall only be eligible for the moving allowances provided for in the North American Division *Working Policy* X 23 05.

4. Family Visitation—North American Division-based employees serving the Inter-American Division and residing in the North American Division shall not be eligible for furloughs, optional annual leaves, or any of the various family visitation policies. Inter-American Division-based employees serving in the North American Division or at the General Conference, or North American Division-based interdivision employees serving in the Inter-American Division other than Inter-American Division headquarters shall, if they qualify, be eligible for furloughs, optional annual leaves, and the various family visitation policies.

5. Term of Service—A full term of service for individuals elected at a General Conference Session shall be five years. For all others see P 10.

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.

M 60 Responsibility for Expenses of Interdivision  
Employees—North American Division

M 60 05 Initial Move—Total cost of the initial move of an interdivision employee called to the North American Division shall be the responsibility of the employing organization in the North American Division. All expenses involved shall be set up as a prepaid expense and amortized over a three-year period. If the employee is called to another organization within the North American Division before the three years have expired, the unamortized amount shall be assumed by the new employing organization.

M 60 10 Furlough—The salary and travel expenses in connection with furloughs shall be the responsibility of the current employing organization. This amount shall be set up as a prepaid expense and amortized over a twenty-two month period following the furlough. If the employee is called to another organization within the North American Division before the end of the two-year period, the unamortized amount shall be assumed by the new employing organization.

M 60 15 Optional Annual Leave—The salary and travel expenses in connection with an optional annual leave shall be the responsibility of the current employing organization. This amount shall be set up as a prepaid expense and amortized over an eleven-month period following the optional annual leave. If the employee is called to another organization within the North American Division before the end of the one-year period, the unamortized amount shall be assumed by the new employing organization.

M 60 20 Permanent Return—Expenses in connection with a permanent return, including transportation and allowances in harmony with policy, shall be paid by the employing organization(s) in the North American Division that has/have employed the person during the preceding four years. Salary settlement of up to three months shall be the responsibility of the last employing organization.

M 65 Expenses of Interdivision Employees  
Transferred Between Divisions

M 65 05 Transfer During Term of Service—1. When an interdivision employee is transferred by call to another division and the transfer is made at any time other than a regularly scheduled furlough or optional annual leave, the employee shall be allowed outfitting and freight allowances on an appointee basis. The freight allowance may be used for shipments from the place of current interdivision employment, as well as from the homeland, provided the total cost does not exceed what would normally be paid for the entire shipment to be sent from the place of current interdivision employment. Any expense incurred beyond this shall be borne by the employee. If the transferring employee is being called to a Code 4 budget, all expenses for the



transfer, as well as all subsequent furlough, optional annual leave, and permanent return expenses while serving this same organization, shall be borne by the calling organization in the new host division. If the transferring employee is being called to a Code 1, 2, 3, or 6 budget, all expenses relating to the transfer, as well as subsequent furlough, optional annual leave, and permanent return expenses, shall be borne by the General Conference.

2. When an interdivision employee is transferred by call to another division within twelve months of being appointed to interdivision service, and the transfer involves a Code 4 budget, the calling organization in the new division, if calling to a Code 4 budget, or the General Conference, if the individual is being called to a Code 1, 2, 3, or 6 budget, shall participate in the original expenses incurred in getting the appointee to the field. The entity bearing the budget servicing costs for the budget to which the interdivision employee is being called shall reimburse the entity that bore the new appointee costs on the following basis:

0 - 4 months served	100% of new appointee costs
5 - 8 months served	67% of new appointee costs
9 - 12 months served	33% of new appointee costs
13+ months served	None

(Appointee costs, for the purposes of this policy, shall be all the expenses incurred in getting the appointee to the field including salary and allowances, and expenses during the preembarkation period, attendance at the Institute of World Mission, and language study, as well as the ticket and freight costs of getting to the host division. These costs shall not include any amortization of debt, any special training costs authorized by the host division, or any work-related special trips between the base and host divisions.)

M 65 10 Transfer at Furlough/Optional Annual Leave—1. When an interdivision employee is transferred by call to another division, and the transfer is made at the time of a regularly scheduled furlough or optional annual leave, the following provisions shall apply:

a. Travel expense for the employee and the family to the base division—If an employee has been serving on a Code 4 budget, these travel expenses shall be charged to the employing organization in the host division where he/she has been serving. If a transferring employee has been serving on a Code 1, 2, 3, or 6 budget, these travel expenses shall be charged to the General Conference.

b. Salary during furlough shall be at the higher of the base division country rate or the host division country rate of the division where the interdivision employee has been serving.

Expatriate allowance, base division deposit, and furlough salary top-up, if applicable, shall continue during furlough, based on the rate of the division/country where the interdivision employee has been serving. The local salary paid by the field, which is discontinued at the time of departure, shall, during furlough, be added to the furlough salary top-up. All costs for expatriate allowance, base division deposit, furlough salary top-up, and local salary at the former host division country or base division country rate are borne by the General Conference if the employee was serving on a Code 1, 2, 3, or 6 budget, or by the employing organization in the former host division if the employee was on a Code 4 budget.

c. Furlough extensions, if approved, are paid at the host division country rate of the division to which the employee is called. If the employee is being called to serve on a Code 1, 2, 3, or 6 budget, the cost of any expatriate allowance and base division deposit during a furlough extension are borne by the General Conference, while the cost of the local salary and allowances at the new host division country rate are borne by the employing organization in the new host division. If the call is to serve on a Code 4 budget, all costs for any furlough extensions are borne by the employing organization in the new host division.

d. The interdivision employee receives regular outfitting and freight allowances on the same basis as for an appointee. The freight allowance may be used for shipments from the place of current interdivision employment, as well as from the homeland, provided the total cost does not exceed what would normally be paid for the entire shipment to be sent from the place of current interdivision employment. Any expense incurred beyond this shall be borne by the employee. In addition, he/she is entitled to any furlough freight allowances that might apply to someone serving in the new host division country, but calculated based on the time served in the previous host division before going on furlough. These expenses are borne by the General Conference if the individuals are being called to serve on Code 1, 2, 3, or 6 budgets, and by the employing organization in the new host division for those on Code 4 budgets.

M 65 15 Transfer to Base Division—1. By Call—When an interdivision employee's base division wishes to place a call for his/her services, the following conditions shall apply:

a. Prior clearance shall be requested from the General Conference Appointees Committee which shall make its decision in counsel with the employing division.

b. If clearance is granted, the transferring employee shall be granted the regular permanent return allowances as per policy.

c. The calling organization in the base division shall be responsible for payment of the following:

- 1) One-month salary for family visitation (See Q 10 20.)
- 2) Travel expense home, including family visitation
- 3) Baggage allowance
- 4) Freight expense according to policy
- 5) Health evaluation costs

d. All other permanent return costs shall be borne by the General Conference for those interdivision employees who were serving on Code 1, 2, 3, or 6 budgets, or by the employing organization in the host division for those on Code 4 budgets.

2. By Election—When an individual returns to the base division because of election to a position provided for in the General Conference Constitution, Article V, Section 1., the provisions of paragraph 1. above shall apply.

3. By Permanent Return—If an interdivision employee has been voted a permanent return by the employing division and the General Conference, no call need be extended and the regular provisions for a permanent return shall apply.

M 65 20 Special Arrangements—There may be unusual circumstances where the organizations bearing the costs of items outlined in M 65 05, M 65 10, and M 65 15 mutually agree to different terms for sharing of costs. In such cases, the agreement must be approved by and recorded in the minutes of the General Conference Interdivision Employee Remuneration and Allowances Committee.

#### M 70 Health Evaluations and Clearance

M 70 05 Health Evaluations—1. Health evaluations are required or recommended as follows:

a. At the time of appointment, the initial health evaluation(s) shall be completed in the interdivision employee's base division. (See N 05 10.)

b. During the term of regular service, periodic health evaluations are recommended as follows:

Age	Frequency
Up to 30	Once every six years
31 to 40	Once every three years
41 to 60	Once every two years
61 +	Once every year

At the time of an individual's appointment, the frequency of these evaluations may be adjusted to meet specific health needs and situations upon approval of the General Conference Secretariat, in consultation with the General Conference Health and Temperance Department. Evaluations shall focus on specific health needs and/or preventive screening procedures. Employing organizations, in counsel with the employee, shall have the option of providing the health evaluations:

- 1) Within the host division, provided the health care facility used for such evaluation has been approved by the General Conference/division, or,
- 2) While on furlough or optional annual leave in the base division.

The timing of periodic health evaluations may be reasonably adjusted to coordinate with travel schedule, furlough, optional annual leave, and permanent return dates, but they should not occur more frequently than provided for in paragraph b. above. (See P 35 05.)

c. At the time of the employee's permanent return, the health evaluation will ordinarily be done in the base division unless otherwise approved by the General Conference Secretariat. If done outside the base division, copies of the reports and recommendations shall be sent to the base division secretariat for final health clearance. (In the case of North American Division-based employees, to the General Conference Secretariat.) (See Q 15 05 and Q 15 10.)

M 70 10 Health Clearance—1. The interdivision employee's base division shall review the health evaluation reports completed at the time of appointment and permanent return and determine if health clearance is to be granted or withheld.

2. The base division shall advise the employee's host division and the General Conference Secretariat of its decision.

M 75 Return of a Deceased Employee or Family  
Member

If an interdivision employee or a member of the immediate family dies while outside the base division, the deceased shall normally be interred in the country of death; however, the General Conference Transportation and International Personnel Services in the case of those on Code 1, 2, 3, or 6 budgets, or the employing organization in the host division in the case of those on Code 4 budgets, may authorize reimbursement of the cost to return the remains to the base division country, if this is requested by the immediate family.

TRE/PolRev&Dev/ADCOM/GC&DivSec&Tre97AC/GCDO97AC/97AC to AHT(DIV)

183-97G INTERDIVISION APPOINTEES - POLICY REVISION

VOTED, To revise GC N, Interdivision Appointees, to read as follows:

N INTERDIVISION APPOINTEES

N 05 Arrangement with Interdivision Appointees

N 05 05 Discontinuing Employment—Any person invited to serve as an interdivision employee shall not discontinue present employment until instructed to do so by the appointee's base division treasury or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services.

N 05 10 Health Evaluations—Each interdivision appointee and spouse, and all dependent children, are to receive health evaluations as may be authorized by the base division or, in the case of North American Division-based individuals, the General Conference Secretariat. The place of such evaluation and the expense involved are to be arranged with the base division treasury or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services. The expense of all the health evaluations shall be borne by the General Conference for appointees called on Code 1, 2, 3, and 6 budgets, and by the employing organization in the host division for those called on Code 4 budgets. (See M 70 05.)

N 05 15 Salary Arrangements—1. One month of preembarkation salary is normally granted to appointees and interdivision employed spouses to provide time to prepare for departure and to care for family visitation. A call to interdivision service is contingent on receiving the necessary visas and/or work permits for the host country. For most countries this is

cared for quickly, but in some cases it takes several months; on rare occasions, it proves impossible and the call has to be canceled. Because of this, it is imperative that the appointee and spouse not disconnect from current employment before being instructed to do so by the treasury of the base division or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services. The normal procedure is for treasury to work with the appointee and spouse, the current employer(s), and the host division to establish the date for disconnecting from current employment and beginning interdivision preembarkation salary. This date is normally arrived at by working backwards from the desired date for beginning service in the field, including time for attendance at the Institute of World Mission, if authorized, and estimating the length of time required to obtain visas and work permits for the host division country involved.

2. The preembarkation salary is paid at the base division country rate based on the amount an individual would receive on the regular denominational wage scale with similar job responsibility and experience. The expense of salary and the employer portion of payroll taxes during this period are borne by the General Conference for those on Code 1, 2, 3, and 6 budgets, and by the employing organization in the host division for those on Code 4 budgets. Locally employed spouses assigned to Code 5 budgets are not eligible for salary during the preembarkation period, but might qualify for compensation for lost income during this period under N 05 20. If a spouse qualifies, under provisions of this policy, for salary and also for compensation for lost income under N 05 20, the higher of the two rates shall apply, with the amount provided under this policy being charged to the entity bearing the expense of the salary for the spouse and the excess being charged to the entity bearing the expense for the appointee.

3. Base division country allowances also apply during this period. The costs of the allowances which are unrelated to spouse employment are borne by the entity responsible for the expense of the appointee.

4. Preembarkation salary and allowances at the base division country rate apply through the day before arrival in the host division country. Host division country rates, according to O 15, apply starting with the day of arrival in the host division country.

5. The month of preembarkation salary is not a cash entitlement, but rather a salary provision to allow individuals sufficient time to prepare for interdivision service and to care for family visitation. There is no cash settlement paid to individuals who continue to work and are on salary from the previous employer during this period. There may be occasions where, because of urgent needs in the field, it is impossible for the appointee and spouse to take the full preembarkation month provided by policy. In such cases, arrangements may be made by the base division treasury, or in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services, to authorize the unused period

to be added to the first furlough or optional annual leave. Compensation during such a period shall be at the same rate as would have been paid if the time had been taken before leaving for interdivision service. Any special arrangements shall be made in consultation with the host division and the General Conference. Both the length of time and the rate shall be recorded in the minutes of the General Conference Interdivision Employee Remuneration and Allowances Committee when the full preembarkation month is not taken.

N 05 20 Compensation for Lost Income During Preembarkation Period—An interdivision appointee's spouse who discontinues local employment, denominational or otherwise, in order to prepare for departure shall be entitled to receive compensation for lost income for the month preceding departure. The rate of this compensation shall be equal to that of the last drawn salary for a spouse who has discontinued denominational employment in order to prepare for departure (assuming payment is in accordance with the regular denominational wage scale). The amount of this compensation for a spouse who discontinues nondenominational employment, or denominational employment at higher than the regular denominational wage scale, in order to prepare for departure shall be based on the rate of the last drawn salary but not to exceed the regular denominational salary equivalent for a person with similar job responsibility and experience. The expenses of this benefit to the spouse of the appointee shall be borne by the General Conference if the appointees are called on Code 1, 2, 3, or 6 budgets, and by the employing organization in the host division for those on Code 4 budgets.

This provision is not a cash entitlement, but compensation for time off taken without salary during the preembarkation period to prepare for interdivision service and to care for family visitation. There is no settlement if the spouse continues to work and does not take time off without pay. There may be occasions where, because of urgent needs in the field, it is impossible for the appointee and spouse to take the full preembarkation month provided by policy. In such cases, arrangements may be made by the base division treasury, or in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services, to authorize adding the unused time to the first furlough or optional annual leave. Compensation for lost income during such a period shall be at the same rate as would have been paid if the time had been taken before leaving for interdivision service. Any special arrangements shall be made in consultation with the host division and the General Conference Transportation and International Personnel Services. Both the length of time and the rate of pay shall be recorded in the minutes of the General Conference Interdivision Employee Remuneration and Allowances Committee.

Persons who discontinue denominational employment in order to prepare for departure, or persons whose denominational employment begins upon arrival in the field, may have this one month preembarkation period, during which they received compensation for lost income, added

to their service record. Service credit, if any, for retirement benefits shall be calculated by the base division in harmony with its retirement policy.

N 05 25 Visits to Parents/Children—Appointees whose parents are living in the base division from which the employee is called shall be entitled to visit them before entering upon interdivision service. Transportation expense of the family to visit the parents of both the appointee and spouse shall be allowed. Appointees with grown children residing in the base division shall be allowed the expense to visit them on the same basis as visits to parents. In cases where parents live in other than the base division of the appointees, the visit, if allowed, must be authorized by the General Conference Interdivision Employee Remuneration and Allowances Committee. The time for visits to parents and children, as detailed above, shall be included in the one month preembarkation period granted for preparation and visitation prior to departure. The expenses of visits to parents and children shall be borne by the General Conference if the appointees are called on Code 1, 2, 3, or 6 budgets, and by the employing organization in the host division for those on Code 4 budgets.

N 05 30 Travel/Financial Arrangements—I. Arrangements as to the time of actually entering the new service, and for passports, travel, baggage, wages prior to departure, etc., are made only by the base division treasury or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services. These arrangements shall include all instructions involving finances.

2. When an individual is studying or residing in a division other than his/her base division and is called to a third division for interdivision service, the base division treasury, or in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services, shall make all of the financial and travel arrangements on behalf of the home or base division. If the appointee, with or without family, returns at his/her own expense to the home or base division prior to taking up interdivision service, the employee shall be entitled to transportation expenses between home and the place of assignment as well as *normal preembarkation family visitation in the base division*. Preembarkation salary, in such cases, will be based on the rate for either the country from which the individual was called or from the appointee's base division country, depending on where the preembarkation period is spent. It must be noted, however, that future furlough, optional annual leave, and permanent return provisions are to the appointee's base division country and not to the division from which he/she departed for interdivision service, unless special arrangements were agreed to in advance of departure by the General Conference Appointees Committee, and the General Conference Interdivision Employee Remuneration and Allowances Committee.



## N 10 Children Accompanying Parent(s)

N 10 05 Conditions—1. Departures—A child of an interdivision employee may accompany his/her parent(s) from the base division to the field of service at the time of appointment, or of return from furlough or optional annual leave, provided the following conditions are met:

- a. The child is a recognized dependent of the parent(s).
- b. The child shall not have reached his/her twenty-second birthday, or is a student eligible to receive educational assistance. (See O 55.)
- c. The child shall travel to the field of service with the expectation of remaining a reasonable period of time, usually considered to be a minimum of one school year.
- d. The child shall travel with the parent(s) or shortly thereafter.

Any exceptions to this policy must be recommended by the base division, or in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services, and be approved by the General Conference Interdivision Employee Remuneration and Allowances Committee.

The expenses shall be borne by the General Conference if the appointees are called on Code 1, 2, 3, or 6 budgets, and by the employing organization in the host division for those on Code 4 budgets.

2. Return Before a Year—If the return of the child to the base division is requested before a reasonable period of time has elapsed, the interdivision employee may be required to pay the child's return transportation in whole or in part, as determined by the General Conference Interdivision Employee Remuneration and Allowances Committee in consultation with the base and host divisions.

## N 15 Seventh-day Adventist Institute of World Mission

N 15 05 Purpose—1. To review and reaffirm the mission of the Church and to define the interdivision employee's role in the fulfillment of that mission.

2. To acquaint newly appointed interdivision employees with the conditions and problems they will meet in their respective fields of service and to prepare them to relate to these conditions and problems in a tactful and Christ-like manner.

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3. To discuss the current issues in mission and how interdivision employees can relate to them successfully.

4. To inform interdivision employees regarding the general policies and procedures under which they will serve.

N 15 10 Operation—1. The Seventh-day Adventist Institute of World Mission was established by the General Conference in April 1966. The General Conference Executive Committee has assigned responsibility for the operation of the Institute to Andrews University, which administers it through an Administrative Council appointed by the Andrews University Board of Trustees. The Secretary of the General Conference is the chairman of the Council, and the Director of the Institute of World Mission is the secretary.

2. The Institute is managed by an executive committee of the Administrative Council which is also appointed by the Andrews University Board of Trustees. The President of Andrews University is the chairman of the Executive Committee, and the Director of the Institute is the secretary.

N 15 15 Frequency—Sessions of the Institute are conducted three times annually. Curriculum and scheduling are planned in close cooperation with the General Conference Secretariat.

N 15 20 Location—Sessions of the Institute are most frequently conducted on the campus of Andrews University but may be conducted in other locations approved by the Council.

N 15 25 Division Institutes—Divisions may be authorized to conduct and/or establish Institutes of World Mission for interdivision employees who are appointed by them, provided the following conditions are met:

1. The location, length, and curriculum shall be approved by the Administrative Council of the Institute of World Mission.

2. The teaching staff shall include personnel from the Institute of World Mission at Andrews University and/or the General Conference.

N 15 30 Attendance—1. All appointees to interdivision service, including former interdivision employees who are reappointed but have never attended a session of the Institute, shall be expected to attend unless excused by the General Conference Secretariat. The period spent in attendance at the Institute shall be in addition to the regular preembarkation month.

2. Employees in interdivision service who have not attended an Institute are expected to do so in connection with a furlough or optional annual leave with the approval of their employing division, the base division, and the General Conference Secretariat. The period spent in attendance at the Institute shall be in addition to the regular furlough or optional annual leave period.

3. Spouses of appointees/interdivision employees who are authorized to attend are also expected to be present at the Institute and to attend all classes. Care for younger children is provided to make this possible.

4. Other divisions are encouraged to arrange attendance at the Institute for selected employees who have been sent to the North American Division for further study. The respective home division shall be responsible for the expenses of individuals based in its territory who are authorized to attend.

N 15 35 Financial Arrangements—1. The General Conference shall be responsible for funding salary for the time of attendance at the Institute, including any time of delay while waiting in the base division for a session of the Institute to begin, for appointees or interdivision employed spouses assigned to Code 1, 2, 3, or 6 budgets. The remuneration of those assigned to Code 4 budgets will be charged to the employing organization in the host division. Locally employed spouses assigned to Code 5 budgets are not eligible for salary during the Institute but might qualify for compensation for lost income during the new appointee period as outlined in paragraph 3. below. Salary for those attending the Institute prior to commencing interdivision service shall be at the base division country rate, the same as for the preembarkation period, regardless of where the Institute is held.

2. If Institute attendance is in connection with a furlough or optional annual leave, the salary for the period of the Institute shall be at the host division country rate (local salary, expatriate allowance, and base division deposit), except if it is taken in connection with the first furlough or optional annual leave after arrival in the field, in which case the host division country rate may be topped up to the equivalent of the base division country rate. The expense of the local salary, expatriate allowance, and base division deposit during attendance at the Institute is borne by the same organizations which are responsible for the interdivision employees in the field. The salary top-up to base division country rate, if applicable, is a General Conference expense for those on Code 1, 2, 3, and 6 budgets, and an expense of the employing organizations in the host country for those on Code 4 budgets. Locally employed spouses assigned to Code 5 budgets are not eligible for salary during the Institute but might qualify for compensation for lost income during the new appointee period as outlined in paragraph 3. below.

3. Compensation for loss of income during the time of attendance at the Institute of World Mission shall be paid to the spouse of an interdivision appointee/employee under the following circumstances:

a. A spouse, who is employed denominationally immediately prior to the Institute or the one month granted for departure preparation and discontinues employment in order to attend the Institute, shall be entitled to receive compensation based on the rate of the last drawn salary, if paid in accordance with the regular denominational wage scale. The rate of compensation for a spouse who discontinues nondenominational employment, or denominational employment at higher than the regular denominational wage scale, shall be equal to that of the last drawn salary but not exceed the regular denominational salary-equivalent for a person with similar job responsibility and experience. The expenses of this benefit to the spouse of the appointee shall be borne by the General Conference if the appointee is called on a Code 1, 2, 3, or 6 budget, or by the employing organization in the host division if the appointee is called on a Code 4 budget.

b. A spouse, who is employed denominationally or otherwise, on a local basis in the host division, and takes additional time outside of the furlough or optional annual leave period to attend the Institute, shall receive compensation based on the rate of the last drawn salary but not exceeding the host division country denominational salary-equivalent for an interdivision employed spouse with similar job responsibility and experience. If attendance is in connection with the first furlough or optional annual leave after arrival in the field, the compensation for lost income may be granted at the rate used for loss of income during the preembarkation period (N 05 20), if higher. The expenses of this benefit to the spouse of the interdivision employee shall be borne by the General Conference if the employee is on a Code 1, 2, 3, or 6 budget, or by the employing organization in the host division if the employee is on a Code 4 budget.

c. Persons who discontinue denominational employment in order to prepare for departure and/or attend the Institute, or persons whose denominational employment begins upon arrival in the field, may have the period of attendance at the Institute added to their service record. Service credit, if any, for retirement benefits shall be calculated by the base division in harmony with its retirement policy.

4. Travel expense for the appointee/employee, spouse, and dependent children in connection with attendance at the Institute is to be borne by the General Conference if appointees/employees are on Code 1, 2, 3, or 6 budgets, or by the employing organization in the host division for those on Code 4 budgets. Expenses relating to attendance at the Institute, other than travel and salary, are the responsibility of the base division or, in the case of North American Division-based individuals, the General Conference. These include lodging, food or

special per diem, automobile rental assistance where applicable, allowance for books and supplies, and child care, as well as a share of the actual costs of operating the Institute. Normal salary related allowances, including medical and educational allowance, are borne by the organization bearing the salary expense for the appointee/employee.

#### N 20 Amortization of General/Professional Educational Indebtedness

N 20 05 Amortization by Interdivision Service—Financial assistance to interdivision appointees for general and professional educational indebtedness shall be amortized by interdivision service. Amortization shall be scheduled in harmony with the provisions of the policy under which the assistance was granted, and be applied for the full time of the employee's term(s) of interdivision service including earned furloughs, optional annual leaves, language study, and earned postgraduate study time.

N 20 10 Beginning and Ending Dates—The beginning and ending dates of interdivision service for purposes of amortization shall be in harmony with the provisions of P 05, except that amortization shall be applied to the following:

1. Employees who are required to obtain professional qualifications, or licensure, or language study in a third division en route to their field of interdivision service.
2. Physicians/Dentists/Optometrists during earned postgraduate study time which is used immediately upon permanent return to the base division.

#### N 25 Financial Assistance on Indebtedness

Desirable appointments to interdivision service have sometimes been prevented by indebtedness of the prospective appointees. Although it is not wise to send out employees who are extravagant or careless in financial matters, there are those who have incurred unavoidable debts for living and school expenses during the period of their education, internship, and in-service training. Policies have been developed to assist in the calling of those whose qualifications make them greatly desired, but who otherwise could not respond because of financial obligations.

N 25 05 General Educational Indebtedness—1. Assistance—When debts for living and school expenses have been incurred by the appointee and/or spouse during the period of education, the General Conference may authorize financial assistance by way of debt reduction grants at the rate of US\$1,000 for each year of interdivision service completed until the actual indebtedness is covered, or a maximum of US\$6,000 per employee has been paid. If the

appointee and spouse both work full time in interdivision service, amortization at the rate of US\$1,000 per year shall be granted each one. If the spouse works part time on a Code 1, 2, 3, 4, or 6 budget, the amortization shall be prorated.

2. This allowance applies to the combined general educational indebtedness of both the appointee and spouse, without consideration as to whether the debt was incurred by the appointee or spouse. Amortization as the result of interdivision service by either the appointee or interdivision employed spouse may apply towards the combined debt, but each one is limited to a maximum amortization of US\$6,000. The amortization does not track the repayment schedule of the debt. It is the responsibility of the appointee to make the payments to the school or financial institution based on the required repayment schedule and the amortization of the qualifying amount will continue even if the debt in existence at the time of appointment has been paid in full by the employee before the end of the amortization period.

3. This allowance applies only once and is limited to general educational indebtedness in existence at the time of appointment to interdivision service. Amortization is limited to the first six years of interdivision service, even if the spouse is only working part time, which means the maximum of US\$12,000 could only apply if both the appointee and interdivision employed spouse were both working on a full-time basis. Even if the spouse does not have an employment assignment at the time of appointment, the General Conference Interdivision Employee Remuneration and Allowances Committee should record the maximum amount of general educational indebtedness that could qualify should the spouse later be employed on other than a Code 5 budget.

4. This expense shall be borne by the General Conference for those on Code 1, 2, 3, or 6 budgets. Charges for those on Code 4 budgets will be passed on to the employing organization in the host division. This allowance does not apply to service on Code 5 budgets.

N 25 10 Special Provision—1. It is not the regular plan to advance funds against an interdivision employee's indebtedness; however, when the prospective appointee's obligations are such that it is impossible to leave the country without financial aid, or when the employee or his/her creditors would be embarrassed because of the indebtedness while he/she is in interdivision service, the General Conference, with the approval of the General Conference Interdivision Employee Remuneration and Allowances Committee, may make an advance under contract with the appointee on the following basis:

a. The maximum amount to be advanced shall not exceed the anticipated amount of debt reduction grants to the appointee during the forthcoming term of service.

b. Applicable annual debt reduction grants shall be credited toward liquidation of the advance until the indebtedness is covered, or a maximum of US\$6,000 per individual has been paid.

c. The contract shall provide that when, for any reason, the interdivision employee returns to the base division before the advance has been settled, he/she will repay the balance of the advance at a rate of not less than US\$1,000 per year, plus interest on any remaining balance at the quarterly rate charged on intradenominational loans made by the General Conference.

d. The loan will be carried as a US dollar denominated loan in the books of the General Conference, regardless of the budget code of the appointee or spouse. If the appointee is on a Code 4 budget, interest on the balance of the loan shall be charged to the employing organization in the host division at the quarterly rate charged on intradenominational loans made by the General Conference.

N 25 15 Reimbursement of Expense for Doctoral Degrees—1. When a prospective appointee is to serve as a faculty member of an institution of advanced education and has completed work on a doctoral degree within the past 36 months, either at his/her own expense or by having only a portion paid by the denomination, he/she may receive, with agreement of the General Conference and the calling division, financial reimbursement on the following basis:

a. Actual educational expense (tuition, books, and required fees) paid towards getting the doctoral degree, the total amount reimbursed not to exceed 70 percent of the annual United States of America Category A remuneration factor in effect at the time of the implementation of the agreement. If some of the expense was borne by the denomination, the reimbursement is limited to actual educational expense (tuition, books, and required fees) not reimbursed.

b. This reimbursement is to be made in annual payments at a maximum rate of one sixth of the total eligible amount for each year that the individual serves the institution after receiving the doctoral degree.

c. The expense of providing these reimbursements shall be met on the basis of 50 percent each by the General Conference and the host division for those serving on Code 1, 2, 4, and 6 budgets. The full expense is borne by the General Conference for those on Code 3 budgets. This policy does not apply to those employed on Code 5 budgets.

d. An individual receiving benefits under this policy and who has unamortized service obligations shall not receive more than a total equivalent to 70 percent of the

annual United States of America Category A remuneration factor in effect at the time of the implementation of the agreement. This total shall include any other educational assistance which might be allowed in connection with an appointment to interdivision service.

e. Interdivision appointees who have earned doctoral degrees at their own expense and who, at the time of their appointment to interdivision service, were being reimbursed for this expense by their employing organization, even though the degree may have been earned more than 36 months prior to appointment, may have the balance of their unreimbursed expense reimbursed in harmony with the provisions of this policy.

f. When the doctoral degree is a Doctor of Ministry degree, one third of the provisions outlined in this policy shall apply.

g. Provisions of this policy differ from the other educational debt amortization policies in that it is not related to, or dependent on, the interdivision employee having unpaid educational debts. This allowance is granted without reference to indebtedness.

h. An interdivision appointee or spouse who is working on a doctoral degree at the time of appointment, and who intends to continue with the degree, should make sure that there is a clear understanding, in writing, with the host division and the General Conference Interdivision Employee Remuneration and Allowances Committee as to time and financial arrangements, including clarification as to whether provisions of this policy will apply upon completion of the degree. There is no entitlement to reimbursement under this policy without prior agreement. Also, unless approved in advance, there is no entitlement to reimbursement for degrees commenced while in interdivision service.

i. All reimbursements under this policy and all commitments entered into relative to this policy must be approved by the General Conference Interdivision Employee Remuneration and Allowances Committee.

N 25 20 Medical/Dental/Optomotrical Appointee Indebtedness—1. If a physician/dentist/optometrist under appointment has educational indebtedness, including accrued interest, not exceeding the maximum allowed under the provisions of N 25 25, he/she may be permitted to proceed to the interdivision field, provided the General Conference Interdivision Employee Remuneration and Allowances Committee and the calling division agree to grant indebtedness liquidation assistance.

2. If the General Conference Interdivision Employee Remuneration and Allowances Committee and the calling division approve the granting of assistance, the employee shall be granted for each year of interdivision service given, indebtedness liquidation assistance at the rate



of one sixth of the maximum amount allowed under N 25 25, plus the current year's interest, until the indebtedness has been liquidated together with any interest thereon. For those employed on Code 1, 2, 4, and 6 budgets, the expense shall be shared equally between the General Conference and the host division. For those on Code 3 budgets, the General Conference shall bear the full expense. This policy is not applicable to those on Code 5 budgets.

3. Ordinarily a physician/dentist/optometrist under appointment shall not proceed to the field with indebtedness beyond the amount allowed under the provisions of N 25 25. Exceptions may be made to this limitation on a case-by-case basis only if the General Conference Interdivision Employee Remuneration and Allowances Committee and the calling division agree they are necessary to meet special requirements in the field or to secure physicians/dentists/optometrists with special qualifications, and provided mutually satisfactory arrangements are made with the physician/dentist/optometrist under appointment. The General Conference does not participate in any assistance beyond that provided for in paragraph 1. unless it should involve an individual on a Code 3 budget. The full cost of any assistance given beyond that in paragraph 1. above is borne by the host division or employing organization in the host division.

4. If an exception is agreed to under the provisions of paragraph 3. above, the agreement shall indicate which of the following two methods of amortization will apply:

a. Consecutive Amortization—Amortization of the excess indebtedness to begin only after the indebtedness allowed under paragraph 1. above has been fully amortized. The host division shall then begin granting liquidation assistance on the excess indebtedness at the same rate for each year of interdivision service given as for the indebtedness amortized under paragraph 2. above until the excess indebtedness has been liquidated or the maximum amortization authorized in the agreement has been reached.

b. Concurrent Amortization—Amortization of the excess indebtedness to take place concurrently with the amortization allowed under paragraph 2. above by dividing the amount of the excess agreed to by six and allowing this additional amount to be added to the annual amortization under paragraph 2. above.

5. If for any reason the interdivision employee does not work long enough to amortize loan payments and interest payments made under N 30 05, the employee shall repay the unamortized amount at the rate at which the employing organization was amortizing the loan, plus interest at the quarterly rate charged on intradenominational loans made by the General Conference at the time of return.

6. Those receiving assistance under this policy are not eligible for assistance under N 25 05, but the spouse, if employed, could still qualify under N 25 05.

N 25 25 *Maximum Medical/Dental/Optometical Appointee Indebtedness*—1. The total amount of educational indebtedness allowable for a physician/dentist/optometrist under appointment shall be determined by the General Conference Interdivision Employee Remuneration and Allowances Committee on a case-by-case basis, taking into consideration the appointee's actual educational indebtedness, but in no case exceeding the maximums established in paragraphs 2. and 3. below.

2. The maximum indebtedness allowable in each case for the period of medical/dental/optometrical education shall be determined by the General Conference Interdivision Employee Remuneration and Allowances Committee by applying the following formula:

a. A maximum amount equal to what tuition charges were for the equivalent course during the same calendar period at Loma Linda University, plus US\$500 per year for books, up to a maximum of four years, and for dental students, the additional amount required for instruments and supplies, as authorized by the School of Dentistry and approved by the General Conference Interdivision Employee Remuneration and Allowances Committee, and

b. A maximum amount equal to what the interest would have been during the same period on paragraph a. above.

3. If the physician/dentist/optometrist under appointment has received recognized specialty training, the maximum indebtedness allowable under paragraph 1. above may be increased by the General Conference Interdivision Employee Remuneration and Allowances Committee applying the following formula:

For each year of recognized specialty training: An amount equal to what the interest would have been on the total amount allowed under paragraph 1. above for a Loma Linda University graduate in specialty training during the same calendar period.

N 25 30 *Existing Service Indebtedness*—1. Provision—When a prospective interdivision appointee has existing unamortized denominational service indebtedness, the last employing organization shall be invited to write off the balance concerned. However, any balance remaining shall, with the prior agreement of the division and the General Conference Interdivision Employee Remuneration and Allowances Committee, be taken over by the calling division for those on Code 1, 2, 4, and 6 budgets, or by the General Conference for those on Code 3 budgets. If there is existing service indebtedness for an unemployed spouse or a locally employed spouse on a Code 5 budget, and the calling division and General Conference Interdivision Employee Remuneration and Allowances Committee agree to amortize it, it shall be considered as part of the family expense of the appointee and charged to the calling division for those on Code 1, 2, 4, and 6 budgets, and to the General Conference for those on Code 3 budgets.

2. Amortization Period—The time period within which the indebtedness is to be liquidated shall be the same as that stipulated in the original contract.

3. General Conference Assistance—Provided the General Conference is not already granting a debt reduction grant under N 25 05, and provided the total General Conference allowances do not exceed US\$6,000, it shall allow US\$1,000 for each year of interdivision service completed over the period remaining on the original contract.

4. Unamortized Indebtedness—If for any reason the interdivision employee returns to the base division before the service indebtedness has been settled, the balance remaining shall be assumed by the next denominational employing organization. If the interdivision employee does not continue in denominational employment, he/she shall repay any unsettled balance on the service indebtedness by the termination date specified in the original contract, plus interest on the remaining balance at the quarterly rate charged on intradenominational loans made by the General Conference, or the appropriate rate applicable in other countries concerned.

N 30 Financial Assistance to Medical/Dental Deferred Appointees,  
Loma Linda University

N 30 05 North American Division Deferred Appointee Program— 1. Students enrolled in a Doctor of Dental Surgery or Medical Doctor program at Loma Linda University who, prior to the end of their senior academic year, indicate a commitment to serve as interdivision medical/dental employees, and who are recommended by the Loma Linda University Deferred Interdivision Appointee Revolving Loan Fund Committee, may be considered for deferred appointment by the General Conference Appointees Committee. If appointed, they shall be designated as medical/dental deferred appointees. Applications are available at the General Conference Representative's Office on the Loma Linda University campus.

2. Student Loans—Medical/Dental deferred appointees enrolled at Loma Linda University shall obtain all student loans from government and private student loan sources as arranged by the student finance office. Loans from parents or family members will not be considered amortizable loans under terms of this policy unless such loans were arranged by Loma Linda University under provisions of its loan program and are within the overall maximum for amortizable loans as outlined in this policy.

3. Funding— a. Each medical/dental deferred appointee must file a Loma Linda University Financial Aid Application each year.

b. The deferred appointee shall be awarded grants and low-interest loans through normal federal and Loma Linda University institutional sources. Additional funds, if required and approved, will be lent from the Loma Linda University Deferred Medical Appointee Endowment Account. The amount shall not exceed tuition plus US\$500 for books each year and, for dental students, additional loans to cover the cost of instruments and supplies as authorized by the School of Dentistry and approved by the General Conference Interdivision Employee Remuneration and Allowances Committee.

c. A living allowance, not to exceed the standard Loma Linda University dormitory student budget, which is determined each year, will be provided in the form of a loan from the Loma Linda University Deferred Medical Appointee Endowment Account. This loan shall be amortized based on interdivision service in accordance with terms set by the Loma Linda University Deferred Medical Appointee Endowment Committee. The amortization shall be funded from interest on the endowment. If the deferred appointee does not go into interdivision service, the amount, with interest as outlined in the agreement, shall be repayable to the endowment.

d. The deferred appointee shall sign a contract committing himself/herself to interdivision service upon completion of his/her study program. If he/she does not fulfill this obligation, or fails to complete the amortization period, any funds that might have been advanced from General Conference sources, which have not been amortized by service, plus annual interest at the quarterly rate charged on intradenominational loans made by the General Conference (calculated from the date of each advance), will be due and payable immediately. If he/she cannot arrange financing to pay the amount in full, repayment shall be at a rate of not less than what the amortization rate would have been, plus interest at the applicable rate. Funds obtained from federal and Loma Linda University sources will be the responsibility of the deferred appointee according to the terms of the individual promissory notes.

e. When the deferred appointee begins the term of interdivision service, denominational and other loans obtained under the terms of this policy will be amortized over a six-year period, in accordance with N 35 10.

4. Procedures—The procedures to be followed in the deferred appointee plan for medical/dental students at Loma Linda University shall be as follows:

a. Applicants shall be evaluated by the Loma Linda University Interdivision Appointee Revolving Loan Fund Committee and recommended to the General Conference Appointees Committee.

b. Debt management counseling shall be an integral part of the evaluation and appointment procedures, and shall be continued through the years of the study program to ensure compliance with the approved debt ceiling.

c. The deferred appointee shall be required to attend the Institute of World Mission prior to taking up the appointment. In certain cases attendance may be authorized for another time. The expense of the travel and attendance at the Institute shall be borne by the General Conference. If the deferred appointee is later appointed on a Code 4 budget, the General Conference shall bill the employing organization in the host division for the cost of travel to attend the Institute.

d. Close contact shall be maintained between the student and the General Conference Secretariat and Health and Temperance Department representatives throughout the years of the study program and, for medical students, throughout the residency.

e. The General Conference shall assist in maintaining the approved debt ceiling by paying the interest on approved loans that require payment until the deferred appointee commences interdivision service. These payments shall be set up by the General Conference as an additional loan with interest added at the quarterly rate charged on intradenominational loans made by the General Conference. This loan will be amortized in accordance with N 25 25.

f. In the junior year, the General Conference Secretariat and Health and Temperance Department representatives shall commence counseling the medical student in the selection of a residency program.

g. The Loma Linda University School of Medicine administration shall arrange elective service for the medical student during the senior year.

h. The deferred medical appointee shall be assigned to a specific interdivision location no later than the commencement of the final year of residency.

i. The General Conference shall make payment on approved loans that must be paid prior to the deferred appointee entering service. These payments shall be set up by the General Conference as an additional loan with interest added at the quarterly rate charged on intradenominational loans made by the General Conference. This loan will be amortized in accordance with N 25 25.

N 35 Deferred Medical Appointee  
Approved Residency—North America

N 35 05 Approval of Residency—Deferred medical appointees who, upon completion of their basic medical training, elect to take specialty training before proceeding to an interdivision appointment are requested to obtain prior approval for their residency plans from the General Conference Appointees Committee.

N 35 10 Indebtedness Liquidation Assistance/Repayment—When actual interdivision service commences immediately after residency training, the deferred appointee/employee shall be granted, for each year of interdivision service given, amortization at the rate of one sixth of the maximum amount allowed under N 25 25 plus one sixth of the past accrued interest until the indebtedness, in harmony with policy, has been liquidated. In addition, current accruing interest will be amortized on an annual basis. For those employed on Code 1, 2, 4, and 6 budgets, the expense shall be shared equally between the General Conference and the host division. For those on Code 3 budgets, the General Conference shall bear the full expense. This policy is not applicable to those on Code 5 budgets.

N 35 15 Expenses for Other Boards—If the General Conference and the division to which the deferred appointee is assigned have authorized the deferred appointee in a residency program to take the Canadian Medical Board or other similar examinations, the expense incurred for this shall be borne by the division to which the deferred appointee is assigned.

N 35 20 Deferred Loans During Residency—Repayment—1. During the approved residency, the deferred appointee should defer as many loans as possible. The General Conference will make the necessary payments on the loans that are not deferrable while in residency, setting these payments up as a loan receivable. When the deferred appointee begins the term of interdivision service, this loan, along with accrued interest, would be amortized on a percentage basis of the total indebtedness being amortized over a six-year period.

2. If the interdivision employee returns to the base division before this advance has been settled, he/she shall repay the balance, including accrued interest, at the same rate at which it was being amortized, plus current interest at the rate charged on intradenominational loans made by the General Conference.

N 40 Residency Program—Divisions  
Other Than North America

In order to meet the need for adequately trained employees for interdivision service, particularly physicians holding board certification in specialty fields and physicians with British

qualifications, divisions, in cooperation with the General Conference, may undertake the following approved Residency Training Program:

1. Deferred medical appointees who are considered eligible may be approved by the home division, in consultation with the General Conference, for entry into this residency program or its equivalent upon completion of their internship or at a later date.
2. The home division, in consultation with the General Conference and the calling division, shall decide where the residency will be taken.
3. Under this plan residencies may be approved for a period not to exceed five years.
4. The residency shall be such as to prepare the physician for overseas service, the field of study to be decided by the home division in consultation with the General Conference and the division concerned.
5. During the first year of residency, the physician will take advantage of the opportunity to take examinations that will enable him/her to register with the appropriate Medical Councils as determined by the home division in consultation with the General Conference and the division concerned.
6. The home division shall establish a revolving fund for the support of the Residency Training Program. The remuneration of the resident will be on the basis of the wage scale for physicians in the division where the residency is taken. The residency stipend will be subsidized by the home division to that division's wage scale level. The physician under this plan will also be entitled to rent subsidy, automobile depreciation, and automobile insurance in accordance with the policies applying to employees in the country where the residency training is taking place. These funds shall be advanced by the home division. The home division will also charge to the medical appointees' residency fund the physician's moving expenses from the place of internship to the place of residency and any expense incurred when taking approved qualifying examinations as described in paragraph 5. above.
7. The calling division shall be charged 50 percent of the cost of the residency training program at the time the physician enters interdivision service. The General Conference shall be charged 50 percent of this expense at this same time. These organizations shall amortize their investment at the rate of one sixth per year of interdivision service. An exception to the above provisions shall apply for interdivision appointees on Code 4 budgets, in which cases the employing organization shall be charged the full amount.

8. A three-way contract shall be entered into by the physician, the home division, and the calling division covering the terms and conditions of the residency and the physician's agreement to enter interdivision service at termination of the residency. Amortization of this assistance shall follow the fulfillment of any service obligation for a medical/dental student loan or financial assistance under the division policy for assisting medical and dental students.

9. In the event that the physician does not enter the interdivision appointment but enters denominational employment in the home division on completion of the residency, the home division will amortize the advance at the rate of one sixth per year of service or in accordance with the amortization policies of the home division, as outlined in the contract.

10. If for any reason the physician under contract does not enter denominational service after completion of the residency, or withdraws from the contract, or returns from interdivision service before the indebtedness has been fully amortized, the moving expense to the place of residency, salary above the institution's regular resident rate, and other allowances made to him/her, or the amount owing at the time of the withdrawal or return, shall become due and payable by the physician to the home division (including General Conference and calling division portions, which are to be refunded by the home division) at the rate of not less than one sixth of the total loan plus accrued interest per annum, plus interest on the balance due at the end of each year until the entire balance of the loan plus interest has been paid.

11. In the event a division other than the North American Division applies the principles of this policy to assist a physician in a residency training program with a view to his/her entering denominational service within its own territory, the contract and the entire financial arrangement shall be between the physician and the division concerned.

#### N 45 Financial Assistance to Nurses with Advanced Degrees

N 45 05 Nurse (Advanced Degree) Appointee Indebtedness—In cases where an interdivision appointee with a Master of Science degree in nursing has educational indebtedness and is financially cleared to proceed to the field of service, he/she shall be granted up to US\$7,500 indebtedness liquidation assistance at the rate of US\$1,250, plus the current year's interest, for each year of interdivision service until the indebtedness, or US\$7,500, plus interest thereon from the date of proceeding to the field of service, has been liquidated. For those employed on Code 1, 2, and 6 budgets, the expense shall be shared equally between the General Conference and the host division. For those on Code 4 budgets, the employing organization in the host division shall bear the full expense, and for those on Code 3 budgets, the General Conference shall bear the full expense. This policy is not applicable to those on Code 5 budgets.



## N 50 Freight Allowance

Where practicable, the calling division shall provide denominationally-owned homes with necessary furniture and equipment in order to avoid heavy freight expenses when moving interdivision families.

The Interdivision Employee Remuneration and Allowances Committee, in consultation with the calling division, shall determine whether an appointee is given Class A or Class B freight allowance according to the definitions under N 50 05 and N 50 10.

N 50 05 Class A—Appointees assigned to locations where they must supply major items of furniture receive a Class A freight allowance.

N 50 10 Class B—Appointees assigned to locations where living quarters are equipped with essential heavy furniture, including that required for living room, dining room, bedrooms, and kitchen, receive a Class B freight allowance.

N 50 15 Freight, Insurance, and Customs Charges—The denomination shall cover the expense on the appointee's freight shipment based on the provisions of N 50 20 to N 50 45. The denominationally borne expenses shall be borne by the General Conference if the appointees are called on Code 1, 2, 3, or 6 budgets, or by the employing organization in the host division for those on Code 4 budgets.

N 50 20 Authorized Weights—1. The denomination shall cover cartage, handling, and necessary packing and crating charges on the authorized weight of household goods and personal effects—not including automobiles, articles for sale in a foreign country, or articles carried for others—from the employee's home to the place of appointment in the interdivision field. The net weight allowed is as follows:

- a. For appointees serving a full term (see P 10 05):

### Class A

family—appointee and spouse . . . . .	6,000 lbs	2,727 kg
single parent accompanied by a dependent		
child/children—parent . . . . .	4,500 lbs	2,045 kg
additional for each dependent		
child accompanying parent(s)* . . . . .	750 lbs	341 kg
single appointee . . . . .	4,000 lbs	1,818 kg

Class B

family—appointee and spouse .....	3,000 lbs	1,364 kg
single parent accompanied by a dependent		
child/children—parent .....	2,500 lbs	1,136 kg
additional for each dependent		
child accompanying parent(s)* .....	500 lbs	227 kg
single appointee .....	2,000 lbs	909 kg

The above schedule shall also apply to appointees who previously served as interdivision employees and took a permanent return.

b. For appointees serving less than a full term (see P 10 05):

Class A

family—appointee and spouse .....	84 lbs per month	38 kg per month
single parent accompanied by a dependent		
child/children—parent .....	63 lbs per month	29 kg per month
additional for each dependent child		
accompanying parent(s)* .....	10 lbs per month	5 kg per month
single appointee .....	56 lbs per month	25 kg per month

Class B

family—appointee and spouse .....	42 lbs per month	19 kg per month
single parent accompanied by a dependent		
child/children—parent .....	32 lbs per month	15 kg per month
additional for each dependent child		
accompanying parent(s)* .....	7 lbs per month	3 kg per month
single appointee .....	28 lbs per month	13 kg per month

c. The above allowances are on net authorized weights (the weight of goods in cardboard boxes but not including the weight of wooden crates, steel drums, or container). When only gross-weight figures are available on surface, noncontainerized, shipments because the household goods and personal effects are packed and crated, 33⅓ percent of the total weight will be deducted from the gross weight in calculating the net-weight figure. When shipments are sent by air freight and the gross weights only are available, 8 percent of the total will be deducted from the gross weight in calculating the net-weight figure.

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\*Includes unborn children of appointees who have a physician's statement confirming pregnancy.

2. Cubic Foot/Cubic Meter Equivalents—When freight weights are not available in pounds or kilograms but are given in cubic feet or cubic meters, the net weights are computed at the rate of nine pounds to the cubic foot or 144 kilograms per cubic meter (1 cubic meter equals 35.3 cubic feet and 1 kilogram equals 2.2 pounds).

3. Special Weight Allowance—When an individual is appointed to interdivision service on Class A freight (N 50 05), especially in the interior, where no household furniture or equipment is provided by the organization and is not available for purchase at reasonable prices in the field of service, the appointee's freight allowance may be increased as follows:

- a. Additional 1,000 pounds or 455 kilograms allowance to a husband and wife without dependent children (no increased allowance for dependent children).
- b. Additional 750 pounds or 341 kilograms allowed to a single parent accompanied by a dependent child/children (no increased allowance for dependent children).
- c. Additional 667 pounds or 303 kilograms allowance to single employees.

The above increased freight allowances are only to be granted by action of the General Conference Interdivision Employee Remuneration and Allowances Committee upon recommendation of the host division involved.

4. Excess Weight—When an interdivision appointee has a freight shipment with weight in excess of the authorized weight allowance, prepayment of the estimated cost of the excess packing, freight, and other related charges is required.

N 50 25 Customs Charges—The denomination shall bear the expense for customs charges actually paid on the authorized weight allowed on household goods, computers, and personal effects actually shipped, not including automobiles, motorcycles, mopeds, electronic and photographic equipment costing more than US\$1,000 each, articles intended for sale in a foreign country, or articles carried for other persons. Interpretation and implementation of this policy shall be determined by each host division, in consultation with the General Conference Transportation and International Personnel Services, recognizing the need for exceptions or additions to the list outlined above. The provisions of this clause shall apply to shipments for the initial appointment and permanent return only. In making settlement when the interdivision employee has more than the authorized weight, customs duty paid will be prorated on the same basis as freight.

N 50 30 Insurance—The responsibility of the denomination for insurance on interdivision employees' freight shipments is limited to US\$50,000 for husband, wife, and

children, to US\$37,500 for a single parent accompanied by a dependent child/children, and to US\$25,000 for single appointees. Additional coverage beyond these maximums can be obtained but is at the expense of the appointee. Coverage should be based on the actual value of goods shipped and not simply on the maximum allowed.

1. The base division treasury, or in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services, shall be responsible to assure that both all risk marine insurance and war risk insurance are secured. The insurance should be at the replacement value, including shipping costs, of the goods allowed in N 50 20, paragraph 1.

2. Immediately upon arrival in the field of service, the interdivision employee should take care to cover by insurance the risk of loss of household goods, personal equipment, and supplies, through disasters such as fire, theft, and windstorm. In most cases, insurance is available through the host division (from Adventist Risk Management) which covers loss of household goods even in the event of war, riot, or civil strife. In the unusual event where all the available insurance coverages have been taken, but there is limited or no coverage available for losses from war, riot, or civil strife, the interdivision employee may be assisted in bearing the uncovered loss of essential goods and supplies. However, the organization cannot be held accountable to give financial assistance where the loss involves unusually costly items or personal effects ordinarily considered luxuries or nonessentials, such as expensive electric organs, short-wave radio equipment, valuable hobby collections, and similar items.

Consideration will not normally be given to any cases where coverage was available but the interdivision employee chose not to take the coverage or took coverage for less than the value of the goods, including transportation costs to ship replacement items to the host division country, in case of a loss.

N 50 35 Freight Shipments—Most new appointee shipments are large enough that using the container van method of shipment is the most economical. Occasionally a shipment is too small to be economically sent by container van or conditions in the countries involved make it impractical or inadvisable. In such cases they are referred to as break bulk or less than container shipments and are sent by surface transportation or, in rare cases, the goods are shipped by air. The base division treasury or the General Conference Transportation and International Personnel Services normally arranges for the shipment and works in close cooperation with the host division and the General Conference to find the best method for shipment. In cases involving shipment by air (unless it is the least expensive method for the shipment involved) or requests for the Full Container Option outlined in paragraph 2. below, approval must be obtained from the General Conference Transportation and International Personnel Services before shipment.

1. Container Van Shipments—If the shipment is large enough to make use of a 20-foot (6-meter) container van as the most economical means of shipment, and if conditions in the countries involved make it practical and advisable to use a container van, the following provisions shall apply:

a. There will be no unused freight settlement paid to the employee even if the weight shipped is less than the full authorized weight.

b. If the freight shipped is more than the authorized weight, the appointee shall bear the pro rata portion of packing, inland trucking (when based on weight), customs, insurance, and destination charges. The fixed expenses for shipment of the container, transport of container to port, etc., which do not vary based on weight of the contents, shall not be included in the pro rata charge to the appointee.

c. Motor vehicles may be included in the container upon the following conditions:

1) Prior approval of the host division, and

2) The appointee shall bear the expense of any framing needed to protect the vehicle from damage by goods being shipped in the container, charges for loading of the motor vehicle, preparation for shipment of the motor vehicle, insurance and customs charges, inland freight, and destination charges.

d. Customs charges and the cost of shipping articles for sale in the destination country and articles carried for others shall be considered the personal expense of the appointee sending the shipment.

e. If the employing organization decides to combine more than one shipment in a container, each appointee's shipment shall be considered as a break bulk shipment or less than container shipment and settlement will be made with the appointee on the basis of the weight shipped.

f. If an appointee requires a container larger than the 20-foot (6-meter) size, any additional expense above the cost of a 20-foot (6-meter) container shall be considered the personal expense of the appointee.

2. Full Container Option—On a case-by-case basis, the General Conference Interdivision Employee Remuneration and Allowances Committee may authorize waiving the

overweight charges outlined in paragraph 1. b. above for container van shipments providing the following conditions apply:

- a. The expense for overland transportation will not be excessive.
- b. There is no or very little customs duty payable on goods brought into the host division country by the appointees.
- c. The host division and the General Conference Transportation and International Personnel Services are in agreement.
- d. All other provisions of paragraph 1. above apply, except for paragraphs b. and e.
- e. The General Conference Interdivision Employee Remuneration and Allowances Committee approves the request.

3. Less Than Container or Break Bulk Shipments—When goods are shipped by break bulk or less than container, where the shipping charges are based on the volume or weight of goods shipped, the weights as listed in N 50 20 shall strictly apply. If there are savings over what it would have cost to ship the full authorized weight, the appointee shall be entitled to an unused freight settlement as outlined in N 50 40.

4. Air Freight Shipments—Air freight shipments normally fall into one of the following two categories:

- a. Full shipments sent by air because air is the least expensive method or because there is no viable ground transportation available. In such cases the normal unused freight settlements as outlined in N 50 40 apply using the cost per pound/kilogram for the air freight as the basis for calculation of the unused freight allowance, if underweight.
- b. Small shipments which are as cheap to send by air as they would be to send by surface, due to minimum handling charges for surface shipments which can make them relatively expensive per pound/kilogram on very small shipments. Under such circumstances the cost per pound/kilogram actually paid for the shipment is not used as the basis of the unused freight settlement. The settlement is based on what it would have cost to send the full allowed weight by surface transport less what was actually paid for the shipment made.

N 50 40 Unused Freight—With the widespread use of container van shipments, even if an appointee elects to take to the field of service less than the freight allowance provided in N 50 20, there frequently is little or no savings to the denomination. The unused freight

allowance is based on a sharing of any savings involved, and only applies where there are actual savings. The following conditions apply when determining the amount of any unused freight settlement:

1. There are no unused freight settlements with container van shipments except as provided for under N 50 35, paragraph 1. e.

2. Under no circumstances is the amount of any unused freight allowance, plus the cost of actual goods sent at denominational expense, to exceed what it would have cost to ship the full authorized weight.

3. The unused freight allowance is arrived at by taking the lowest quote on what it would have cost to ship the full allowed weight and subtracting from it the actual expense for any shipment made. The settlement is then based on 80 percent\* of those savings up to a maximum of US\$1.75 per pound or US\$3.85 per kilogram of unused weight.

4. If, under unusual circumstances, an appointee desires not to take a shipment, and the host division and General Conference agree, the settlement shall be based on 80 percent\* of the lowest quote on what it would have cost to ship the authorized weight, up to a maximum of US\$1.75 per pound or US\$3.85 per kilogram. When making this calculation, no amount shall be allowed for customs duty which was not paid.

**[The following paragraph will be inserted in the General Conference *Working Policy* as a footnote.]**

\*The tax laws of the base division or host division countries of a large number of interdivision appointees do not tax moving expenses paid directly by the employing organization, but do tax cash settlements given to employees in lieu of the moving expenses. Even though the moving expense may become tax deductible to the employee for income tax purposes, it is still subject to social security/national insurance payments. It can therefore be more expensive, both to the employee and the employer, when a cash settlement is given to the employee and the employee pays for his/her own shipment. Because of this, settlements are not given to the employees for them to make their own shipments, but only in unusual circumstances where no goods will be shipped.

N 50 45 Expense Reports—Arrangements for shipment of goods are normally made by the base division treasury or, on behalf of North American Division-based individuals, the General Conference Transportation and International Personnel Services. Appointees are not authorized to arrange for the shipment of their goods to the host division country unless specifically instructed to do so by those responsible in treasury. If requested to arrange for the

shipment of goods, interdivision appointees are to make carefully detailed statements of the actual amount paid for each item and class of expense, including freight and packing on goods, insurance, customs charges, if any, etc. Receipts should be obtained from the companies concerned for the charges paid and, in the case of freight, the receipt should show the weight of the shipment and the rates charged. These receipts should be attached to the expense reports submitted by interdivision appointees to the base division treasury or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services.

### N 55 Baggage Allowance

N 55 05 Baggage Allowance—1. When interdivision appointees proceed to the field by air they shall be granted a baggage allowance of US\$200 per adult ticket and US\$100 per child (or unborn child) if their authorized travel includes North America, thus being allowed two pieces of luggage per ticket by the airlines. The baggage allowance shall be US\$300 per adult ticket and US\$150 per child (or unborn child) for appointees where authorized travel does not include North America and passengers are therefore limited to 44 pounds (20 kilograms).

2. When individuals attend the Institute of World Mission in a division other than North America while en route to the host division, and thus are limited to 44 pounds (20 kilograms) for a portion of the onward flight, they shall receive the higher rate of US\$300/\$150. Only one baggage allowance is paid in relation to appointee travel, even if it includes travel to an Institute of World Mission outside the appointee's base division and return to the base division before proceeding to the mission assignment.

3. Those authorized to drive to the host division, rather than fly, will be granted baggage allowance of US\$200 per adult and US\$100 per child (or unborn child).

4. The baggage allowance is available to assist with providing essential items needed until the freight shipment arrives, or it may be used to pay for excess weight taken as accompanied baggage, customs for clearing goods taken as accompanied baggage, purchase of items upon arrival in the host division, or however the appointee decides.

N 55 10 Personal Effects and Property Insurance—Limited insurance coverage is provided at denominational expense on personal baggage for new appointee travel through the Personal Effects and Property Insurance policy (formerly known as Personal Effects Floater Insurance). Appointees should familiarize themselves with the limits of this coverage and take out any extra coverage needed for accompanied baggage and valuables taken with them to the field, as there are specific limitations on coverage for certain types of items as well as an overall limit. The cost of the Personal Effects and Property Insurance is borne by the General



Conference if the appointees are called on Code 3 budgets, or by the host division or the employing organization in the host division for those on Code 1, 2, 4, or 6 budgets.

## N 60 Ticket Purchase and Travel Arrangements

N 60 05 Ticket Purchases—The purchase of tickets and arrangements for travel are normally done by the base division treasury or, on behalf of North American Division-based individuals, the General Conference Transportation and International Personnel Services. Appointees are not authorized to purchase their own tickets or arrange for travel in connection with family visitation, attendance at the Institute of World Mission, or travel to the host division country, unless specifically instructed to do so by those responsible in treasury.

The tax laws of the base division or host division countries of a large number of interdivision appointees do not tax moving expenses paid directly by the employing organization but do tax cash settlements given to employees in lieu of the moving expenses. Even though the moving expenses may become tax deductible to the employee for income tax purposes, the employer and employee share of the social security/national insurance still remains. It can therefore be more expensive when a cash settlement is given to the employee and the employee pays for his/her own tickets. Because of this and the many frequent needs for changes in anticipated dates of departure caused by delays in getting visas, medical clearances, etc., cash settlements are not given for appointee travel. If the appointee wishes to do personal travel in connection with appointee travel, treasury can arrange for the tickets and charge the extra cost to the appointee.

N 60 10 Stopover Allowance—1. When airline schedules require interdivision employees and their families who are proceeding to the field to spend 24 hours or more in traveling time, including required waiting time in airports, in order to travel between approved destination points, the following may be reported for reimbursement (based on most direct route or route included in quote for determining denominationally borne cost and not on actual travel chosen by the interdivision employee, if different):

a. One day's per diem at the following rates:

Employee and spouse	=	US\$ 37.50
Employee	=	US\$ 25.00
Each child	=	US\$ 12.50
Fully entertained - per person	=	US\$ 6.00

(If travel time amounts to more than 24 hours but does not include prolonged airport stays where meals, not provided by the airlines, need to be purchased, the fully entertained rates should be claimed.)

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b. One night's hotel expense or a day room at a reasonably priced hotel upon presentation of the actual hotel bill.

2. As the organization processing the claim for this allowance is often a different one from the organization which purchased or arranged for the ticket purchase or settlement, the interdivision employee must submit a copy of the actual ticket itinerary for tickets purchased by the organization, or a copy of the itinerary for the quote used as the basis for the cash settlement when claiming this allowance. Unlike other allowances which may be paid based on entitlement, whether or not claimed by the employee, this allowance is only paid if claimed by the employee as some wish not to be paid per diem if they did not incur any expenses. This item is normally reported to the host division for new appointee travel.

3. The cost of this stopover allowance shall be borne by the General Conference if the appointees are called on Code 1, 2, 3, or 6 budgets, or by the employing organization in the host division for those on Code 4 budgets.

#### N 65 Outfitting Allowance

N 65 05 Regular Allowance Schedule—An allowance shall be made to interdivision appointees to assist them in purchasing new goods and/or paying for excess trucking and ocean freight, parcel post or express charges, telephone calls, faxes, and other communications related to appointment, storage or transportation of goods not shipped to the host division, and any other such expenses. Outfitting allowances for full-term appointments to all fields shall be as follows:

Family—appointee and spouse	150% of the Category A
	United States of America remuneration factor
Single parent accompanied by a dependent	
child/children—parent	75% of family rate
Each dependent child	
accompanying parent(s)*	20% of family rate
Single appointee	66% of family rate

For interdivision employees serving less than a full term, the outfitting allowance shall be prorated in consultation with the calling division.

When a child of an interdivision employee, after being in the field a minimum of one year, is voted permanent return before the employee has served the full current term of service, the full outfitting allowance for the child (20% of family rate) shall be allowed.

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\*Includes unborn children of appointees who have a physician's statement confirming pregnancy.

Any exceptions to the provisions listed above must first be approved by the General Conference Interdivision Employee Remuneration and Allowances Committee. The expenses of this benefit shall be borne by the General Conference if the appointees are called on Code 1, 2, 3, or 6 budgets, or by the employing organization in the host division for those on Code 4 budgets.

N 65 10 Exchange Rate for Allowance—Outfitting and other allowances granted to interdivision employees transferring from their own to other divisions shall be at the fixed rate of exchange of the country from which the interdivision employee is leaving.

#### N 70 Miscellaneous Financial Provisions

N 70 05 Freight and Outfitting for Short-Term Interdivision Employees—When interdivision employees are sent out on a special short-term basis, the amount of assistance on freight and outfitting shall be determined by the Interdivision Employee Remuneration and Allowances Committee on a case-by-case basis. It is recommended that a contract be drawn up for these unusual situations. Responsibility for expenses shall be the same as for those on regular terms of service.

N 70 10 Special Term Appointments—1. The calling division shall indicate the length of the special term on the General Conference Secretariat form S-421.

2. Recruiting personnel shall inform the prospective candidate(s) regarding the special term assignment and the financial implications of serving for a special term.

3. In cases where a potential candidate is unprepared to commit himself/herself for the period of service indicated in the call but is willing to fulfill a significant portion of the time, it shall be the responsibility of a General Conference associate secretary to negotiate with the division and the candidate concerning a mutually agreed upon time period. The calling division shall then indicate in writing its revision of the time period involved in the call.

4. The records of the General Conference Appointees Committee shall indicate the length of any call involving a special term.

5. Allowances, remuneration, and benefits in connection with special terms shall be calculated as follows:

Preembarkation benefits:

Institute of World Mission

As for regular appointees

Medical examination	100% of cost
Outfitting allowance	Prorated on basis of full term but not less than 50% of the United States of America Category A remuneration factor for family and spouse
Salary	Prorated on basis of full term but not less than the equivalent of ten days' salary
Travel	Maximum of two destinations
International travel:	
Baggage allowance	As for regular appointees
Freight allowance	Prorated on basis of full term but not less than 50% of that granted to regular appointees on similar appointment
Hotel	As for regular appointees
Per diem	As for regular appointees
Ticket costs	As for regular appointees
While in service division:	
Amortization of educational debt	As for regular appointees
Educational assistance for children	As for regular appointees
Family visit of children	As for regular appointees
Health care expense	As for regular appointees
Insurance coverage	As for regular appointees

Salary (local salary, base  
division deposit, expatriate  
allowance)

As for regular appointees

Furlough benefits:

For two years or less

None

For more than two years

As per furlough schedule including  
baggage and reoutfitting allowances

Optional Annual Leave

As per policy

Permanent Return benefits:

Baggage allowance

As for regular appointees

Freight allowance

Less than two years - 60% of the  
individual's appointee allowance

Two years or more but less than four years -  
80% of the individual's appointee allowance

Four years or more - 100% of the  
individual's appointee allowance

Salary continuation

Based on period of service as for regular  
appointees

Extended interdivision  
service allowance

Applicable to those who have accumulated  
at least seven years of interdivision  
service

6. In cases where an individual continues to serve beyond the special term, he/she will qualify for additional appointee allowances on a prorated basis. The total of such allowances shall not exceed that granted to an individual in a similar position who is proceeding on a full term.

7. In cases where an individual continues to serve beyond the special term, he/she shall qualify for additional permanent return allowances on a prorated basis. The total of such

allowances shall not exceed that granted to an individual serving on a regular appointment who is proceeding on permanent return following a service period of similar length.

N 70 15 Automobile Insurance and Depreciation—When an interdivision appointee has been receiving automobile insurance and depreciation from the employing organization and is still operating an automobile, or when the appointee is taking an automobile to the field of service, automobile insurance and depreciation shall be allowed up to the time of arrival in the field. The allowance is to be based on the policies and rates in effect in the base division country. This applies to the preembarkation period, during attendance at the Institute of World Mission, and during language study in the host division. These allowances are already included in the package remuneration for employees based in the North American Division as well as in some countries in other divisions. In those countries there would not be any separate allowance. The expenses of this benefit shall be borne by the General Conference if the appointees are called on Code 1, 2, 3, or 6 budgets, or by the employing organization in the host division for those on Code 4 budgets.

N 70 20 Expenses of Interdivision Appointees Released Before Taking Up Appointment—If the calling division for any reason reverses the call of an interdivision appointee after the individual has been appointed and has accumulated expenses, the employing organization in the case of those called on Code 4 and 6 budgets shall be responsible for all expenses. In the case of appointees called on Code 1, 2, and 3 budgets, the General Conference shall bear the expense. But if the General Conference has incurred substantial costs related to a call which is canceled by the host division, the General Conference Interdivision Employee Remuneration and Allowances Committee may determine a period of time during which the budget involved is unavailable for placement of a new call to compensate for the costs incurred by the General Conference.

If the appointee changes his/her mind and the appointee is released from the call, any expense up to that point shall be borne by the General Conference in the case of those called on Code 1, 2, 3, and 6 budgets, and the employing organization in the host division for those called on Code 4 budgets. A new appointee who decides for any reason not to accept the appointment after he/she first indicated acceptance, will be requested to return all unused appointee cash allowances (outfitting allowance, baggage allowance, etc.) paid. This does not normally include salary for the period of time before the appointment, nor other expenses which have been incurred relating to the appointment.

N 70 25 Medical Outfit—When placing calls for physicians, the division making the call shall at the same time give definite information as to whether medical equipment, medicines, books, and instruments should be secured by the appointee, and the division shall specify what purchases are to be made, quantities of the various supplies, and the amount and source of money

authorized for this purpose. This medical outfit shall belong to the field to which the appointee goes, and is to be inventoried as mission property. On the transfer of the medical employee from one station to another, disposition of the medical outfit shall be determined by the committee in the field.

TRE/PolRev&Dev/ADCOM/GC&DivSec&Tre97AC/GCDO97AC/97AC to AHT(DIV)

186-97G INTERDIVISION EMPLOYEES IN THE FIELD - POLICY  
REVISION

VOTED, To revise GC O, Interdivision Employees in the Field, to read as follows:

O INTERDIVISION EMPLOYEES  
IN THE FIELD

O 05 Provision for Housing

In mission field assignments, the division, union, or local employing organization provides denominationally owned housing for interdivision employees or rents housing to meet their needs. In such cases, the interdivision employee pays rent to the denominational organization through payroll deductions, set at approximately 10 percent of the combined local salary and expatriate allowance. The rent charge may vary slightly, depending on whether the housing is furnished or unfurnished. If furnished, the appointee is provided a Class B freight allowance (N 50 20); and if unfurnished, the appointee is provided a Class A freight allowance (N 50 20). Class B freight is the norm for mission field assignments.

In some countries interdivision employees are provided a housing allowance in the local remuneration package and are responsible for their own housing arrangements. In other countries, a rental subsidy may be provided.

In situations where interdivision employees are expected to rent or purchase their own housing, they should consult closely with their employing organizations to be sure they understand the financial arrangements and do not secure housing beyond what they can afford based on the housing provisions in effect.

The local employer or host division is responsible for providing housing, a homeowner's allowance package, or rental subsidy for interdivision employees on Code 1, 2, 4, or 6 budgets, and the General Conference is responsible for those on Code 3 budgets.

## O 10 Language Study

O 10 05 Philosophy—1. Language and Communication—Most effective communication between people takes place through spoken or written words familiar to hearers or readers. The ability to use words as a language is therefore essential in communicating with people. It is also useful as a means of understanding their culture and thereby discovering the avenues of access to their minds and hearts.

2. Language and the Gospel—The primary purpose of missions and interdivision employees is to communicate the gospel “to every nation, kindred, tongue, and people.” The use of language in its spoken and written forms is an essential tool for communicating the good news.

3. Language and the Interdivision Employee—The knowledgeable use of spoken and written communication in the language of a people is required for effectiveness as a witness to those people. Its use allows an interdivision employee to reach beyond the limits of his/her professional or technical role as a ministerial, health, or educational employee to become a communicator of the good news, a missionary in the truest sense.

O 10 10 General Requirement—1. Language study shall be required of an interdivision employee and/or spouse appointed to a responsibility in which the major spoken language he/she is expected to use is different from the language(s) which he/she already understands and speaks effectively.

2. The older children of an employee who is required to study language shall be encouraged to participate in the study where feasible.

3. In cases where an interdivision employee is expected to communicate in more than one language (e.g. a *lingua franca* and a regional local language) the decision in regard to which will be the primary language to be studied and the extent of such study shall be made by the General Conference in consultation with the sending and receiving divisions.

O 10 15 Specific Requirements—1. An introductory period of full-time language study (defined in paragraph 2. below) shall be scheduled. The type and length of study shall depend on the difficulty of the language to be learned and the anticipated linguistic demands on the appointee, and shall be determined by the General Conference in consultation with the sending and receiving divisions.

2. Full-time language study shall be defined as five hours a day, five days a week of structured class/tutored time or its equivalent, plus at least one hour per class day of supervised



language laboratory or its equivalent. Where structured language classes are unavailable, the division shall organize an equivalent full-time language study program.

3. Time for unstructured conversational practice in the language shall be scheduled in addition to regular class and laboratory periods.

4. Balance shall be maintained in the structured program between the study of grammar and syntax, the learning of vocabulary and language usage, and the practice of conversation.

O 10 20 Program and Support Facilities—1. Program—No other regular work assignment shall be made during the time an interdivision employee is engaged in full-time language study.

2. Support Facilities—a. Adequate living quarters shall be provided.

b. Care for younger children shall be provided during class and laboratory periods. Such care shall be acceptable in the areas of moral and religious environment, diet, sanitation, and adult supervision.

3. Financial Arrangements—a. The expense for full-time language study taken by the appointee and spouse (and older children if authorized), at other than the place of assignment in the host division, shall be borne by the General Conference for appointees called on Code 1, 2, 3, and 6 budgets, or by the employing organization in the host division for those on Code 4 budgets. This includes the expense of travel, salary, benefits, housing, and child care, as well as the expenses for language training and materials. Salary and allowances are at the same rate as for the preembarkation period when the language study is taken in the appointee's base division country. If taken elsewhere, salary and allowances, including loan amortization, are based on what an interdivision employee would receive in the country involved.

b. When full-time language study is taken after arrival in the field, the same host division country salary, expatriate allowance, base division deposit, and other financial arrangements apply as for regular interdivision service. These expenses are borne by the same entities as during regular service. The expenses directly related to language study, including language training and materials, day care, and related expenses, shall be borne by the General Conference for interdivision employees on Code 1, 2, 3, and 6 budgets, and by the employing organization in the host division for those on Code 4 budgets. The expenses of language study for spouse and older children (if approved) are charged according to the budget code of the interdivision employee.

O 10 25 Continuing Study—Subsequent to the introductory period of full-time structured language study, provision shall be made in the work environment for continuing part-time tutored language study. The extent of this additional study shall be determined by the host division and the General Conference Secretariat, in consultation with the local employing organization and the employee. The expenses of training and materials related to continuing part-time tutored language study for both employees and spouses shall be borne by the General Conference when the interdivision employees are on Code 1, 2, 3, or 6 budgets, and by the employing organization in the host division for those on Code 4 budgets.

O 10 30 Local Languages and Dialects—In some areas the language of the people among whom the interdivision employee works is different from the official language of the country. In such areas the division shall request the local employing organization to make arrangements for interdivision employees to engage in part-time tutored language study of the local language/dialect. The extent of this study shall be determined by the host division and the General Conference Secretariat, in consultation with the local organization and the employee.

Financial arrangements are the same as for O 10 25.

#### O 15 Interdivision Employee Remuneration

O 15 05 Philosophy Statement—There are at least two factors that should enter into the decision as to the amount of remuneration to be paid an interdivision employee laboring outside the base division:

1. The local cost of living and the standard of living such an employee should maintain in the field of labor.
2. The cost of living in the base division and the need to provide for current financial obligations, savings, and future needs in connection with permanent return and retirement.

O 15 10 Interdivision Employee Remuneration—1. An interdivision employee's remuneration shall include the following:

- a. A local salary usually paid in the host country where the employee is working and calculated on the same basis as national employees, and
- b. An expatriate allowance for countries which qualify under the guidelines as voted by the General Conference Interdivision Employee Remuneration and Allowances Committee, and