

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to
AHT(DIV)

227-99Gm OUTFITTING ALLOWANCE (INTERDIVISION
APPOINTEES) - POLICY AMENDMENT

VOTED, To amend GC N 65, Outfitting Allowance, to read as follows:

~~N 65~~ N 70 Outfitting Allowance

~~N 65-05~~ N 70 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~~, division country, 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 United States of America Category A remuneration factor |
| Single parent accompanied by a dependent child/children— parent | 115% of the United States of America Category A remuneration factor |
| Each dependent child accompanying parent(s)* | 30% of the United States of America Category A remuneration factor |
| Single appointee | 100% of the United States of America Category A remuneration factor |

For individuals appointed for less than a full term, the outfitting allowance shall be prorated in accordance with ~~N 70~~: N 75.

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

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When a child of an interdivision employee, after being in the field host division country a minimum of one year, is voted permanent return before the interdivision employee has served the full current term of service, the full outfitting allowance for the child (30% of the United States of America Category A remuneration factor) shall be allowed.

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~~ N 70 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.

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227-99Gn SPECIAL TERM APPOINTMENTS - POLICY
AMENDMENT

VOTED, To amend GC N 70, Special Term Appointments, effective January 1, 2000, to read as follows:

~~N-70~~ N 75 Special Term Appointments

~~N-70-05~~ N 75 05 Procedure—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 - No change
3. In cases where a potential candidate is unprepared to commit - No change
4. The records of the General Conference Appointees Committee - No change

~~N-70-10~~ N 75 10 Allowances, Remuneration, and Benefits—1. 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 33 $\frac{1}{3}$ % of that granted to regular appointees on similar appointment |
| 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 33 $\frac{1}{3}$ % 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~~ host division country:

| | |
|---|---|
| Amortization of educational debt | As for regular appointees <u>interdivision</u> <u>employees</u> |
| Educational assistance for children | As for regular appointees <u>interdivision</u> <u>employees</u> |
| Family visit of children | As for regular appointees <u>interdivision</u> <u>employees</u> |
| Health care expense | As for regular appointees <u>interdivision</u> <u>employees</u> |
| Insurance coverage | As for regular appointees <u>interdivision</u> <u>employees</u> |
| Salary (local salary, base <u>division country</u> deposit, expatriate allowance) | As for regular appointees <u>interdivision</u> <u>employees</u> |

Furlough benefits:

| | |
|-------------------------|--------------------------|
| For two years or less | None |
| For more than two years | As per furlough schedule |

| | |
|--|---|
| Optional Annual Leave: | As for regular appointees <u>interdivision employees</u> |
| Permanent Return benefits: | |
| <u>Rehabilitation allowance</u> | <u>Prorated for months served up to outfitting allowance received under appointment</u> |
| Baggage allowance | As for regular appointees <u>interdivision employees</u> |
| Freight allowance | Less than two years - 60% of the regular appointee allowance |
| | Two years or more but less than four years - 80% of the regular appointee allowance |
| | Four years or more - 100% of the regular appointee allowance |
| <u>Freight allowance</u> | <u>After Two Years of Continuous Interdivision Service Since Appointment—100 percent of the voted appointee freight allowance for the country involved. (See N 50 20.)</u> |
| | <u>After Less Than Two Years of Continuous Interdivision Service Since Appointment—Actual authorized weight that was shipped at time of appointment. Any unused freight would be settled at 1/22 of the underweight settlement for each month served on an interdivision basis.</u> |
| Salary continuation | Based on period of service as for regular appointees <u>interdivision employees</u> |
| Extended interdivision service allowance | Applicable to those who have accumulated at least seven years of qualifying interdivision service |

2. In cases where an ~~individual~~ interdivision employee 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 interdivision employee in a similar position who is proceeding on a full term.

3. In cases where an individual interdivision employee 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 interdivision employee serving on a regular appointment who is proceeding on permanent return following a service period of similar length.

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227-99Go MISCELLANEOUS FINANCIAL PROVISIONS
(INTERDIVISION APPOINTEES) - POLICY AMENDMENT

VOTED, To amend GC N 75, Miscellaneous Financial Provisions, to read as follows:

~~N-75~~ N 80 Miscellaneous Financial Provisions

~~N-75-05~~ N 80 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-75-10~~ N 80 10 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~~, host division country, automobile insurance and depreciation shall be allowed up to the time of arrival in the ~~field~~: host division country. 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 base 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.

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~~N-75-15~~ N 80 15 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 An 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-75-20~~ N 80 20 Medical Outfit—~~When Supplies—When~~ placing calls for physicians, the calling 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 calling 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~~ These medical supplies shall belong to the ~~field~~ host division country to which the appointee goes, and is to be inventoried as ~~mission denominational~~ property. On the transfer of the medical interdivision employee from one ~~station~~ organization to another, disposition of the medical outfit supplies shall be determined by the committee in the ~~field~~ host division country.

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228-99Ga INTERDIVISION EMPLOYEE REMUNERATION - POLICY AMENDMENT

VOTED, To amend GC O 15, Interdivision Employee Remuneration, to read as follows:

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~~ interdivision employee should maintain in the field of labor.
2. The cost of living in the base division - No change

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 interdivision 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
- c. A base ~~division~~ country deposit equal to 25 percent of the interdivision employee's base division country unpackaged remuneration factor multiplied by the interdivision employee's unpackaged remuneration percentage, except for countries listed in ~~M-55-10~~:
M 60 10.

In the case of countries listed in ~~M-55-10~~, M 60 10, the host division shall determine, for territories or organizations within its territory, whether or not to grant a base ~~division~~ country deposit equal to 5 percent of the interdivision employee's base division country unpackaged remuneration factor multiplied by the interdivision employee's unpackaged remuneration percentage. The General Conference Administrative Committee shall make the determination for interdivision employees serving at the General Conference and at General Conference institutions.

- 1) In base division countries where employees are paid at remuneration percentages that differ from the General Conference published percentages, the base ~~division~~ country deposit shall normally be based on 25 percent (or 5 percent) of the unpackaged amount a local employee would receive in a similar position (not including allowances), but is not to exceed the maximums for the position as published in the General

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Conference Remuneration Scale booklet, except as approved by the General Conference Interdivision Employee Remuneration and Allowances Committee.

2) Some countries have multiple remuneration factors to account for differences in the cost of living between various areas of the country. For purposes of calculating the base ~~division~~ country deposit, the basic remuneration factor, without the area cost of living differential, is to be used. In the North American Division, Category A is the basic remuneration factor.

3) Some countries are on a package plan - No change

4) In some countries which have a package plan - No change

2. Where the tithe of an interdivision employee becomes part of the budgeted income of the General Conference or host division, such tithe shall, with interdivision employee authorization, be deducted from the local salary, base ~~division~~ country deposit, and expatriate allowance in the respective currencies in which the interdivision employee is paid.

3. These principles may also be applied as divisions develop - No change

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228-99Gb SOCIAL SECURITY/NATIONAL INSURANCE - POLICY AMENDMENT

VOTED, To amend GC O 25, Social Security/National Insurance, to read as follows:

O 25 Social Security/National Insurance

O 25 05 Interdivision Employee Responsibility for ~~Homeland~~ Base Division Country Social Security/National Insurance—The interdivision employee shall have the primary responsibility for maintaining his/her relationship to the ~~homeland~~ base division country social security/national insurance plan. The base division, or in the case of North American Division-based individuals, the General Conference, may assist the interdivision employee in securing necessary information with regard to the laws and regulations concerned, however it does not assume financial responsibility on behalf of the interdivision employee except as required by the applicable national law. When contributions are made into the social security/national insurance plan of the interdivision employee's base division country, the interdivision employee shall bear

the normal employee's share as prescribed by national law, and the employer's share shall be borne by the denomination. Where the contribution is based on the total income earned (local salary, expatriate allowance, base ~~division country~~ deposit, and taxable allowances), the employer's share of the contribution shall be borne proportionately by the organizations bearing the expense of each component of the interdivision employee's remuneration. Where the contribution is based on a flat amount or on what the interdivision employee would have earned in the base division country, the organization bearing the expense for the local salary shall bear the cost of the portion equal to the normal ~~homeland~~ base division country social security/national insurance percentage rate applied to the local salary, and the balance of the employer's portion shall be borne by the organization responsible for the budget servicing costs (new appointee/furlough/optional annual leave/permanent return costs).

O 25 10 Host Division Country Social Security/National Insurance - No change

O 25 15 Duplicate Payments—If an interdivision employee makes payments to social security/national insurance in the ~~homeland~~ base division country and is also required to make payments to social security/national insurance in the country where he/she is serving, and thus has responsibility to two countries, the interdivision employee shall be reimbursed 100 percent for the duplicate insurance until such time as he/she is vested in the host division country. The policy assumes an interdivision employee will be returning to his/her base division country for retirement. Assistance other than that mandated by local laws is limited to providing social security/national insurance in the base division country. Individuals are free to participate in multiple plans not required by law, but there is no denominational responsibility to assist in such cases. The following criteria shall apply in determining benefits under this policy:

1. In host division countries where interdivision employees - No change
2. In host division countries where interdivision employees receive an expatriate allowance (or a higher salary than the local employees), the host division country insurance shall be considered the duplicate insurance and subject to reimbursement at 100 percent. In countries where an expatriate allowance is paid, the formula for calculating the total of the local salary and expatriate allowance is set assuming a personal contribution to the ~~homeland~~ base division country social security/national insurance of approximately 8 percent.
3. Every effort should be made to continue contributions into the interdivision employee's base division country's social security/national insurance plan, even if not required to by law. When contributions cannot be made into the base division country's plan, the interdivision employee shall be allowed to contribute to the host division country's plan and receive normal assistance with the employer's share, even if not required by law to contribute. If the interdivision employee is participating in his/her base division country's plan and

contributions are not required by law in the host division country, but the interdivision employee elects to contribute, the entire cost (employer's and employee's share) shall be borne by the interdivision employee and no duplicate payment assistance shall be granted.

4. Normally assistance on duplicate payments - No change

5. In some countries the employee is allowed to contribute - No change

6. If, at time of departure, the payments are returned to the interdivision employee by the host division country, the employer portion and any employee portion on which duplicate payment subsidies were received shall be returned to the employing organization. If it was not possible to continue contributions into the interdivision employee's base division country plan, and the host division country plan is the only plan for which the denomination is paying the employer's share, the interdivision employee shall be entitled to keep all the payments returned to provide for his/her retirement.

7. The denomination only has financial responsibility for assistance on contributions to the social security/national insurance plans of the base division and host division countries. Some interdivision employees, because of resident status or citizenship in other countries, are obliged or elect to make contributions to other plans. The denomination will assist in processing such payments, but the entire employer and employee's portions are the personal responsibility of the interdivision employee. There could be circumstances where an interdivision employee has the option of not contributing to his/her base division country plan and, based on future plans, prefers to contribute to a plan in a country other than the base division country. In such cases the General Conference Interdivision Employee Remuneration and Allowances Committee, in consultation with the base and host divisions, may allow the same amount of denominational assistance into the third country's plan as would have been provided for if contributing to the base division country's plan.

8. When the husband and wife are citizens of different countries, but have a family adopted ~~base division~~, division country, there can be complications in dealing with the issue of social security/national insurance, as one of the parties involved may not have legal status required for payment into the social security/national insurance plan in the ~~(family adopted) base~~ family adopted division country. In such cases payment shall normally be made into the plan in the country where the individual has citizenship or another country as may be agreed to by the General Conference Interdivision Employee Remuneration and Allowances Committee, in consultation with the host division, the base division, and third division involved. If payment cannot be made into a ~~homeland~~ base division country plan, payments will normally be made into the plan of the host division country, even if not mandated by law. There is no cash entitlement even if it is not possible to make payments into any plan.

9. Even though payment into two different social security/national insurance plans, or payment into the base division country's plan at a rate based on what would have been earned in the ~~homeland~~, base division country, may provide substantial future benefits to the interdivision employee, the personal contributions may be virtually impossible to carry based on the current level of interdivision remuneration. If the combined personal share of base division country and required host division country contributions exceeds 20 percent of the interdivision employee's total local salary, expatriate allowance, and base ~~division country~~ deposit, the General Conference Interdivision Employee Remuneration and Allowances Committee may authorize assistance on the excess after reviewing all the factors involved. Such assistance would only be granted if the salary base on which the interdivision employee was being paid did not take into account the very high level of expected contributions.

10. Where this policy constitutes a change - No change

11. The cost of assistance given under terms of this policy - No change

O 25 20 Social Security Tax Equalization—Interdivision ordained/licensed ministers from a ~~homeland~~ base division country where they are required to pay social security tax on a higher self-employed rate than the nonminister, shall have the social security taxes equalized. Since the interdivision nonministerial employee's social security tax is shared between the interdivision employee and the employing organization, the ordained/licensed minister shall be granted a subsidy to offset the difference between the percentage rate paid by the interdivision nonministerial employee and the percentage rate paid by the interdivision ordained/licensed minister on a self-employed basis. This policy does not apply to those serving in a territory of the home country and still benefiting from the income tax benefits of a parsonage/manse allowance (i.e. an interdivision employee from the United States serving in Guam or Puerto Rico).

The cost of this benefit is borne by the General Conference for those serving on Code 1, 2, 3, and 6 budgets, and by the employing organization in the host division for those on Code 4 budgets. This benefit is not available for those serving on Code 5 budgets.

O 25 25 Social Security/National Insurance Subsidy on Allowances—1. Most new appointee, furlough, optional annual leave, and permanent return allowances paid to interdivision employees are not based on the base division country of the interdivision employee and therefore do not take into account the differences in social security/national insurance rates in the various countries. Items based on the local salary in the host or base division country reflect the expected level of interdivision employee contribution to social security/national insurance. In order for interdivision employees to receive approximately the same net allowances, the organization bearing the expense for the allowance shall also bear the cost of a subsidy equal to the

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employee's share of the base division country's social security/national insurance on the following allowances:

- a. Outfitting allowance
- b. Baggage allowance
- c. Underweight freight settlement
- d. Educational allowance
- e. Travel to school for secondary school students
- f. Financial assistance on indebtedness
- g. Furlough travel
- h. Visitation of older children travel
- i. Rehabilitation allowance
- j. Any other allowances approved by the General Conference Interdivision

Employee Remuneration and Allowances Committee

2. The subsidy shall not apply to the following:

- a. Salary, expatriate allowance, and base ~~division~~ country deposit
- b. Compensation for lost income
- c. Extended interdivision service allowance
- d. Retirement allowance
- e. Local allowances paid in the field except as listed above

O 25 30 Transfer of Funds—An interdivision employee serving outside the base division who makes social security/national insurance payments to the ~~homeland~~ base division country may be allowed to transfer funds for this purpose at the current rate of exchange.

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228-99Gc DEFINITIONS OF THE TERMS—ELEMENTARY,
SECONDARY, AND COLLEGE - POLICY AMENDMENT

VOTED, To amend GC O 40, Definitions of the Terms—Elementary, Secondary, and
College, effective January 1, 2000, to read as follows:

O 40 Definitions of the Terms—Elementary,
Secondary, and College

O 40 05 Educational Systems - No change

O 40 10 Elementary School - No change

O 40 15 Secondary School - No change

O 40 20 College - No change

O 40 25 Family Adopted Division Country—The family adopted division country shall
be considered as the division country for the application of the educational allowances under this
policy. (See M 15 20.)

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228-99Gd EDUCATION OF SECONDARY SCHOOL-AGE
CHILDREN - POLICY AMENDMENT

VOTED, To amend GC O 50, Education of Secondary School-Age Children, to read as
follows:

O 50 Education of Secondary School-Age Children

O 50 05 Education of Secondary School-Age Children—As a general rule, children of
interdivision employees needing secondary education shall be encouraged to attend the nearest
Seventh-day Adventist secondary school or their division designated school. In host divisions
where the local or designated school does not meet a student's needs because of differences in

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language or educational systems, or other factors, the interdivision employee may choose to send the student to a Seventh-day Adventist secondary school within the base ~~division~~. division country.

The educational allowance policy allows for interdivision employees to send their secondary school-age children to school in the host division or to where they would have been allowed to send their children in the base division if they were denominationally employed in their base division country. It also allows for sending ~~them~~ their children to a third division, but the educational allowance is limited to the higher of what it would have been in their host division or where they would have been allowed to send them in the base division if they were denominationally employed in their base division country.

Scholarship grants to interdivision employees with children in secondary schools shall be paid to the educational institutions on behalf of the interdivision employees.

O 50 10 Studying in Base Division Country—1. Attending Seventh-day Adventist Secondary Schools—Educational allowance for attending Seventh-day Adventist secondary schools shall be at the higher of paragraphs a. or b. below:

a. The full cost of tuition, room and board (when living in the school's dormitory), and required fees (not including books or book rental), less a personal share to be borne by the parent(s) or the student. The personal share per student is to be the lesser of the following:

1) One and three quarters of a month's host division country combined local salary and expatriate allowance. This is calculated based on the 100 percent rate for local salary and expatriate allowance for the host division country using the rates in effect July 1 of each year for the entire school year of all school years starting after July 1.

2) Forty percent of the tuition, room and board - No change

b. The educational allowance - No change

2. Attending Non-Seventh-day Adventist Secondary Schools - No change

3. Trips to Visit Parent(s)—Secondary school-age children studying in the base division are allowed reimbursement for the cost of two visits per year to visit parent(s) in the host ~~division~~. division country. Normally in the year of furlough or optional annual leave it is limited to one round trip, as the parent(s) will be visiting the student in the base division. However, two trips are allowed if the student is returning to the host division country with the parent(s) for at

least 30 days in connection with the summer or long school break. (There is no extra provision for a parent to accompany, at denominational expense, a student on his/her trip to school. If it is felt necessary, it is at the personal expense of the parent, or the parent(s) may attempt to arrange their optional annual leave or furlough at the appropriate time.)

This policy covers the cost of the ticket based on the most economical fare available. No baggage allowance, travel per diem, or layover expenses are included. Local travel to and from airports is also at personal expense unless it is more than 100 miles (160 kilometers) each way.

4. Nondormitory Arrangements—There may be rare instances where the child cannot stay in the dormitory or the parent(s) wish to make arrangements for the child to remain with friends or relatives while attending secondary school. A special allowance may be granted if the child is studying in the base division and is not living in the dormitory or with a parent and has to pay for, or assist with, the ~~costs~~ cost of room and board. The allowance is based on 45 percent of what room and board would cost at a Seventh-day Adventist secondary boarding school in the base division country. Where countries either have several Seventh-day Adventist secondary boarding schools, or none at all, the General Conference Transportation and International Personnel Services shall work with the divisions concerned to determine the appropriate rates.

This allowance applies whether the child is attending a Seventh-day Adventist or a non-Seventh-day Adventist secondary school and may be paid even in cases where no educational allowance is being paid toward tuition. This allowance is paid directly to the parent(s) and not to the individuals providing the accommodations. All arrangements are the responsibility of the parent(s).

5. Correspondence School—Students who remain in the base division and take ~~full~~ full-time secondary schooling by correspondence, or students enrolled in regular school programs who find it necessary to take some summer courses or other courses during the school year by correspondence, shall receive educational allowance at the rate of 75 percent on the cost of tuition, required fees, and airmail postage.

O 50 15 Studying in the Host Division—It is not possible to have a policy which takes into account all the varying circumstances and is fair and acceptable in all countries. (The host divisions are to provide the General Conference Transportation and International Personnel Services with copies of their policies and any updates, when voted, and identify which policies apply to which host division countries.) Because of these widely varying circumstances, the host division shall decide, on a country-by-country basis, which of the following three options applies to all interdivision employees serving within that country:

1. Local Educational Allowance Policy - No change

2. General Conference Education Allowance Policy—The following General Conference approved educational allowance policy gives details of allowances for children of interdivision employees attending secondary school in the host division:

a. Attending a Seventh-day Adventist Secondary School in the Host Division.

1) The full cost of tuition, room and board (when living in the school's dormitory), and required fees (not including books or book rental), less a personal share to be borne by the parent(s) or the student. The personal share per student is to be the lesser of the following:

a) One and three quarters of a month's host division country combined local salary and expatriate allowance. This is calculated based on the 100 percent rate for local salary and expatriate allowance for the host division country using the rates in effect July 1 of each year for the entire school year or school years starting after July 1.

b) Forty percent of the tuition, room and board - No change

2) Secondary school-age children studying - No change

b. Attending Non-Seventh-day Adventist Local International - No change

c. Correspondence School—Students who proceed to the host division country and take full-time secondary schooling by correspondence, or students enrolled in regular school programs who find it necessary to take some summer courses or other courses during the school year by correspondence, shall receive educational allowance at the rate of 75 percent of the cost of tuition, required fees, and airmail postage.

3. Special Host Division Interdivision Employee Educational Allowance Policy - No change

O 50 20 Studying in a Third Division Country or in a Base Division Country not Provided for Under O 50 10 or O 50 15—A parent(s) may choose to send the child/children to a Seventh-day Adventist secondary school in a third division country or in a country not provided for under O 50 10 or O 50 15. Such decisions are acceptable, but are a personal decision and are not to result in additional expense to the denomination in the form of educational allowance, travel to school, furlough, optional annual leave, permanent return travel, or medical expense.

1. If a child is studying in a division country other than provided for in O 50 10 or O 50 15, the assistance granted, including the expense of travel to and from the third division country and any extra medical insurance required, shall be limited to the higher of what would have been granted for attending school in the interdivision employee's host or base divisions under O 50 10 or O 50 15. Where countries either have several Seventh-day Adventist secondary boarding schools or none at all, the General Conference Transportation and International Personnel Services shall work with the divisions concerned to determine the appropriate rates.

2. When furlough travel is approved, the interdivision employee shall be allowed travel costs for the child based on costs from the host division country, and not from the country where the child is studying. Any difference is the personal responsibility of the interdivision employee.

3. When the expenses in the third division country are substantially higher than the amount covered by the educational allowance, and the maturity of the child and/or the proximity to relatives in the third division country makes it acceptable, the parent(s) may request permission of the host division to have the child return to the host division country only once a year and apply the cost of the second ticket toward the schooling expenses. This would only be allowed in exceptional cases and not in the first two years of high school when the child still needs close ties to the family. The cost of the ticket involved is based on one of the following:

a. The cost of a ticket from the school in the host division to the location in the host division country of the parent(s) if the educational allowance granted in the third division is based on the host division tuition rates, or,

b. The cost of a ticket from the base division country to the host division country of the parent(s) if the educational allowance in the third division is being based on what it would have cost if attending school in the base division country.

4. The educational and travel allowance granted - No change

5. When a child is sent to study in a division where the medical costs - No change

~~O 50 25 Phase-in Provision—Dependents of interdivision employees who were enrolled in secondary school as of October 1, 1996 are allowed to come under the new policy or to complete their secondary schooling in the same school under the terms of the educational allowance policy which was previously applicable. This choice is to be made during the 1996/97 school year and may apply retroactively to the beginning of the 1996/97 school year. If the interdivision employee chooses to have the child remain under the old policy, he/she may select at any time to change over to the new policy, but once on the new policy may not change back to~~

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~~the old policy. He/She may not select some of the features of the new policy and some features of the old policy, but the child may complete secondary schooling under either set of policies. All students beginning secondary school after October 1, 1996 come under the new policy. (Transfer from one secondary school to another within the same country is considered as continuing in the same school.)~~

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/
GC&DivSec&Tre99AC/GCDO99AC/99AC to AHT(DIV)

228-99Ge EDUCATION OF COLLEGE-AGE CHILDREN - POLICY AMENDMENT

VOTED, To amend GC O 55, Education of College-Age Children to read as follows:

O 55 Education of College-Age Children

O 55 05 Education of College-Age Children—Scholarship grants shall be paid to the educational institution on behalf of interdivision employees whose child/children attends college, on the following conditions:

1. Assistance shall be granted until an undergraduate course - No change
2. The student receiving assistance must be an unmarried dependent child ~~(less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration)~~ of an interdivision employee and must attend a denominational college or training school, except in fields where the denomination does not provide senior college facilities. The child shall be less than twenty-four years of age unless the student has given compulsory military service, served as an Adventist volunteer, or has a valid documented medical reason acceptable to the General Conference Interdivision Employee Remuneration and Allowances Committee. Under these extenuating circumstances, the student may add one year to the maximum eligible age for each year that his/her studies were delayed for the above reasons, to a maximum of three additional years. Assistance shall be given only for the period the student is actually attending school.

O 55 10 Studying in Base Division Country - No change

O 55 15 Studying in Host Division—It is not possible to have a policy which takes into account all these circumstances and is fair and acceptable in all countries. (The host divisions are to provide the General Conference Transportation and International Personnel Services with

copies of their policies and any updates, when voted, and identify which policies apply to which host division countries.) Because of these widely varying circumstances, the host division shall decide on a country-by-country basis which of the following three options applies to all interdivision employees serving within that country:

1. Local Educational Allowance Policy - No change
2. General Conference Educational Allowance Policy—The following General Conference approved educational allowance policy for children of interdivision employees attending a college or university in the host division:
 - a. 75 percent of tuition, room and board - No change
 - b. Educational allowance for attending - No change
 - c. Correspondence School—Students who remain in the host division country and take full-time college or university work by correspondence, or students enrolled in regular school programs who find it necessary to take some summer courses or other courses during the school year by correspondence, shall receive an educational allowance at the rate of 75 percent of the cost of tuition, required fees, and airmail postage.
 - d. Relationship of Scholarships to Educational Allowance - No change
3. Special Host Division Interdivision Employee Educational - No change

O 55 20 Studying in a Third Division Country or in a Base Division Country not Provided for Under O 55 10 or O 55 15—A parent(s) may choose to send the child/children to a Seventh-day Adventist college or university in a third division country or to a country not provided for under O 55 10 or O 55 15. Such decisions are acceptable, but are personal decisions and are not to result in additional expense to the denomination in the form of educational allowance, travel to school, furlough, optional annual leave or permanent return travel, or medical expense.

1. For a child/children studying in a division country other than provided for in O 55 10 or O 55 15, the assistance granted, including cost of travel to and from the third division country and any extra medical insurance required, shall be limited to the higher of what would have been granted for attending school in the interdivision employee's host division under O 55 15 or base division under O 55 10. Where countries either have several Seventh-day Adventist colleges or universities or none at all, the General Conference Transportation and

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International Personnel Services shall work with the divisions concerned to determine the appropriate amount of assistance.

2. When granting permanent return travel for the college-age child, the amount shall be calculated based on what it would have cost to send him/her to the base ~~division~~ division country. Any travel under the visitation of older children policy will be allowed at the rate of what it would have cost to bring him/her from the base ~~division~~ division country, and not from the third ~~division~~ division country. In calculating furlough travel, the child's location in the third division country does not constitute an authorized travel point nor are there any furlough travel provisions for the child.

3. The educational and travel allowances provided - No change

4. When a child is sent to study in a ~~division~~ third division country where the medical costs are higher than they would be in the base or host division country, the interdivision employee must arrange for medical insurance either through the school or as may be required by the host division. The cost of this additional insurance is a personal expense but can be considered along with the cost of room, board, tuition, required fees, and travel under paragraph 1. above when applying the educational allowance.

5. School systems vary in different countries - No change

O 55 25 Phase-in Provision - No change

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

228-99Gf VISITS OF OLDER CHILDREN/PARENT(S) - POLICY AMENDMENT

VOTED, To amend GC O 60, Visits of Older Children/Parent(s), effective January 1, 2000, to read as follows:

O 60 Visits of Older Children/Parent(s)

When an unmarried child of an interdivision employee resides in or has been permanently returned to the base division or family adopted division, where applicable, under the terms of existing policies, the host division may authorize the child to visit the parent(s) in the field of

service, host division country, or a parent may be authorized to visit the child in the base division or family adopted division, where applicable, on the following basis:

1. The child has not reached his/her twenty-second birthday - No change
2. The term of service of the parent(s) shall be based on the two-year furlough cycle. There shall be but one visit during each two-year furlough cycle of service. This policy shall not apply during any year that optional annual leave is taken.
3. When more than one child in the base division or family adopted division, where applicable, is involved, the visit shall be by one parent. (If there is more than one child in the base division or family adopted division, where applicable, and the parent(s) desires to have the entire family together each year, there is always the possibility of taking an optional annual leave. This was one of the reasons for introducing the policy for optional annual leaves.)
4. This policy only covers the cost of one ticket - No change
5. Divisions shall exercise the strictest economy in administering the provisions of this policy and shall take into consideration visits by parent(s) to the base division or family adopted division, where applicable, or by the student to the host division country at denominational expense. The visit is intended to allow for quality time together. A trip by a parent to the base division or family adopted division, where applicable, for regular denominational meetings, which often does not allow time for a meaningful visit with the child, shall not automatically count as the visit. But denominationally paid visits which may allow for meaningful time together (trips in connection with continuing education, trips for medical treatment, trips where both parents are involved because of spouse travel or other reasons) should be taken into consideration. Trips by the student which include a visit to the parent(s) in the host division country which are at denominational expense, or where the funds are provided for or raised from sources other than the immediate family or relatives (serving as an Adventist Youth Volunteer volunteer at the location where the parent(s) is serving, going on ADRA sponsored trips, etc.) should also be taken into consideration. In some cases, where the travel does not involve a visit to the location where the parent(s) is serving, it can be arranged for the denomination to pay the extra cost on the ticket to allow for such a visit and provide considerable savings to the denomination. The ~~normal~~ regular arrangement is for the child to visit the whole family in the ~~field~~ host division country. In evaluating arrangements, the host division should take into consideration the family's need to be together and not insist on tying the visit to a parent's visit (which is usually the father) to the base division or family adopted division, where applicable, when other options would allow for the whole family to be together.

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6. There is no extra vacation or time off with pay provided for the interdivision employee in connection with this policy.

7. The expense for travel in connection with this policy - No change

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

228-99Gg MEDICAL EXPENSE (INTERDIVISION EMPLOYEES IN THE FIELD) - POLICY AMENDMENT

VOTED, To amend GC O 70, Medical Expense (Interdivision Employees in the Field), to read as follows:

O 70 Medical Expense

O 70 05 Medical Expense Reimbursement—1. While the interdivision employee and his/her family are on assignment in the host division, all applications for medical expense reimbursement shall be directed to the local employing organization, or to the host division if so instructed, for reimbursement. During the authorized dates for furlough, optional annual leave, and permanent return, applications for medical expense reimbursement shall be directed to the base division treasury or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services. If the interdivision employee becomes ill while visiting in the base division at other than furlough or optional annual leave time, the base division may assist the host division in the reimbursement of medical expenses, but only at the request of the host division, and all charges shall be forwarded to the host division treasury.

2. The cost of all medical expense reimbursement - No change

3. The cost of all medical expense reimbursement during preembarkation, attendance at the Institute of World Mission, authorized furlough and optional annual leave (not including extensions unless by special action of the General Conference Interdivision Employee Remuneration and Allowances Committee), and permanent return, as well as the medical expense reimbursement of secondary school- or college-age dependent children studying outside their host division, shall be borne by the General Conference for appointees/employees (and their families) on Code 1, 2, 3, and 6 budgets, and by the employing organization in the host division country for those on Code 4 budgets.

O 70 10 Medical Evacuation—At times it may be necessary to evacuate an interdivision employee or a member of his/her family to the base division or some other country outside the host division. The host division administration, in consultation with the General Conference Health and Temperance Department director, shall have the authority to make decisions regarding whether or not to evacuate an interdivision employee.

O 70 15 Determining Need for Medical Evacuation—The following guidelines should be considered in determining when medical evacuation is needed:

1. General considerations - No change
2. Situations where an alternative location may be considered:
 - a. Blood transfusions may be needed - No change
 - b. General anesthesia is required - No change
 - c. An invasive procedure is anticipated - No change
 - d. Delivery of first child - No change
 - e. Delivery of child when cesarean section - No change
 - f. Needed services are not available to the interdivision employee in the local area

O 70 20 Guidelines to Administrators in Handling Health Emergencies - No change

O 70 25 Procedures When Transferring Patient to Another Division - No change

O 70 30 Financial Arrangements—1. All expenses incurred are the responsibility of the host division or local employing organization for interdivision employees and their family members where the interdivision employees are on Code 1, 2, 4, or 6 budgets, and of the General Conference for those on Code 3 budgets. Any special requests for assistance in unusual or extreme situations should be referred to the General Conference Transportation and International Personnel Services.

2. Salary and allowances continue at the field host division country rate unless the evacuation coincides with a scheduled furlough. In unusual circumstances involving prolonged

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stays outside the host ~~division~~, division country, the General Conference Interdivision Employee Remuneration and Allowances Committee may approve a furlough salary top-up.

3. Financial arrangements made by ~~individual~~ interdivision employees without approval of their host division are the sole responsibility of the interdivision employee unless after subsequent review the employing organization authorizes partial or full reimbursement.

4. In urgent situations where the ~~individuals~~ interdivision employees are unable to contact their host division, they may contact the General Conference Transportation and International Personnel Services directly.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

228-99Gh TEMPORARY EVACUATION DUE TO NATURAL
DISASTERS OR POLITICAL UNREST - POLICY AMENDMENT

VOTED, To amend GC O 75, Temporary Evacuation Due to Natural Disasters or Political Unrest, to read as follows:

O 75 Temporary Evacuation Due To Natural
Disasters or Political Unrest

O 75 05 Temporary Evacuation—In situations where natural ~~catastrophes~~ disasters or political unrest render an unsafe environment for the continued presence of interdivision employees/families, it shall be the responsibility of the host division to arrange for the temporary evacuation of interdivision employees and families. Temporary evacuation shall mean a period of up to three months at which time the need for continued temporary evacuation shall be reviewed by the division. In cases where the circumstances suggest that evacuation will need to continue for periods in excess of six months, the division shall consider whether to continue the temporary evacuation or to reassign interdivision employees to other responsibilities.

Expenses associated with the temporary evacuation shall be borne by the host division or local employing organization for interdivision employees on Code 1, 2, 4, and 6 budgets, and by the General Conference for those on Code 3 budgets.

O 75 10 Support During Temporary Evacuation—When an interdivision employee who is on temporary evacuation is accommodated in a location where the combination of the local wage and expatriate allowance is different from the local wage and expatriate allowance in the

place of assignment, the interdivision employee shall normally receive remuneration based on the place of assignment. If this temporary evacuation should extend beyond two months, the local salary and expatriate allowance shall be adjusted to be based on the place of accommodation. Any exceptions to this must be approved by the General Conference Interdivision Employee Remuneration and Allowances Committee.

Financial responsibility for local salary, expatriate allowance, base ~~division~~ country deposit, and allowances during periods of temporary evacuation are the same as if the interdivision employee were in the host division, even if the place of accommodation is outside the host division. Any furloughs or optional annual leaves taken during the period of a temporary evacuation are treated in the ~~normal~~ regular way.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

228-99Gi VACATIONS WITHIN THE FIELD - POLICY AMENDMENT

VOTED, To amend GC O 80, Vacations Within the Field, to read as follows:

O 80 Vacations Within the Field Host Division Country

O 80 05 Annual Vacations—Interdivision employees on a ~~normal~~ regular two-year furlough cycle shall be allowed annual vacations with pay, except as noted in O 80 20. The length of the vacation shall be in harmony with the policy of the host division.

O 80 10 Vacation Allowances—Where climatic conditions, isolation, or other circumstances warrant it, ~~divisions~~ the host division may provide a vacation allowance to cover such costs as travel, room charges, etc. Any vacation allowance expenses are to be borne by the host division or local employing organization for interdivision employees on Code 1, 2, 4, and 6 budgets, and by the General Conference for those on Code 3 budgets.

O 80 15 Authorization for Vacations - No change

O 80 20 No Vacation Accrual for Year Prior to Furlough, Optional Annual Leave, or Permanent Return—Earned vacation time normally accrues at the rate of two, three, or four weeks per year. In the case of a ~~normal~~ regular two-year furlough cycle, vacation time accrues for the first year and the interdivision employee is entitled to take the ~~normal~~ regular two, three, or four weeks of vacation in accordance with host division policy. No vacation time accrues in the second year of a two-year furlough cycle or during the year prior to permanent return, as the

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furlough or month of permanent return salary allowed for family visitation replaces the ~~normal regular~~ accrued vacation. If an optional annual leave is taken, it replaces the ~~normal regular~~ vacation accrual for that year. If the interdivision employee does not take furlough at the end of the second year but remains for another year, the vacation accrual continues for another year and another two, three, or four weeks of annual vacation is accrued. Normally vacation is not taken in the first eight to ten months after arrival back in the field or in the last eight to ten months before going on furlough, optional annual leave, or permanent return. The division may allow adjustment as to when the vacation is taken to accommodate family and work needs, but there is only one year's annual vacation accrual allowed during a ~~normal regular~~ two-year furlough cycle. If an interdivision employee takes an annual vacation with the anticipation of going on furlough or permanent return a year later, but the interdivision employee subsequently requests permanent return before the end of the second year, the unearned vacation time taken may be deducted from the permanent return salary period.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

228-99Gj RESPONSIBILITIES OF EMPLOYING ORGANIZATION
(CHILD ADOPTION) - POLICY AMENDMENT

VOTED, To amend GC O 85 10, Responsibilities of Employing Organization (Child Adoption), to read as follows:

O 85 10 Responsibilities of Employing Organization—When an employee adopts a child/children while in interdivision service, the employing organization shall provide all applicable family financial benefits to the adopted child/children, effective from the legal date of adoption, and extending through the current service cycle, including furloughs, optional annual leaves, and eventual permanent return. ~~service the following shall apply:~~

1. ~~Current Terms/Service Cycle—The employing organization shall provide all applicable family financial benefits to the adopted child/children during the current service cycle.~~

2. ~~Furlough—If the family is voted a furlough, the employing organization shall recognize the adopted child/children effective the beginning date of the furlough and the adopted child/children shall be entitled to all benefits and allowances on the same basis as children born to the interdivision family.~~

3. ~~Permanent Return—If the family is voted a permanent return at the close of the current term/service cycle, the employing organization shall provide transportation and other allowances for the adopted child/children.~~

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/
GCDivSec&Tre99AC/GCDO99AC/99AC to AHT(DIV)

228-99Gk SINGLE INTERDIVISION EMPLOYEE WHO MARRIES -
POLICY AMENDMENT

VOTED, To amend GC O 90, Single Interdivision Employee Who Marries, effective January 1, 2000, to read as follows:

O 90 Single Interdivision Employee Who Marries

O 90 05 ~~Changed Division Relationships—A Relationships—When a single employee or a single parent with a dependent child/children who, child/children, while in regular interdivision service, marries an individual, whether denominationally employed or not, whose home/adopted base division is a division other than his/her base division, thereby introduces a significant new factor into his/her employment status which will inevitably affect his/her denominational service and base division relationships: the married couple shall choose either his or her base division country as the family adopted division country. This choice does not change the base division country status of either individual.~~

~~O 90 10 Family Adopted Division—1. The former single interdivision employee or interdivision employee who was a single parent with a dependent child/children (after this referred to as the “interdivision employee”) and his/her spouse (after this referred to as the “spouse”) shall be asked to choose either the husband’s or the wife’s base division as a family adopted division. Their choice shall be stated in a letter addressed to the employing division within 30 days of the marriage and signed by both husband and wife. It shall be irreversible as long as the marriage continues (see paragraph 3. below). A record of the choice shall be made by the employing division, by the base divisions of the interdivision employee and spouse, and by the General Conference Appointees Committee.~~

~~2. Status in the family adopted division shall apply to all children born to, or adopted into, the union and to any minor-aged children (who have not passed their 18th birthday) of either the interdivision employee or spouse who become a part of the new family at the time of the marriage.~~

~~3. If legal separation, divorce, or death occurs, the appropriate provisions of O 90 40 or O 90 45 shall apply.~~

O 90 10 Family Adopted Division Country—The choice of a family adopted division country (see M 15 20) shall be stated in a letter addressed to the employing organization and

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signed by both husband and wife. This status shall not be granted retroactively more than 90 days from the date of request, nor to any date prior to the marriage. This is a one-time choice as long as the marriage continues, or for any continuous period of interdivision service. This choice may not be changed unless there is a change in citizenship or a loss of resident status. A record of the choice shall be made by the host division, by the base division(s) of the interdivision employee and spouse, and by the General Conference Appointees Committee.

~~Ø 90-15 Current Financial Arrangements Adjusted—If the family adopted division is other than the base division of the interdivision employee, the employing organizations shall adjust the employee's remuneration in harmony with the interdivision rates for the family adopted division. This adjustment shall become effective on the date of marriage.~~

~~Ø 90-20~~ Ø 90-15 Family Interdivision Provisions—1. This policy shall apply only to an individual who was a regularly appointed single interdivision employee or an interdivision employee who was a single parent with a dependent child/children at the time of marriage, and to the spouse and to their children. ~~(See Ø 90-10, paragraph 2.)~~

2. Remuneration for employment shall be as follows:

a. If the family adopted division is the base division of the interdivision employee

1) When employed in the base division of the spouse

a) The interdivision employee shall receive field remuneration and base division country deposit, if applicable, as an interdivision employee.

b) The spouse shall receive remuneration - No change

2) When employed in the family adopted division either/both spouse(s) shall receive remuneration as intradivision/local employees: employees provided the spouse meets immigration eligibility requirements for employment.

b. If the family adopted division is the base division of the spouse

1) When employed in the base division of the spouse the interdivision employee shall continue to serve as an interdivision employee but the spouse shall receive remuneration as an intradivision/local employee. either/both spouse(s) shall receive remuneration as intradivision/local employees. The interdivision employee shall receive no base division deposit.

2) ~~If called to the base division of the interdivision employee, either/both spouse(s) shall receive field remuneration and base division deposit, if applicable, as interdivision employees. If called to the base division of the interdivision employee, the employee shall receive remuneration as an intradivision/local employee. The spouse shall receive remuneration as an intradivision/local employee provided the spouse meets the immigration eligibility requirements for employment.~~

3. Family interdivision provisions such as family furloughs, educational allowance, visits of children/parent(s) shall be applicable only:

a. If the family adopted division is a division other than the employing host division of the interdivision employee.

b. While the interdivision employee - No change

4. Terms of service and the frequency of family furloughs - No change

5. The application of family interdivision provisions - No change

6. When the interdivision employee in a family entitled to the provisions of paragraph 3. above discontinues full-time employment for more than 36 months, the host division and General Conference Secretariat shall establish a terminal date for responsibility to return the family permanently to the family adopted division.

Ø 90-25 O 90 20 Calls, Transfers, and Employment—1. Interdivision calls for either spouse shall be processed through the family adopted division. Any transfer between divisions without benefit of a regularly voted call or permanent return shall be classified as an independent transfer, including those to either of the spouses' home base divisions.

2. Employment of either or both spouses in the family adopted division base division (family adopted division prior to independent transfer) shall be on the basis of local employees provided the immigration eligibility requirements for employment are met.

3. In the event that both spouses have discontinued denominational employment, either or both may be reemployed outside the family adopted base division with interdivision status only if a regular call is processed through the family adopted base division. Such employment shall be on the basis outlined in Ø 90-20.

Ø 90-30 Service Credit—1. Service credit earned by either spouse subsequent to, and for the duration of, the marriage shall accrue in the family adopted division except as provided in paragraph 3. below or unless interrupted by an independent transfer.

2. ~~Service credit earned in another division by one of the spouses prior to marriage shall not be transferable to the family adopted base division, but shall remain in the division where it was earned.~~

3. ~~The spouse whose base division is other than the chosen family adopted division may request that he/she continue to accrue service credit in his/her base division under the following conditions:~~

a. ~~He/She shall have a record of service based in that division of at least 75 percent, but not more than 100 percent, of the minimum service required to qualify for retirement benefits vesting.~~

b. ~~The request shall be included in the letter required by section O 90 10.~~

c. ~~The request shall be approved by his/her base division and a record made by the family adopted division and the General Conference.~~

d. ~~The service credit earned under this provision shall be limited to the minimum required to qualify for retirement benefits vesting in that division.~~

O 90 25 Service Credit—1. Service credit shall be earned in the individual's base division country regardless of the family adopted division, except when the individual has elected to accrue service credit under the host division country retirement plan. The individual needs to be aware of the implications of this choice if he/she is not vested in the base division and there are no reciprocity agreements between the divisions' retirement plans.

2. Phase-in Provisions—Those in interdivision employment as of October 1, 1998 may elect to retain their current base division and family adopted division status for their current uninterrupted period of interdivision service. However, any subsequent terms of service after a permanent return shall come under the new policy. (See Z 15 05.)

O 90 30 Divisions Implementing Defined Contribution Retirement Plans—When a defined contribution retirement plan is implemented in the base division country, each interdivision employee begins to participate in that plan at the time of the change except where divisions have implemented transition options. Those in interdivision service as of October 1, 1998 may have that division as the family adopted division, in harmony with previous application of family adopted division policy for retirement purposes. If the interdivision employee or spouse under these circumstances does not have the legal right to participate in such a defined contribution retirement plan, an alternative provision shall be arranged for the current uninterrupted period of service.

O 90 35 Home Base Division Status of Children—The family adopted division chosen by the spouses under the provisions of this policy shall be the home base division of any dependent children, by a previous marriage of either spouse, who have not reached their eighteenth birthday at the time the marriage takes place: place and of any children born to, or adopted into, the family. Any exception to this provision shall require the approval of the General Conference Secretariat in consultation with the division(s) concerned.

O 90 40 Legal Separation/Divorce—In the event of legal separation/divorce while in interdivision service, the provisions of this section shall apply.

1. The family adopted division status ceases and the interdivision employee and former spouse each maintain his/her own base division status.

~~1. 2.~~ If either spouse is subsequently employed in his/her own base division country, or family adopted division, the employment shall be on the basis of a local employee.

~~2. 3.~~ If either spouse is outside his/her own base division or family adopted division on the basis of a regular interdivision call, he/she shall be voted a permanent return to his/her own base or family adopted division. Whether such a permanent return is effected or not, any subsequent denominational employment outside his/her own base or family adopted division shall be by a new call processed through his/her own base or family adopted division, and otherwise shall be classified as employment on an independent transfer basis.

~~3.~~ If either spouse is outside his/her family adopted division without benefit of a regular call, no permanent return is required. Any subsequent denominational employment outside his/her own base or family adopted division shall be by a new call processed through his/her own base or family adopted division, and otherwise shall be classified as employment on an independent transfer basis.

4. Minor children (who have not passed their 18th birthday) shall each have the base division status of the parent to whom they are assigned in custody.

5. Children who have passed their 18th birthday shall have the option of choosing the base division of either parent as their home division.

O 90 45 Death of Spouse—In the event of the death of one of the spouses, the provisions of this section shall apply.

~~1.~~ If the surviving spouse's own home division is the family adopted division, that division shall continue to be his/her base division.

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2. ~~If the surviving spouse's own home division is other than the family adopted division, he/she, the General Conference, and the current employing division shall prepare a written agreement regarding his/her future base division status which shall include the following points:~~

- a. ~~Continuation or discontinuation of the family adopted division status,~~
- b. ~~Status in his/her own base division,~~
- c. ~~Status in the family adopted division,~~
- d. ~~Status of any children born into/adopted by the respective union.~~

1. The family adopted division status ceases and the surviving spouse maintains his/her own base division status.

2. If the surviving spouse is able to maintain his/her interdivision employee status or receives an interdivision call, he/she may for the sake of the dependent child/children, choose either his/her own base division or the family adopted division (if different) as the basis for determining the application of family adopted division country policies.

~~Ø 90-50 Marriages Prior to This Policy—1. The provisions of this policy shall apply to single inter-employees who married prior to October 18, 1984, the date this policy became effective, only provided all the following conditions are met:~~

- a. ~~The marriage meets conditions specified in Ø 90-05,~~
- b. ~~The former single interdivision employee is a current full-time denominational employee in a division other than his/her home division,~~
- c. ~~A letter stating the family choice of a family adopted division shall be submitted as specified in Ø 90-10, and acted upon favorably by the divisions concerned and recorded by the General Conference Appointees Committee.~~

~~Ø 90-55~~ Ø 90-50 Exclusions—The provisions of this policy do not apply to students, whether sponsored or not, nor to any other individual who is not appointed as a single interdivision employee or a single parent with a dependent child/children by one of the divisions and recorded by the General Conference Appointees Committee.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to
AHT(DIV)

228-99GI PROFESSIONAL MEMBERSHIP FEES AND MAGAZINE
ALLOWANCE (INTERDIVISION EMPLOYEES IN THE FIELD) -
POLICY AMENDMENT

VOTED, To amend GC O 95, Professional Membership Fees and Magazine Allowance
(Interdivision Employees in the Field), to read as follows:

O 95 Professional Membership Fees and
Magazine Allowance

O 95 05 Physicians, Dentists, and Optometrists—1. Professional Society Membership—
Physicians, dentists, and optometrists in interdivision service may be allowed the cost of
membership fees in one professional society in the base division country and one in the host
division country where they serve, together with membership in the Christian Medical Society
serving their area.

2. Professional Journals—Physicians, dentists, and optometrists may be provided the
journal of the ~~home~~ base division country society, the journal of the ~~national~~ host division
country society where they labor, and one specialty journal, or Postgraduate Medicine or
comparable journal. Physicians, dentists, and optometrists serving in the same institution will be
at an advantage if they work together in ordering different journals and making all available to
the entire staff.

O 95 10 Nurses—Nurses employed in overseas interdivision service may be provided the
base division country nursing journal of their choice and the ~~local~~ host division country nursing
journal most useful to their particular area. If no such journal exists, they may choose one other
professional journal most applicable to their ~~local needs~~ professional needs on interdivision
assignment. Also they may be provided membership in one base division country society and in
the ~~local~~ host division country society. All should be encouraged to be members of and
participate in the Christian professional societies of the area concerned.

O 95 15 Other Personnel - No change

O 95 20 Financial Arrangements - No change

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AHT(DIV)

229-99Ga TERMS OF SERVICE—GENERAL PROVISIONS -
POLICY AMENDMENT

VOTED, To amend GC P 05, Terms of Service—General Provisions, to read as follows:

P 05 Terms of Service—General Provisions

P 05 05 Beginning Date—An interdivision employee's term of interdivision service normally begins on the date of arrival in the host ~~division~~; division country, except as outlined in P 30 35 for an interdivision employee who is required to obtain professional qualifications, or licensure, or is assigned to language study at some place other than the base or host division. Salary on the date of arrival is at the host division country rate.

If the date of arrival of the spouse is different from that of the appointee/employee, the beginning date for the term of service for the entire family shall be based on the date of arrival of the appointee/employee. If the interdivision employee makes a short visit to the field to assist with the work or to be briefed by his/her predecessor before the predecessor leaves, and then returns to complete the preembarkation period before proceeding to the field on a regular basis, the term of service shall begin on the date of arrival in the host ~~division~~; division country, after the preembarkation leave has been taken.

P 05 10 Ending Date—An interdivision employee's term of interdivision service ends on the date of departure from the ~~field of labor~~; host division country. Salary for the day of departure is at the base division country or permanent return rate. In the event the interdivision employee chooses to remain in the host division country or wishes to do personal visiting or traveling within the host division before leaving, the ending date for the term of interdivision service shall be established by the host division, taking into consideration the last day of actual work in the ~~field~~ host division country and allowing time for packing and preparing for departure.

P 05 15 Not Limited to Single Term - No change

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/
GC&DivSec&Tre99AC/GCDO99AC/99AC to AHT(DIV)

229-99Gb TERMS OF SERVICE - POLICY AMENDMENT

VOTED, To amend GC P 10, Terms of Service, effective January 1, 2000, to read as follows:

P 10 Terms of Service

P 10 05 Types and Lengths - No change

~~P 10 10 Full Term—Definition—1. A full term of service is 24, 48, or 72 months as defined in P-10 05. The General Conference Interdivision Employee Remuneration and Allowances Committee may shall consider two years of continuous interdivision service as a full term for purposes of granting permanent return allowances. (See Q 20.) up to two months less than the requirements of P-10 05 as a full term for purposes of granting permanent return allowances, if the adjustment would be in the best interests of the organization and the interdivision employee because of school vacation dates or other factors. When considering such an adjustment, care should be taken to be sure it will not affect the issue of vesting under the base division's retirement plan. If full-time interdivision employment is interrupted for a period of more than 12 months during the initial term of service, except where the interdivision employee's failure to complete the initial term of service was due to a permanent return action initiated by the host division, and not by choice of the interdivision employee, a new initial term of service shall begin when employment is resumed.~~

P 10 10 Interruption of Service—1. If full-time interdivision employment is interrupted for a period of more than 12 months during the initial term of service, except where the interdivision employee's failure to complete the initial term of service was due to a permanent return action initiated by the host division, and not by choice of the interdivision employee, a new initial term of service shall begin when employment is resumed.

2. A full term of service for individuals elected at a General Conference Session shall be five years.

~~2:~~ 3. When a single interdivision employee or an interdivision employee who is a single parent with a dependent child/children marries while in interdivision service and retains his/her interdivision status, the years already served shall count toward the initial family term of service as required in P 10 05.

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229-99Gc FURLOUGHS AND OPTIONAL ANNUAL LEAVES—
GENERAL PROVISIONS - POLICY AMENDMENT

VOTED, To amend GC P 15, Furloughs and Optional Annual Leaves—General Provisions, to read as follows:

P 15 Furloughs and Optional Annual Leaves—
General Provisions

P 15 05 Limited to Interdivision Employees—Furloughs or optional annual leaves are granted to interdivision employees who serve outside the base division in response to regular calls extended by the General Conference.

P 15 10 Only if Returning for Subsequent Periods of Service—Furloughs or optional annual leaves shall be granted only to interdivision employees who expect to return to the field for a subsequent period of service, otherwise the interdivision employee is only entitled to the one month for family visitation provided for under Q 10 20.

Every interdivision employee should recognize that the denomination has put a large investment in him/her, and that by accepting the furlough arrangement the interdivision employee is bound to return to interdivision service. Any interdivision employee not expecting to return to interdivision service upon completion of furlough should notify the host division of his/her plans before leaving the host division country.

P 15 15 Purpose—The furlough or optional annual leave allows the interdivision employee to renew personal contacts and enjoy association with family members and provides a period of change and rest in the environment of the base ~~division~~ division country. It also gives opportunity to stimulate interest in missions among home churches as the interdivision employee visits them with up-to-date reports. Even though the granting of furloughs and optional annual leaves incurs heavy expense, it is recognized that this provision is necessary and in the end is an economy of interdivision employees and means.

P 15 20 Scheduling and Approving Furloughs and Optional Annual Leaves—Host division committees shall authorize the dates of interdivision employee furloughs and optional annual leaves and shall notify the base division, the General Conference Secretariat, and the General Conference Transportation and International Personnel Services, as soon as possible, in order for the interdivision employee to be cared for financially during each furlough or optional

annual leave. Furloughs and optional annual leaves shall be scheduled as near to the time due as possible. However, in the case of educational interdivision employees, or interdivision employees with children in school, furloughs and optional annual leaves shall, if possible, be advanced or delayed to avoid interrupting the school year. Division committees shall exercise economy in scheduling and arranging for furloughs and optional annual leaves.

The host division may use either of the following methods for calculating the length of furloughs or optional annual leaves, as well as the due date for the next furlough or optional annual leave, when a furlough or optional annual leave is taken either early or late:

1. Adjusting Due Date of Next Furlough or Optional Annual Leave—Under this method the due date for the next furlough or optional annual leave is adjusted, rather than the length of the furlough or optional annual leave.

a. Furlough—The length of the furlough remains at two months (three months under P 30 25), but the starting date for calculating when the next furlough or optional annual leave is due is not based on the actual date of return to the ~~field~~; host division country. Rather the due date for the next furlough is calculated as 22 months (21 months under P 30 25) after the date the interdivision employee would have been due to return to the ~~field~~; host division country, if the furlough had been taken on the date it was due.

b. Optional Annual Leave—The length of the optional annual leave remains at one month, but the starting date for calculating when the next furlough or optional annual leave is due is not based on the actual date of return to the ~~field~~; host division country. Rather the due date for the next optional annual leave is calculated as 11 months after the date the interdivision employee would have been due to return to the ~~field~~; host division country, if the optional annual leave had been taken on the date it was due.

2. Prorating Length of Furlough or Optional Annual Leave—Under this method the length of the furlough or optional annual leave is prorated, and the starting date for calculating when the next furlough or optional annual leave is due is based on the date of arrival back in the ~~host division~~; country.

a. Furlough—The length of the furlough is prorated, based on the actual months in the ~~field since the most recent arrival in the field~~; host division country following appointment (the most recent arrival in the host division country), return from furlough, or return from optional annual leave, divided by 22 months (21 months under P 30 25) and multiplied by 2 months (3 months under P 30 25). Adjustments of more than 3 months, either way in the starting date for furloughs, should be rare and normally approved only once to adjust the furlough cycle to meet school vacation needs. Adjustments of more than 3 months require approval by the

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General Conference Interdivision Employee Remuneration and Allowances Committee.

Repeated requests for shortened terms, which would amount to more than 6 months cumulatively in a six-year period, require approval by the General Conference Appointees Committee.

Extended terms of service are dealt with under P 30 30.

b. Optional Annual Leave—The length of the optional annual leave is prorated, based on the actual months in the ~~field since the most recent arrival in the field~~, host division country following appointment (the most recent arrival in the host division country), return from furlough, or return from optional annual leave, divided by 11 months and multiplied by one month. Adjustments of more than 3 months either way in the starting date for optional annual leaves should be rare and normally approved only once to adjust the furlough cycle to meet school vacation needs. Adjustments of more than 3 months require approval by the General Conference Appointees Committee. Repeated requests for shortened terms, which would amount to more than 6 months cumulatively in a six-year period, require approval by the General Conference Appointees Committee. Extended terms of service are dealt with under P 30 30.

3. Host divisions may choose to use one of the above methods - No change

4. Interdivision employees who are not vested in the retirement plan of their base division country should keep in mind that adjustments to the furlough cycle could result in their taking permanent return at what the interdivision employee might consider to be the end of a full term, but still not have the full six years required by some retirement plans for vesting based on interdivision service. (See North American Division Working Retirement Plan Policy Z 20 05, paragraph 3.)

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

229-99Gd FURLOUGH ARRANGEMENTS - POLICY AMENDMENT

VOTED, To amend GC P 20, Furlough Arrangements, effective January 1, 2000, to read as follows:

P 20 Furlough Arrangements

P 20 05 Requesting a Furlough—Interdivision employees shall make their requests for furloughs to their host division secretariat through their local employing organization. These requests should normally be made at least three months prior to the expected date of departure to allow time for processing and ~~purchase~~ purchasing of tickets at the best rates available.

P 20 10 Division Processing of a Furlough—If the request for a furlough is approved by the host division committee, the host division shall notify the General Conference Transportation and International Personnel Services, General Conference Secretariat, and the interdivision employee's base division treasury.

P 20 15 General Outline of Furlough Provisions—1. The time allowed shall normally be two months after 22 months of service, except as provided for in P 15 20. Denominationally authorized office holidays in the host division country of employment are not added to the length of the furlough.

2. One year's annual vacation is allowed - No change

3. Travel at denominational expense by the most economical fare, as outlined in P 40 30, is allowed to authorized destination points within the base ~~division~~, division or family adopted division, where applicable, as defined in P 40 25.

4. Stopover allowance is provided - No change

5. Salary and allowances during furlough - No change

6. Furlough freight shipments are provided - No change

7. Duplicate rent/housing allowance may apply - No change

8. Automobile insurance or depreciation at base division country rates may be provided during furloughs. (See P 40 55.)

9. Baggage allowance as outlined in P 40 65 is provided one way for return to the field: host division country.

10. The host division shall secure travel insurance coverages - No change

11. Health evaluations, as provided for under M 70 - No change

12. Time and financial arrangements for attendance - No change

13. Postgraduate/continuing education for licensing - No change

14. Any special study leaves or other arrangements - No change

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15. On return to the post of duty, host division country, the interdivision employee shall begin a new two-year cycle term of service. (See P 30 10.)

~~16. Rehabilitation and freight allowance at the time of permanent return shall be in harmony with Q20 and Q25.~~

~~17. Should a permanent return be taken less than 22 months following the last furlough or optional annual leave, only one destination will be allowed at denominational expense at the time of permanent return.~~

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229-99Ge OPTIONAL ANNUAL LEAVE ARRANGEMENTS -
POLICY AMENDMENT

VOTED, To amend GC P 25, Optional Annual Leave Arrangements, effective January 1, 2000, to read as follows:

P 25 Optional Annual Leave Arrangements

P 25 05 Optional Annual Leaves—The optional annual leave policy was developed to assist in resolving a number of needs both on the part of interdivision employees and the denominational organization. Optional annual leaves may help where there are limited institutional vacation periods, difficulty for the employing organization to provide relief service for ~~normal~~ regular furlough periods, family responsibilities, or health problems. Optional annual leave allows the family to get together annually even if there is more than one college-age child studying in the base division country and the policy on visitation of older children would only allow for a visit by one child or parent. Interdivision employees need to keep in mind both the needs of the organization as well as personal needs when deciding whether to request a furlough or an optional annual leave.

P 25 10 Requesting an Optional Annual Leave - No change

P 25 15 Division Processing of Optional Annual Leaves—If the request for optional annual leave is approved by the host division committee, the host division shall notify the General Conference Transportation and International Personnel Services, General Conference Secretariat, and the interdivision employee's base division treasury.

P 25 20 Special Provisions/Limitations of Optional Annual Leaves—1. The time allowed shall normally be one month after eleven months of service, except as provided for in P 15 20. Denominationally authorized office holidays in the host division country of employment shall be added to the month of optional annual leave.

2. The optional annual leave - No change

3. Travel at denominational expense by the most economical fare, as outlined in P 40 30, to one destination in the base ~~division~~ division or the family adopted division, where applicable. Furlough travel at denominational expense is allowed to multiple points to visit parents and children. (See P 40 25.) Optional annual leave travel is only reimbursed at denominational expense to one of the points included in P 40 25. Any additional travel costs are at personal expense.

4. Stopover allowance is provided - No change

5. Salary and allowances during optional annual leave shall continue at the host division country rate, including local salary and allowances, expatriate allowance, and base ~~division~~ country deposit where applicable. There is no top-up to the base division country rate.

6. No furlough freight shipment is provided - No change

7. No rent allowance is provided in connection - No change

8. No automobile insurance or depreciation in the base division - No change

9. Baggage allowance equal to approximately half of that paid for furloughs shall be provided one way for return to the field: host division country. (See P 40 75.)

10. The host division shall secure the same travel insurance - No change

11. Health evaluations shall be taken - No change

12. Time and financial arrangements for attendance - No change

13. Postgraduate/continuing education for licensing - No change

14. Any special study leaves or other arrangements - No change

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15. On return to the ~~post of duty~~, host division country, the interdivision employee shall begin a new two-year cycle term of service.

~~16. Rehabilitation and freight allowance at the time of permanent return, shall be in accordance with Q 20 and Q 25.~~

~~17. Should a permanent return be taken less than 22 months following the last furlough or optional annual leave, only one destination will be allowed at denominational expense at the time of permanent return.~~

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

229-99Gf SCHEDULE OF SERVICE CYCLES, FURLOUGHS, AND
OPTIONAL ANNUAL LEAVES - POLICY AMENDMENT

VOTED, To amend GC P 30, Schedule of Service Cycles, Furloughs, and Optional Annual Leaves, effective January 1, 2000, to read as follows:

P 30 Schedule of Service Cycles, Furloughs,
and Optional Annual Leaves

P 30 05 Initial Term—Furlough and Optional Annual Leave Cycles—The initial term of interdivision service shall be six years (72 months) for families, four years (48 months) for a single parent with a dependent child/children, who may or may not accompany the parent, and two years (24 months) for single employees. The furlough and/or optional annual leave cycle shall be 22 months of service, followed by a two-month furlough or 11 months of service, followed by a one-month optional annual leave. Travel and furlough/optional annual leave allowances, as outlined in P 20 and P 25, shall be granted for each cycle.

The last two months of the initial term shall be granted as furlough to interdivision employees who have completed approximately 22 months of service since their last furlough or optional annual leave and who are returning to the field for a subsequent term of service. Should a furlough or optional annual leave have been postponed by request of the division committee, or by approval of the division committee at the request of the interdivision employee, it is expected that the host division committee will have recorded prior approval of the postponement, together with any agreed-to adjustment in the length of the furlough, the length of service to be given after the furlough, and the duration and approximate dates of the furlough.

If the interdivision employee had a furlough or optional annual leave approximately 11 months before the end of the initial term of service, and will be serving a subsequent term, he/she may either take the last month of the initial term as an optional annual leave or remain in the field host division country for additional time, until he/she has accumulated 22 months since the last furlough or optional annual leave, and then take two months furlough.

The precise length and calculation of due dates for furloughs or optional annual leaves is further clarified in P 15 20.

P 30 10 Subsequent Terms (24-month cycle)—Subsequent terms of service (after the initial term or after reappointment where the family or single parent with a dependent child/children has completed an initial term) shall be two years (24 months).

The last two months of each subsequent term shall be granted as furlough to interdivision employees who have completed approximately 22 months of service since their last furlough or optional annual leave and who are returning to the field for a subsequent term of service. Should a furlough or optional annual leave have been postponed by request of the division committee, or by approval of the division committee at the request of the interdivision employee, it is expected that the host division committee will have recorded prior approval of the postponement, together with any agreed-to adjustment in the length of the furlough, the length of service to be given after the furlough, and the duration and approximate dates of the furlough.

If the interdivision employee had a furlough or optional annual leave approximately 11 months before the end of the subsequent term of service, and will be serving another term, he/she may either take the last month of the initial term as an optional annual leave or remain in the field host division country for additional time, until he/she has accumulated 22 months since the last furlough or optional annual leave, and then take two months furlough.

The precise length and calculation of due dates for furloughs or optional annual leaves is further clarified in P 15 20.

P 30 15 Elected/Appointed Interdivision Employees—The regular timing of the furlough or optional annual leave cycle for elected/appointed interdivision employees (whose assignment is normally a five-year elected term) shall not be affected by the term of office.

P 30 20 Extreme Conditions—1. In areas where extreme contrasts of climate, culture, or isolation exist between the field-of-labor host division country and the homeland base division country of the interdivision employee, the 24-month furlough cycle or the ~~12-month~~ 12-month optional annual leave cycle should be retained as the basic service/furlough or optional annual leave cycle for families, with special provisions (vacation allowances, infield vacation

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arrangements, hill leave vacations, etc.) made to care for the needs of interdivision families serving in such areas. In applying these special conditions, host division committees should consider the following factors:

Accessibility to ~~homeland~~ base division country

Political and social tensions

Climatic conditions

Normal vacation possibilities

Living conditions (including the possibility of upgrading existing living conditions with air-conditioning, improved utilities, better housing, more varied food supplies, etc.)

2. The expense of any special vacation allowances - No change

P 30 25 Special Furlough Cycles—1. Designated Areas—The Central African Union Mission, Nigeria Union Mission, Sahel Union Mission, West African Union Mission, and West Zaire Congo Union Mission of the Africa-Indian Ocean Division; the territories of Djibouti and Somalia in the Eastern Africa Division; the Angola Union Mission and the Mozambique Union Mission of the Euro-Africa Division; the territories of Sudan and Yemen in the Trans-European Division; the territory of Mongolia in the Northern Asia-Pacific Division; and other isolated countries that are specifically designated as unentered territories by the General Conference Secretariat, in consultation with the divisions, shall be designated as areas where special furlough cycles apply.

2. Furlough and Optional Annual Leave Cycles—The initial term of interdivision service shall be six years (72 months) for families, four years (48 months) for a single parent with a dependent child/children who may or may not accompany the parent, and two years (24 months) for single employees. The furlough and/or optional annual leave cycle shall be 21 months of service followed by a three-month furlough or 11 months of service followed by a one-month optional annual leave. Travel and furlough/optional annual leave allowances as outlined in P 20 and P 25 shall be granted for each cycle.

The last three months of the initial term shall be granted as furlough to interdivision employees who have completed approximately 21 months of service since their last furlough or optional annual leave and who are returning to the field for a subsequent term of service. Should a furlough or optional annual leave have been postponed by request of the host division

committee, or by approval of the host division committee at the request of the interdivision employee, it is expected that the host division committee will have recorded prior approval of the postponement, together with any agreed-to adjustment in the length of the furlough, the length of service to be given after the furlough, and the duration and approximate dates of the furlough.

If the interdivision employee had a furlough or optional annual leave approximately 11 months before the end of the initial term of service, and will be serving a subsequent term, he/she may either take the last month of the initial term as an optional annual leave or remain in the field host division country for additional time, until he/she has accumulated 21 months since the last furlough or optional annual leave, and take a three-month furlough.

The precise length and calculation of due dates for furloughs or optional annual leaves is further clarified in P 15 20.

3. Subsequent Terms (24-month cycle)—Subsequent terms of service (after the initial term or after reappointment when the family or single parent with a dependent child/children has completed an initial term) shall be two years (24 months).

The last three months of each subsequent term shall be granted as furlough to interdivision employees who have completed approximately 21 months of service since their last furlough or optional annual leave and who are returning to the field for a subsequent term of service. Should a furlough or optional annual leave have been postponed by request of the host division committee, or by approval of the host division committee at the request of the interdivision employee, it is expected that the host division committee will have recorded prior approval of the postponement, together with any agreed-to adjustment in the length of the furlough, the length of service to be given after the furlough, and the duration and approximate dates of the furlough.

If the interdivision employee had a furlough or optional annual leave approximately 11 months before the end of the subsequent term of service, and will be serving another term, he/she may either take the last month of the initial term as an optional annual leave or remain in the field host division country for additional time, until he/she has accumulated 21 months since the last furlough or optional annual leave, and then take a two-month furlough.

The precise length and calculation of due dates for furloughs or optional annual leaves is further clarified in P 15 20.

P 30 30 Extended Terms of Service—Interdivision appointments are for regular terms of service unless otherwise specified. However, extended terms of service may be arranged for families, single parents with dependent children who may or may not accompany the parents, and

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single employees who for educational or other reasons considered valid by the host division committee desire to give a longer period of service and receive a longer furlough period. The conditions for this arrangement shall be as follows:

1. ~~Employees~~ Interdivision employees who are serving their initial term shall be allowed no furlough.

2. ~~Employees~~ Interdivision employees shall make known their desires to the employing organization at least a year before their next regular furlough is due. In consultation with their employing organization, they shall decide on the length of term desired and request approval from the division: host division committee.

3. Extended terms yielding more than six months of furlough - No change.

4. Furloughs, including extended furloughs, are granted only to interdivision employees planning to return to the field. There is no entitlement to extra months of permanent return salary beyond that provided for in Q 45 due to having remained in the field host division country for a prolonged period of time without a furlough.

5. Policy provides only for normal regular furlough salary and allowances. Educational costs, even if the extended term was approved for study purposes, are a personal expense, unless the host division votes to provide sponsorship assistance. In such a case, a sponsorship agreement is to be prepared and signed by both the host division and the interdivision employee. Any sponsorship agreement which involves amortization through future service, even though completely funded by the host division, is only to be entered into after consultation with the General Conference and base division secretariats because of the implications to the base division if there should be a permanent return before completion of the amortization period.

6. The extended terms and corresponding furlough periods - No change

P 30 35 Special Assignment Preceding Service—1. The term of service shall be recorded as beginning on the date of arrival in the host ~~division~~; division country, except in the case of an interdivision employee who is required to obtain professional qualifications or licensure or is assigned to language study at some place other than the base or host division before proceeding to the host ~~division~~: division country.

2. When an interdivision employee is required to spend more than one year obtaining qualifications or licensure, or in language study in a division other than the base or host division, he/she may be granted the privilege of returning to the base division country for one month prior

to proceeding to the ~~field of appointment.~~ host division country. The term of service for the interdivision employee begins upon arrival in the base ~~division.~~ division country.

Conditions and allowances for the one month in the base division country shall be on the same basis as an optional annual leave, with salary and allowances continuing at the rate paid during the study period. Travel at denominational expense is authorized to only one point in the base division. The expense of the travel and allowances during this one month shall be borne by the General Conference for interdivision employees on Code 1, 2, 3, or 6 budgets, and by the employing organization in the host division for those on Code 4 budgets.

3. When an interdivision employee does not return to the base division country for the one month before proceeding to the host ~~division;~~ division country, one half of the time required to obtain professional qualifications or licensure or in language study in a territory outside the host division and outside the base division shall be recorded as part of the period of service in the ~~interdivision field.~~ host division country. (See paragraph 2. above.)

4. If the interdivision employee proceeds to the host division (even if not to the place of employment) for obtaining qualifications, or licensure, or for language study, the time shall count the same as when giving regular service ~~at the place of assignment.~~ in the host division country.

P 30 40 Furlough and Optional Annual Leave Beginning and Ending Dates—The furlough or optional annual leave period begins on the day of departure from the host division country and ends on the day before the day of arrival back in the host ~~division.~~ division country. Salary for the day of departure on furlough ~~or optional annual leave~~ is paid at the furlough ~~or optional annual leave~~ rate. Salary for the day of arrival back in the host division country is paid at the host division country rate.

P 30 45 Special Furlough Arrangements - No change

P 30 50 Furlough or Optional Annual Leave Time—No Carry-Over—Furlough or optional leave time cannot be carried over from one cycle of service to another unless approved in advance by the host division and recorded by the General Conference Appointees Committee. (See P 40 20, paragraph 3.)

P 30 55 Extension of Furloughs or Optional Annual Leaves—1. The host division, in consultation with the base division and the General Conference Secretariat, makes decisions regarding extensions of furloughs or optional annual leaves. Salary and allowances during extensions of furloughs or optional annual leaves are normally at the host division country rate, and the costs of salary and allowances are borne by the host division on the same basis as when

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the interdivision employee is in the ~~field~~; host division country, unless otherwise provided for by policy. (See P 40 20.) The base division treasury and the General Conference Transportation and International Personnel Services are to be notified of details of any extensions so as to facilitate processing of any charges involved during the extension. Extension of furloughs or optional annual leaves shall be granted only for the following reasons:

a. For emergency purposes—The base division or family adopted division where applicable, in which the interdivision employee is furloughing, or in the case of North American Division-based individuals, the ~~General Conference~~; Conference Secretariat, may grant an extension for emergency purposes such as health or visa problems, but is to consult with the host division as soon as possible concerning any prolonged extensions.

b. For attendance at the Institute of World Mission—An extension equal to the length of the Institute is granted to a furloughing employee, or an interdivision employee on optional annual leave who is authorized by the host division and the General Conference Secretariat to attend the Institute of World Mission. (See N 15 30 and N 15 35.)

c. For postgraduate/continuing education for licensing - No change

d. For reasons in the interest of the host division and at its initiative—The host division may recommend an extension for reasons other than for study purposes considered to be in the interest of the host division. Such an extension shall also be approved by the base division or, in the case of North American Division-based individuals, the ~~General Conference~~; Conference Appointees Committee.

When the interdivision employee elects to remain away from the ~~field of service~~ host division country beyond the authorized furlough or optional annual leave period for reasons not recommended by the host division or ~~General Conference~~; Conference Secretariat, consideration shall be given as to the responsibility of the interdivision employee for his/her own support in full or in part during this additional time. The interdivision employee may also be required to pay for health insurance coverage during such periods.

2. Additional time beyond furlough approved for study shall not be considered an extension of a furlough but shall be granted on the basis of interdivision employee study leave. (See P 50 40.) In such cases the provisions of P 30 30 should also be considered by the interdivision employee and the host division.

P 30 60 Furloughs or Optional Annual Leaves to Coincide With Other Appointments—When an interdivision employee entitled to furlough or optional annual leave is authorized to

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attend a General Conference Session, Annual Council, or special meeting(s) in the base division, arrangements may be made for the furlough to be taken in connection with such appointments.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

229-99Gg ELIGIBILITY FOR FURLOUGHS OR OPTIONAL ANNUAL LEAVES - POLICY AMENDMENT

VOTED, To amend GC P 35, Eligibility for Furloughs or Optional Annual Leaves, effective January 1, 2000, to read as follows:

P 35 Eligibility for Furloughs or Optional Annual Leaves

P 35 05 Appointment by General Conference—Only ~~employees~~ individuals and members of their families who are placed under regular interdivision appointment by the General Conference Appointees Committee qualify for furlough or optional annual leave privileges. The privilege is not extended to any who may go to an interdivision field solely on their own initiative, including independent transfers, or for personal reasons such as marriage to a student or an employee from another division.

P 35 10 Employed Locally—Employees who are resident in the territory of the division, and/or are employed locally without being called as interdivision employees in the regular manner through the General Conference, Conference Appointees Committee, shall not, regardless of their nationality, be regarded as eligible for overseas furlough privileges except as provided for in ~~P-35-50~~ P 35 45.

~~P-35-12~~ P 35 15 Interdivision Family to Take Furloughs and Optional Annual Leaves Together—In consideration of the purpose of furloughs and optional annual leaves, it is normally required that the members of each interdivision family take furloughs and optional annual leaves together as a family unit. On rare occasions when exceptions are requested, approval must first be obtained from the host division and the General Conference Appointees Committee. If such requests are granted, it will be on the basis that costs to the denomination are no greater than they would have been had the family unit taken the furlough or optional annual leave together.

~~P-35-15~~ P 35 20 Single Interdivision Employee Who Marries—A single interdivision employee who, while in regular interdivision service, marries an individual, whether denominationally employed or not, whose ~~home/adopted~~ base division is a division other than

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his/her own base division, has thereby changed his/her relationship to this, the Eligibility for Furloughs or Annual Leaves policy. (See O 90.)

~~P 35 20 Employees Dismissed—Employees who have been employed in interdivision fields, but~~ P 35 25 Interdivision Employees Dismissed—Interdivision employees who for any reason have been dismissed from the employ of the denomination, shall have no claim to furlough, even though they may have served a number of years before their dismissal. In such cases, if the interdivision employee does not return to the base ~~division~~, division country, the terms of Q 40 shall apply. If he/she should subsequently be employed by a local denominational organization in that same division, it would be under terms of P 35 10, unless a regular interdivision call were voted by the General ~~Conference~~: Conference Appointees Committee.

~~P 35 25~~ P 35 30 Children Under 22 Years of Age—Children of interdivision employees who are resident in the host division country have furlough privileges with their parents ~~shall be entitled to take furloughs with their parent(s)~~ until they reach their twenty-second birthday (having lived twenty-two years), or as long as they continue as students in the host division country and are eligible to receive educational allowance.

In order for a child of an interdivision employee to be eligible for furlough privileges, the parent(s) must have received appointee allowances in respect of that child, and the child must be unmarried and still living in the host ~~division~~, division country, except for children attending elementary school (see O 40 10) or secondary school (see O 40 15) outside the host ~~division~~, division country, but who are entitled to regular visits to their parent(s) in the host division country under terms of O 45 or O 50. A child who returns to the base division or goes to a third division to attend college (see O 40 20) is no longer entitled to take furloughs with his/her parent(s). He/She is considered as permanently returned to the base division regardless of whether or not a formal vote has been taken by the host division. The child's rehabilitation and freight allowance (see Q 10 05) shall be made available to the parent(s) when the permanent return of the college-age child is voted. The location where the child is living or attending school, if in the base division, is one of the authorized furlough destination points under P 40 25, ~~but he/she is not authorized but~~ expenses for traveling with the parent(s) on furlough to visit other family ~~members~~: are not authorized.

Children of interdivision employees who, like their parent(s), are denominationally employed in the same ~~field~~, host division country, on the basis of a regular interdivision call through the General ~~Conference~~, Conference Appointees Committee, retain their furlough privileges.

~~P 35 30~~ P 35 35 Children 22 Years of Age and Over—1. Not Denominationally Employed—Children of interdivision employees who have passed their twenty-second birthday,

who are no longer eligible to receive educational allowance, and are not denominationally employed, while retaining the right to permanent return at a negotiated time to the base division of their parent(s), are no longer entitled to furlough privileges. If a child wishes to remain in the host division permanently, a financial settlement should be made with the parent(s) under terms of Q 40.

2. Denominationally Employed—When children of interdivision employees who have furlough privileges are denominationally employed in the interdivision territory, with the expectation that they will be given the status of interdivision employees, the host division committee shall place a call for their services with the General Conference Secretariat to be processed in the regular way. Interdivision status will be dependent upon the availability of an interdivision budget.

~~P 35 35 A Child of an Interdivision Employee Who Marries a National of the Host Division (and His/Her Children)—If a child of an interdivision employee who has furlough privileges marries a national of the host division and the interdivision employee's child is denominationally employed under the provisions of P 35 30, paragraph 2., the child and the child's family shall have furlough privileges, these to apply also to the natural born or legally adopted children of that marriage until such children reach their twenty-second birthday, at which time their furlough privileges cease (except as provided in P 35 25), as well as the right to permanent return to the base division. In specific cases and by prior agreement with the host division and the General Conference, the right to permanent return may be extended beyond the twenty-second birthday by the fixing of a terminal date for denominational responsibility to return such children to the base division.~~

~~If it is desired to employ a child in this category as an interdivision employee, one of the procedures outlined below shall be followed:~~

~~1. The child shall return to the base division and establish residence there, after which he/she may be called back to the division of former residence as a regular interdivision appointee, or~~

~~2. The division committee shall place a call in the regular way with the General Conference and the base division for the child to serve as an interdivision employee.~~

P 35 40 Furloughs/Optional Annual Leaves—Parents and Children Serving in Different Divisions—When parents and their children are serving as interdivision employees in different overseas divisions, the following procedure shall govern furloughs and optional annual leaves:

1. The divisions concerned shall work together - No change

2. If a good faith effort has been made by both divisions and the interdivision employees involved and it is not possible for both parties to be in the base division at the same time, arrangements may be made for the families to visit one another in the field of service host division country at the time of the furlough of one family or the other, with the understanding that if extra travel expense is involved this privilege shall not be granted more often than once in four years. This provision is only available in connection with a furlough and not with an optional annual leave. It does not apply if either family is staying for an extended term of service in order to receive an extended furlough under P 30 30. The extra travel expense shall be shared equally by the organizations bearing the budget servicing costs of the two interdivision employees. The families shall meet in the division where the extra travel expense will be least. Furlough salary and allowances remain based on each interdivision employee's base division country or host division country as with a regular furlough.

3. The approval of the General Conference - No change

4. In the event of the death of an interdivision employee's spouse - No change

5. Parents Living in Third Division—Provisions are available during a phase-out period of four years from October 31, 1998, to interdivision employees, for their current uninterrupted period of interdivision service, who are not changing their base division country or family adopted division country status, as follows:

a. Interdivision employees who have parents, whether denominationally employed or not, who live in other than the base division of furloughing employees, may, with the approval of the host division and the General Conference Appointees Committee, be allowed to take, after a minimum of four years in the host division country, a scheduled furlough or optional annual leave in the third division rather than in the base division.

b. The travel costs involved are provided in order to visit the parents in the third division but do not include any destination points in the base division. The interdivision employee may, at personal expense, also visit the base division during the same furlough or optional annual leave, but the authorized travel at denominational expense is only based on travel to the third division. Furlough salary and allowances, other than medical or duplicate housing, remain based on the host division country rate or the base division country rate and not on the rate in the third division being visited. Expenses for these furloughs are borne by the same organization which bears expenses for the interdivision employee's routine furloughs. Other options for visiting parents in a third division may be available as outlined in P 40 30, paragraph 8. Under such options all salary, allowances, medical, and duplicate housing are calculated on the base division rate.

~~P-35-45 Parents Living in Third Division—Interdivision employees who have parents, whether denominationally employed or not, who live in other than the base division of furloughing employees, may, with the approval of the host division and the General Conference Appointees Committee, be allowed to take, after a minimum of four years in the field, a scheduled furlough or optional annual leave in the third division rather than the base division. If, because of the combination of furloughs and optional annual leaves, the interdivision employee would not be taking a furlough or optional annual leave in the fourth year, the visit to a third division could be allowed in the fifth year and then again in the eighth year, etc.~~

~~The travel costs involved are allowed in order to visit the parents and children in the third division but do not include any destination points in the base division. The interdivision employee may, at personal expense, also visit the base division during the same furlough or optional annual leave, but the authorized travel at denominational expense is only based on travel to the third division. Furlough salary and allowances, other than medical or duplicate housing, remain based on the host division country rate or the base division country rate and not on the rate in the third division being visited. Expenses for these furloughs are borne by the same organization which bears expenses for the interdivision employee's routine furloughs. Other options for visiting parents or children in a third division may be available as outlined in P-40-30, paragraph 8. Under such options all salary, allowances, medical, and duplicate housing are calculated on the base division rate.~~

~~P-35-50~~ P 35 45 Overseas Employees from Other Organizations—When overseas employees of other mission societies or commercial enterprises enjoy furlough privileges from their former employing organizations at the time of the change of their employment, such employees shall not normally lose these privileges but shall be eligible for furlough or leave of absence as denominational employees on the basis of the denominational furlough policy applying in that area. This shall apply if such individuals are appointed to regular interdivision service by action of the host division, base division, and General Conference Appointees Committee.

1. The service record of such an employee shall not include - No change
2. If former employment was with a religious organization - No change
3. In order to avoid misunderstandings in these matters, such an individual shall not be employed without the approval of the host division after it has consulted with the individual's home base division. The General Conference Appointees Committee shall record its approval of such employment. ~~employment and at the same time notify the base division where the interdivision employee will be earning service credit.~~

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~~P-35-55~~ P 35 50 Service in Base Division—No furloughs are allowed employees laboring within the territory of their own divisions, as from one country to another, except in cases where divisions have been assigned mission territory to operate. Divisions are allowed to develop their own paid long leave policies for intradivision employees.

~~P-35-60~~ P 35 55 Employees Recalled to Base Division—If those who are or have been under denominational direction, either as employees or as sponsored students, leave their base division for study or service and later are recalled to the base division, neither they nor their families are entitled to furlough to another division while serving in the base division. This provision is not affected by ~~any experience~~ most experiences abroad such as denominational service, schooling, ~~change in citizenship~~, or family connection, except as provided in ~~P-35-50~~: P 35 45.

~~P-35-65~~ P 35 60 Students Recalled to Base Division—Students obtaining their education in divisions other than their ~~home base~~ base division, when returning to their base division for service, either by a call from their base division, ~~division or appointment by the General Conference~~, shall not be regarded as eligible for furlough privileges in the country where they received their education.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

229-99Gh FURLOUGH AND OPTIONAL ANNUAL LEAVE
FINANCIAL ARRANGEMENTS - POLICY AMENDMENT

VOTED, To amend GC P 40, Furlough and Optional Annual Leave Financial Arrangements, effective January 1, 2000, to read as follows:

P 40 Furlough and Optional Annual Leave
Financial Arrangements

P 40 05 Notification of Base Division and General Conference—1. The host division treasury shall notify the base division treasury and the General Conference Transportation and International Personnel Services of interdivision employees who are authorized to take furloughs or optional annual leaves and provide information as to the dates and any special financial arrangements involved. It shall also note any allowances that may have been paid or any advances of funds provided.

2. The host division from which the interdivision employee is furloughing shall not attempt to deal directly with the interdivision employee on payment of allowances while in the base division, but shall place instructions with the base division or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services.

P 40 10 ~~Expense Reports—Employees Reports—Interdivision employees~~ on furlough or optional annual leave shall report to the treasury of the division in which they are authorized to take furlough or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services.

P 40 15 Host Division Country Salary and Allowances—1. The local salary (paid by the host division or local employing organization), expatriate allowance, and base division country deposit continue during furloughs and optional annual leaves on the same basis as when the interdivision employee is serving in the host division: division country. ~~Normal Regular~~ host division country allowances and deductions continue, with deductions for rent and with payment of automobile depreciation if the interdivision employee qualifies. The cost of local salary, expatriate allowance, base division country deposit, and other allowances are borne by the same entities as during the interdivision employee's service in the ~~field~~: host division country.

2. Where the local salary and allowances during furlough or optional annual leave are paid in a currency that cannot be used in the base division: division country, the host division or local employing organization shall make such arrangements as are necessary to provide the funds in a currency that can be used by the interdivision employee.

P 40 20 Furlough Salary Top-Up—1. During furlough the interdivision employee is entitled to be paid at the higher of the host division country or base division country remuneration rates. (~~See M 10 15 and M 10 40.~~) (See M 15 15 and M 15 45.) If the host division country rate is higher, no furlough salary top-up is provided and only the amounts in P 40 15 apply.

2. Where the base division country salary is higher, a furlough salary top-up is provided which is equal to the difference between the base division country salary and the total of the host division country salary, expatriate allowance, and base division country deposit authorized under P 40 15. This allowance is calculated based on the average monthly remuneration in each of the two countries involved. Where countries provide a double salary in some months, the total salary for the year shall be divided by 12 to arrive at the average monthly salary. In the case of North American Division-based individuals, the Category A remuneration factors shall be used for calculation of the furlough salary top-up.

3. Interdivision employees may, for personal reasons, wish to take less than the full furlough time authorized. Such arrangements are allowed so long as the interdivision employee takes at least one month of furlough outside the host ~~division~~: division country. The unused furlough time falls away unless special approval has been given in advance by the host division committee and recorded by the General Conference Appointees Committee. (See P 30 50.)

4. The furlough salary top-up is considered an accrued benefit - No change

5. Furlough salary top-up does not apply - No change

6. The General Conference Transportation and International Personnel Services may deposit the furlough salary top-up into the account where the interdivision employee's base division country deposit is being deposited or request the base division to make the payment to the interdivision employee.

7. The expense of the furlough salary top-up for the regular furlough - No change.

P 40 25 Visits to Family (Authorized Destination Points)—1. Interdivision employees and family members qualifying for furlough travel (~~see P 35 25 and P 35 30~~) (see P 35 30 and P 35 35) shall be allowed transportation expense at furlough time to the following:

a. Parents and children of both the interdivision employee and spouse living in the base ~~division~~: division or family adopted division country, where applicable. (See M 15 20.)

b. One point in the base division or family adopted division country, where applicable, if there are no parents or children living in the base division.

c. In base divisions or family adopted division countries, where applicable, where it is not normally possible for interdivision employees to stay with parents or relatives, and where reasonably priced short-term housing is not available, base divisions or family adopted divisions, where applicable, may recommend an additional point where denominational or other reasonably priced housing is available, if the extra expense for travel will be more than offset by savings in furlough rent subsidy.

d. In very unusual circumstances, the host division or the base division or the family adopted division, where applicable, may recommend, and the General Conference Interdivision Employee Remuneration and Allowances Committee may approve, destination points other than those listed above. Locations where interdivision employees were called from, or where they own houses or property, are not considered authorized destination points.

2. In the event of the death of an interdivision employee's spouse - No change

P 40 30 Furlough and Optional Annual Leave Travel Arrangements—Furlough and optional annual leave travel to visit parents and children is provided because of the value seen in maintaining close family ties. Policy allows for furlough travel by the most economical route and means to visit parents and children living in the base ~~division~~; division or family adopted division, where applicable. (Optional annual leave policy only provides for travel to one of the authorized destination points outlined in P 40 25.) In most situations, the interdivision family is provided with furlough tickets which take them to all the authorized destination points. (See P 40 25.) There may be occasions, however, when other arrangements may better meet the family's needs and still enable the interdivision family to spend time with parents and children during furlough or optional annual leave. The following furlough and optional annual leave ticket purchase and travel arrangements are intended to give as much flexibility as possible without increasing costs to the denomination or departing from the goal of getting the interdivision family together with parents and children:

1. Interdivision employees should plan well in advance - No change

2. The host division, at the time of voting a furlough or optional annual leave, shall determine and record on the furlough/optional annual leave form sent to the base ~~division~~; division or family adopted division, where applicable, the authorized destination points in accordance with P 40 25.

3. The interdivision employee should indicate his/her desires relating to furlough or optional annual leave travel. If the request is simply for travel by the most direct and economical route to the authorized destination point(s), the host division treasury shall work with the interdivision employee to arrange the itinerary and purchase the tickets for the interdivision employee. When possible, multiple quotes should be obtained from the host division's travel agency, local travel agencies in the interdivision employee's host country, and other agencies with special discount programs such as RAPTIM and SIAMA.

4. Tickets and/or quotes are to be based on the most economical fares available on regularly scheduled airlines and should include use of advance booking rates, senior coupons, excursion fares, APEX, RAPTIM, SIAMA, and any other discount fares available. For travel within the host division, add-on or other coupons may be available when purchased outside the country in connection with the main ticket. Tickets should normally be purchased which include all the stops that the interdivision family plans to make in the base ~~division~~; division or family adopted division, where applicable, as this cost is less than tickets purchased to the first stop in the base division plus separate tickets purchased in the base division for the other stops. Seldom

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is it necessary to pay full economy class fares if the travel is booked and the tickets purchased well in advance.

5. Many reduced fares are only available for short periods of time - No change

6. When the host division feels that a cash settlement - No change

7. If the interdivision family wishes, in lieu of visiting all the parents or children where they live in the base division, to take the savings (if any), and use them to assist in bringing the family together in one ~~location~~, location in the base division or family adopted division, where applicable, such an arrangement is permitted and a cash settlement under terms outlined in paragraph 6. above should be considered.

8. There may be occasions where parents or children are outside the base ~~division~~, division or family adopted division, where applicable, and thus are not included as authorized points to which the denomination will pay travel expenses, but the interdivision employee wishes to visit them. With written permission from the host division, an interdivision employee may be allowed to substitute visits to these parents or children in place of seeing some or all within the base ~~division~~, division or family adopted division. In approving such requests, the host division should keep in mind the desire to maximize contact with parents and children. In such a circumstance, the interdivision employee would be given a cash settlement as outlined in paragraph 6. above and the actual costs involved would be the responsibility of the interdivision employee.

9. Interdivision employees who receive cash settlements - No change

10. If an interdivision employee chooses, for personal reasons - No change

11. The cash settlement option is available - No change

12. The interdivision employee is responsible for notifying - No change

P 40 35 Furlough or Optional Annual Leave—Study Allowances—When a host division authorizes a furlough or optional annual leave study program beyond the Master's degree or, in the case of a physician/dentist, a residency or graduate study program as provided in P 50 35, the interdivision employee shall be granted furlough or optional annual leave allowances according to the following schedule:

1. Furlough or optional annual leave study programs - No change

2. Furlough or optional annual leave study programs of 18 to 35 months:

a. On return to the base ~~division—the~~ division or family adopted division, where applicable—the equivalent of 50 percent of the maximum freight and rehabilitation allowance for a permanently returning interdivision employee.

b. On return to the ~~field—one~~ host division country—one half of the outfitting and freight allowances for new appointees.

3. Furlough or optional annual leave study programs of 36 months or more:

a. On return to the base ~~division—the~~ division or family adopted division—the equivalent of 50 percent of the maximum freight and rehabilitation allowance for a permanently returning interdivision employee.

b. On return to the ~~field—full~~ host division country—full outfitting and freight allowances as for new appointees.

4. The extra allowances provided in paragraphs 2. and 3. above, which exceed the ~~normal~~ regular furlough or optional annual leave allowances to which the interdivision employee would be entitled, shall be considered part of the study leave costs and shall be borne by the organization providing the study leave, and amortized according to provisions of the study leave agreement.

P 40 40 Educational Allowance During Furlough or Optional Annual Leave—Elementary school-age children who register for school while on furlough or optional annual leave, and who will be returning with their parent(s) to the host ~~division; division country,~~ receive educational allowance under the policies of the base division country or family adopted division country, where applicable, during furlough time. Secondary school- and college-age children who may register during furlough, but who will not be returning with their parent(s) to the host division, receive educational allowance based on the policies for children studying in the base division country or family adopted division country, where applicable, under O 50 and O 55. (See also O 40 25.) If, however, the child plans to return to the ~~field~~ host division with the parent(s) or the parent(s) is on an extended furlough and will be in the base division or family adopted division, where applicable, during virtually a complete semester or quarter, the secondary school- or college-age child shall receive an educational allowance based on the policies of the base ~~division; division country.~~

P 40 45 Duplicate Rent/Housing Allowance During Furlough or Optional Annual Leave—Interdivision employees may incur duplicate rent/housing expense during furloughs or optional annual leaves.

1. Generally, interdivision employees continue to utilize a house in the host division country during furloughs and optional annual leaves. When this is the case, the interdivision employee shall continue to receive the same housing or homeowner's allowance and/or be charged the same rent as when serving in the host ~~division~~: division country. If the interdivision employee is *transferring at furlough time to another location and has vacated the housing unit or*, for some other reason, no longer occupies a housing unit in the host ~~division~~: division country, there shall be no housing or homeowner's allowance and/or charge for rent in the host division country during furlough.

2. No duplicate rent/housing allowance is provided - No change

3. If, during furlough, an interdivision employee is paying rent or maintaining a house in the host division country and also incurring rental expenses in the base division, assistance may be granted on the duplicate rent/housing cost in the base division or family adopted division, where applicable, up to the rental allowance set by the base division or family adopted division, where applicable, for local employees in the interdivision employee's base division ~~country~~: country or family adopted division country, where applicable. No personal share shall be withheld if the interdivision employee is carrying the normal share of housing costs in the host ~~division~~: division country.

4. In the North American Division a portion of the package plan - No change

5. The duplicate rent/housing allowance as outlined - No change

~~6. Phase-in Provision—Interdivision employees commencing furloughs on or before August 31, 1998 may choose to remain under the old policy. All furloughs commencing on or after September 1, 1998 are under the new policy.~~

~~7:~~ 6. The expense of the duplicate rent/housing allowance during furlough shall be borne by the General Conference for interdivision employees on Code 1, 2, 3, or 6 budgets, and by the employing organization in the host division for those on Code 4 budgets.

P 40 50 Travel Expense—On Assignment in Home Base Division Conferences—When interdivision employees on furlough or optional annual leave are asked to visit churches or camp meetings for the promotion of missions, the following shall apply:

1. When an interdivision employee is requested - No change

2. When an interdivision employee is authorized by the General Conference in consultation with the base division to attend camp meetings, the expense shall be cared for as follows:

- a. Travel up to the cost of mileage - No change
- b. Lodging and meals, while attending camp meeting - No change

~~For camp meetings within the North American Division, authorization must be secured from the director of the Office of Mission Awareness at the General Conference. Authorization for all others is to be requested from the General Conference Transportation and International Personnel Services.~~

3. When camp meeting or other appointments requiring greater travel are arranged between a union conference/mission and the General Conference, the expense shall be borne by the General Conference and union as mutually agreed on at the time the appointments are arranged. ~~For appointments within the North American Division, authorization must be secured from the director of the Office of Mission Awareness at the General Conference. Authorization for all others is to be requested from the General Conference Transportation and International Personnel Services.~~

P 40 55 Automobile Insurance and Depreciation—1. Interdivision employees who own an automobile during furlough or optional annual leave, and who are entitled to automobile insurance and depreciation under the policies of the host division country, shall receive automobile insurance and depreciation in the host division country on the same basis as while serving in the ~~field~~: host division country.

- 2. Interdivision employees on optional annual leave - No change
- 3. Interdivision employees who are receiving - No change

~~5:~~ 4. If interdivision employees are receiving the base division country salary (furlough salary top-up) during furlough, and the automobile insurance and depreciation to which they would be entitled under base division country policies is higher than what they are receiving in the host division country, during furlough, they may report the difference to the base division treasury for reimbursement.

~~6:~~ 5. Unless the automobile insurance and depreciation are included in a package plan paid to interdivision employees, regardless of whether or not they own an automobile, an interdivision employee must own an automobile during furlough or optional annual leave to qualify for insurance and depreciation. There is no duplicate automobile depreciation paid due to ownership of an automobile in both the host and base divisions.

4. 6. The package plan for allowances in the North American Division includes an amount for automobile insurance and depreciation. North American Division-based interdivision employees on furlough and receiving the base division country salary (furlough salary top-up) do not qualify for automobile insurance and depreciation in the host division during furlough. The North American Division package plan includes 2 percent of the United States of America Category A remuneration factor for automobile insurance and 11 percent of the United States of America Category A remuneration factor for automobile depreciation. If the amount a North American Division-based interdivision employee receives in the package plan is less than he/she would receive under the host division country automobile insurance and depreciation policy, he/she may report the difference to the General Conference Transportation and International Personnel Services for reimbursement.

7. ~~Phase-in Provision—If this policy would disadvantage an interdivision employee over what the previous practice was in the host or base division, he/she may choose to be treated under the previous policy or practice, for any furlough commencing on or before October 31, 1999.~~

P 40 60 Furlough Freight Allowance—1. Qualifying Countries—All countries except ~~those listed in M-55 10:~~ Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Guam, Iceland, The Netherlands, New Zealand, Norway, Sweden, Switzerland, the United Kingdom, and the United States (including the General Conference and Inter-American Division employees residing in the North American Division).

2. Formula—A cash allowance - No change

3. Freight Allowance for Every Third Furlough—For each third furlough after arrival ~~in the field;~~ in the host division country, where there has not been an intervening permanent return, the dollar amount of the formula in paragraph 2. above shall be doubled.

4. Transition Provisions—Interdivision employees commencing their furloughs on or before August 1, 2000 may choose either the new policy or the previous policy which provided for a furlough shipment at denominational expense. Those who were in interdivision service as of September 1, 1998 and who have taken two or more furloughs since arrival ~~in the field;~~ host division country, without an intervening permanent return, are eligible for the higher amount provided for in paragraph 3. above at the time of their next furlough and then for each third furlough thereafter.

P 40 65 Baggage Allowance for Furloughs—1. When the interdivision family returns to the ~~field~~ host division country by air, they shall be granted a baggage allowance of US\$400 per adult ticket and US\$200 per child (or unborn child) if their authorized travel includes North

America, thus being allowed two pieces of checked luggage per ticket by the airlines. The baggage allowance shall be US\$500 per adult ticket and US\$250 per child (or unborn child) for interdivision families where authorized travel does not include North America and passengers are limited to 44 pounds (20 kilograms). (See ~~M 55 10~~ M 60 10 and N 55 05.)

2. When individuals attend the Institute of World Mission in a division other than the North American Division while en route ~~back to the host division;~~ division country, and thus are limited to 44 pounds (20 kilograms) for a portion of the onward flight, they shall receive the higher rate of US\$500/US\$250. Only one baggage allowance is paid in relation to furlough travel even if it includes travel to an Institute of World Mission outside the interdivision employees' base division and return to the base division before returning to the ~~host division;~~ division country.

3. Those authorized to drive to the host division - No change

4. The furlough baggage allowance is given to assist with providing essential items needed in the ~~field;~~ host division country. The money 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;~~ division country, or however the interdivision employee decides.

5. A reduced baggage allowance shall apply for furloughees from certain countries, as specified in ~~M 55 10;~~ M 60 10. (See also N 55 05.)

P 40 70 Personal Effects and Property Insurance - No change

P 40 75 Baggage Allowance for Optional Annual Leaves—1. When the interdivision family returns to the ~~field~~ host division country 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 checked 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 interdivision families where authorized travel does not include North America and passengers are limited to 44 pounds (20 kilograms).

2. When individuals attend the Institute of World Mission in a division other than the North American Division while en route ~~back to the host division;~~ division country, 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 optional annual leave travel even if it includes travel to an Institute of World Mission outside the interdivision

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employees' base division and return to the base division before returning to the host ~~division~~: division country.

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

4. The optional annual leave baggage allowance is provided to assist with the purchase of essential items needed in the ~~field~~: host division country. The money 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~~: division country, or however the interdivision employee decides.

P 40 80 Personal Effects and Property Insurance - No change

P 40 85 Stopover Allowance—1. When airline schedules require interdivision employees and their families who are going on furlough or optional annual leave 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 the most direct route or the route included in quote for determining the denominationally borne cost, and not on actual travel chosen by the interdivision employee, if different):

a. Stopover allowance each way at the following rates:

| | | |
|---|---|-----------|
| <u>Interdivision employee</u> Employee and spouse | = | US\$37.50 |
| <u>Interdivision employee</u> 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.)

b. One night's hotel expense or a day room - No change

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 interdivision employee, this allowance is only paid if claimed by the interdivision employee, as some wish not to be paid per diem ~~if they did not incur any expenses: when they have not incurred any expenses.~~ This item is normally reported to the base division treasury for travel home for furlough or optional annual leave and to the host division treasury for travel ~~back to the field:~~ host division country.

3. The cost of this stopover allowance shall be borne - No change

P 40 90 Assistance on Income Tax—In host division countries where furlough or optional annual leave allowances and travel expenses paid to an interdivision employee are assessed as taxable income, the host division or the local employing organization shall reimburse the interdivision employee with a payment calculated to cover the reported additional taxes involved. (See O 25 25.)

Costs are 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.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

229-99Gi HEALTH EVALUATIONS (TERMS OF INTERDIVISION
SERVICE, FURLOUGHS, AND OPTIONAL ANNUAL
LEAVES) - POLICY AMENDMENT

VOTED, To amend GC P 45, Health Evaluations (Terms of Interdivision Service, Furloughs, and Optional Annual Leaves), to read as follows:

P 45 Health Evaluations

P 45 05 Health Evaluations During Furlough - No change

P 45 10 Early Health Clearance Required—1. An interdivision employee on regular furlough or optional annual leave, who is having the health evaluations cared for in harmony with

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M 70 in the base ~~division~~; division country shall arrange for ~~them~~ these to be cared for immediately upon arrival in the base ~~division~~; division country, so that they will be essentially completed during the first month of the furlough or before the optional annual leave is completed.

2. An interdivision employee on an extended furlough - No change

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

229-99Gj PLANS FOR SERVICE OR STUDY (TERMS OF
INTERDIVISION SERVICE, FURLOUGHS, AND OPTIONAL
ANNUAL LEAVES) - POLICY AMENDMENT

VOTED, To amend GC P 50, Plans for Service or Study (Terms of Interdivision Service, Furloughs, and Optional Annual Leaves), to read as follows:

P 50 Plans for Service or Study

P 50 05 Use of Furlough Time—Aside from necessary time for health recuperation and visiting parents and relatives, the time of furlough shall be employed in such ways as will advance the work in the base division and better fit the interdivision employee for future interdivision service.

Generally, interdivision calls are extended to individuals ~~in the homeland~~ who already possess the educational qualifications and skills ~~needed in the field~~; needed. Other than the provisions granted under P 50 25 to assist in *maintaining* licensure and professional standing, there are no special provisions in interdivision policy providing assistance with tuition and expenses for interdivision employees to do upgrading or to work toward advanced degrees. Opportunities do exist, however, under P 30 30, to take extended furloughs and receive full salary and ~~normal~~ regular allowances while pursuing further studies, but the cost of tuition and fees are a personal expense.

Host divisions, when considering requests from interdivision employees for assistance with the costs of educational upgrading, especially in the case of those working in higher education, need to keep in mind the need of professionals to remain current in their field. A balance must be kept between the need to train local employees and the need to assist interdivision employees who have made long term commitments to interdivision service.

P 50 10 Consultation With the Base Division and General Conference - No change

P 50 15 Study Arrangements During Furlough or Optional Annual Leave—1. If the host division authorizes reimbursement of expenses for an interdivision employee to attend the Andrews University Theological Seminary during furlough or optional annual leave, the employee shall normally receive financial assistance under the provisions of the policy for assistance for currently employed ministers attending the seminary. (See U 10 10.) If the interdivision employee is not from the North American Division, the host division shall determine what travel assistance shall be provided and what salary provisions shall apply if the interdivision employee's furlough salary is at a rate substantially below that paid in the United States of America. Those enrolled at Andrews University in areas other than the Seminary shall receive financial assistance on the same basis.

All expenses above those provided for in connection with a ~~normal~~ regular furlough or optional annual leave shall be considered as study costs and included in the amortization agreement outlined in U 10 10, paragraph 9. All the study costs paid by the denomination, and the amortization of such costs, are the expense of the host division or local employing organization, or are to be cared for, as agreed to, by the parties involved in the funding.

2. If the host division authorizes an interdivision employee, on furlough or optional annual leave, to take graduate or other special courses of study at an institution other than Andrews University, the expenses shall be met on the following basis:

- a. The transportation expense of the interdivision employee - No change
- b. The registration fee shall be paid by the host division - No change
- c. The interdivision employee and the host division - No change

d. When the interdivision employee is unaccompanied by the family, making it necessary for rent to be paid in two places, the host division shall continue the rent arrangements for the family as provided for under P 40 45, and also pay the rent of the interdivision employee's single room; if the interdivision employee is accompanied by the family, or is single, the ~~normal~~ regular provisions of P 40 45 shall apply.

- e. One half of the regular daily travel allowance - No change

All expenses above those provided for in connection with a ~~normal~~ regular furlough or optional annual leave shall be considered as study costs and included in an amortization agreement similar to the one outlined in U 10 10, paragraph 9. All the study costs paid by the

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denomination, and the amortization of such costs, are the expense of the host division or local employing organization, or are to be cared for as agreed to by the parties providing the funding.

3. If the host division asks an interdivision employee - No change

P 50 20 Qualifying/Licensing Expenses - No change

P 50 25 Postgraduate/Continuing Education for Licensing—Interdivision Employees—1. Licensure and Professional Standing - No change

2. Time Allowance—a. Depending on the profession, up to two weeks for each year of interdivision service shall be allowed the interdivision employee on a cumulative basis for postgraduate study/continuing education required to maintain licensure. (See paragraph 4. below.) The time may be taken either in the host division country during the term of service, in the base division country during furlough/optional annual leave/permanent return, or in other countries as authorized by the host division committee.

b. The interdivision employee shall be expected to take full advantage of any postgraduate/continuing education programs in the host division country which are acceptable for his/her requirements and for which his/her employing organization provides time and opportunity. If he/she does not take full advantage of such opportunities, he/she shall not expect to be granted additional time while on furlough or optional annual leave as provided in paragraph a. above.

c. In the case of a permanent return - No change

3. Financial Allowance - No change

4. Unused Allowances - No change

5. Information to Base Division - No change

6. Salary Continuation—The salary of the interdivision employee shall be continued during the authorized period of postgraduate study required to maintain licensure, whether the interdivision employee is in the host division country or base ~~division~~ division country. Salary during furlough extensions for postgraduate study/continuing education is at the host division country rate, unless approved at the base division country rate by the host division. (See P 40 20, paragraph 5. d.)

7. Permanent Return Salary Continuation Not Affected - No change

8. Planning and Authorization—~~a.~~ Planning for postgraduate study/continuing education required to maintain licensure is the individual responsibility of each interdivision employee in counsel with the host ~~employing~~ division.

b. Authorization for postgraduate study/continuing - No change

c. Divisions shall apply the following - No change

9. Expenses Borne By - No change

10. Division Flexibility - No change

P 50 30 Postgraduate/Continuing Education—Locally Employed Health Care Professionals—~~A Professionals—Each~~ division may arrange for locally employed health care professionals to take postgraduate work/continuing education required for licensure within the division territory. The allowances for such cases shall be set according to the needs in each division in harmony with the general principles of the General Conference *Working Policy*. Should the required postgraduate work not be available within the division territory, the division committee may, in special cases, arrange for locally employed health professionals to take postgraduate study/continuing education elsewhere. In such cases the division committee shall determine the allowances to be made.

P 50 35 Residency Plan and Graduate Study—Physicians and Dentists—The following policy applies to physicians and dentists ~~from overseas divisions furloughing in a division with a 72-month modified service cycle:~~ under provisions of the initial term in P 30 30:

1. When ~~an overseas~~ a division selects a furloughing physician or dentist to enter a residency program or graduate study, a contract shall be ~~made between~~ signed by an officer of the division and the physician/dentist on condition that the physician/dentist agrees to return to the interdivision field for further service. A copy of this contract shall be forwarded to the General Conference Secretariat and the General Conference Transportation and International Personnel Services offices.

2. If the residency or graduate study extends - No change

3. Financial assistance shall be given - No change

4. Where a physician or dentist has accumulated credit - No change

5. The employing division/local organization shall amortize - No change

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6. The amortization of this assistance shall follow - No change

P 50 40 Interdivision Employee Study Leave—1. Additional time beyond the regular furlough or optional annual leave requested by an interdivision employee for study purposes, if authorized by the host division in consultation with the General Conference Secretariat, shall be granted on the basis of an interdivision employee study leave. (The provisions of E-35-83 E 45 85 and P 30 55 do not apply in such cases.)

2. If an interdivision employee, before leaving the ~~field~~, host division country, chooses to follow a study program which cannot be completed within the time the host division approves, a permanent return shall be recommended.

3. The conditions of an interdivision employee study leave - No change

4. Regular salary and allowances shall continue - No change

5. If an interdivision employee who has begun - No change

6. The arrangements shall be approved - No change

7. All expenses, above those provided for in connection with a ~~normal~~ regular furlough or optional annual leave, shall be considered as study costs and included in an amortization agreement similar to the one outlined in U 10 10, paragraph 9. All the study expenses paid by the denomination, and the amortization of such costs, are at the expense of the host division or local employing organization, or are to be cared for as agreed to by the parties providing the funding.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT

229-99Gk RESPONSIBILITY TO THE INTERDIVISION FIELD
(TERMS OF INTERDIVISION SERVICE, FURLOUGHS, AND
OPTIONAL ANNUAL LEAVES) - POLICY DELETION

VOTED, To delete GC P 55, Responsibility to the Interdivision Field (Terms of Interdivision Service, Furloughs, and Optional Annual Leaves), which reads as follows:

P 55 Responsibility to the Interdivision Field

Every interdivision employee who has spent a term of service in the interdivision field should recognize that the denomination has put a large investment in him/her, and that by accepting the furlough arrangement the interdivision employee is bound to return to the field. Any interdivision employee not expecting to return to the field should notify the host division office of his/her plans before leaving the field and should also inform the base division or, in the case of North American Division-based individuals, the General Conference Secretariat immediately after arrival in the base division.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

229-99GI RESPONSIBILITY TO THE BASE DIVISION (TERMS OF
INTERDIVISION SERVICE, FURLOUGHS, AND OPTIONAL
ANNUAL LEAVES) - POLICY AMENDMENT

VOTED, To amend GC P 60, Responsibility to the Base Division (Terms of Interdivision Service, Furloughs, and Optional Annual Leaves), to read as follows:

P-60 P 55 Responsibility to the Base Division

Some interdivision employees, after a period of service abroad, want to emigrate to a division other than their base division. This frequently occurs subsequent to or in connection with furloughs, optional annual leaves, or leaves of absence in such division. Such emigration, while it may provide some material advantages to the family concerned, deprives the base division of the benefit of the furlough visit, the stimulating of interest in missions, and the service of seasoned and experienced employees at the conclusion of interdivision service.

Base division leaders are encouraged to lay upon the hearts of their employees, at the time they are recruited to interdivision service, the responsibility and privilege of keeping alive the missionary interest of the members of their home churches and conferences. This may be done by frequent reports to home papers and by personal letters to church and conference leaders, giving interesting experiences of conversions and of outstanding loyalty and self-sacrifice on the part of converts in other lands. Interdivision employees should plan to spend furloughs, and optional annual leaves in their base divisions, where they can bring fresh reports from the interdivision field of service, inspiring the leaders and members to even greater devotion in support of the worldwide mission program, and encouraging the young people in churches and educational institutions to dedicate their lives and talents to similar life service for the Master.

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When, for exceptional reasons considered valid by the division committee, it is desired that interdivision employees take their furlough in a division other than the base division, authorization shall be voted by the General Conference Appointees Committee before the furlough is taken.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

230-99Ga PERMANENT RETURN ARRANGEMENTS - POLICY AMENDMENT

VOTED, To amend GC Q 05, Permanent Return Arrangements, to read as follows:

Q 05 Permanent Return Arrangements

Q 05 05 ~~Approved~~ Approval for Permanent Return—At the time of accepting an appointment, or at the time of requesting furlough or optional annual leave, an interdivision employee agrees to serve the employing organization for a given period of time. This agreement is accepted in good faith by both interdivision employee and employer. It is recognized that situations may arise which render it impossible or inadvisable for the interdivision employee to remain in service until the end of the period agreed upon. The following policies define the procedures and arrangements that apply to discontinuing interdivision service.

Permanent return signifies discontinuance from interdivision employment whether or not the person(s) granted permanent return actually returns to the base division. There are many factors involved in a decision to effect the permanent return of interdivision employees. Such a decision may be at the initiative of the interdivision employee or of the employing organization. Although there are occasions when unusual and unforeseen circumstances dictate otherwise, it is generally expected that a decision regarding permanent return will be recorded and communicated to all parties concerned well in advance of the actual date of permanent return.

Q 05 10 Permanent Return by Decision of the Interdivision Employee—An interdivision employee, after due consideration of personal and organizational needs, may request permanent return from the employer. Such a request is to be forwarded to the host division secretariat through the local employing organization. The request should indicate the approximate date when the interdivision employee wishes to discontinue interdivision employment. Wherever possible, the request should be submitted several months in advance of the permanent return date in order to provide sufficient time for the employer to find a suitable replacement.

Q 05 15 Permanent Return by Decision of the Employer—The local employing organization, in consultation with the host division, may decide for various reasons to recommend the permanent return of an interdivision employee. Such a recommendation shall be forwarded to the host division secretariat through the normal organizational channels. The local employing organization shall also notify the interdivision employee at the time of forwarding such a recommendation to the host division. Wherever possible, the recommendation for the permanent return of an interdivision employee should be made several months in advance of the permanent return date in order to provide the interdivision employee with sufficient time to make plans for the future.

Q 05 20 Date of Permanent Return—If the host division approves the recommendation for permanent return, the host division secretariat shall forward the recommendation to the General Conference Secretariat for final approval. The host division secretariat, after appropriate consultation, shall determine the date on which the permanent return shall be effective.

Q 05 25 Permanent Return Arrangements - No change

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

230-99Gb PERMANENT RETURN OF INTERDIVISION
EMPLOYEES—GENERAL PROVISIONS - POLICY
AMENDMENT

VOTED, To amend GC Q 10, Permanent Return of Interdivision Employees—General Provisions, effective January 1, 2000, to read as follows:

Q 10 Permanent Return of Interdivision Employees—
General Provisions

Q 10 05 Children Preceding Parent(s)—1. When an interdivision employee(s) decides to send his/her children home to the base division country or family adopted division, where applicable, on a permanent-return basis, whether for educational or other purposes, such a request for return shall be processed in the regular way by action of the host division committee and the General Conference Appointees Committee.

2. College-age children (see O 40 20) sent to the base division or to a third division to continue education should normally be granted a permanent return at that time. The children's rehabilitation and freight allowances shall be made available to the parent(s) when the permanent

returns of the college-age children are voted. College-age children studying outside the host division are not entitled to furlough or optional annual leave, furlough or optional annual leave allowances, or travel with the parent(s) in the base division or in the family adopted division, where applicable, at denominational expense at furlough time, even if they have not been voted permanent return. (See P-35-25-) (See P 35 30.) Unmarried children who remain in the host division where the parent(s) is serving should normally be voted permanent return when they reach their 22nd birthday or when they have completed their college education, whichever comes later. Children who marry, or children who have reached the age of 22 years, unless they are full-time students and still qualify as dependents in harmony with O 55 05, are not entitled to continued benefits as dependents of interdivision employees. They are no longer eligible for medical allowance, educational allowance, furlough or optional annual leave benefits, or family visitation privileges under the provision of O 60. However, they may be eligible for permanent return benefits under the provisions of Q 20 15 or Q 40 10 if previous settlement has not been made.

3. Children authorized to attend secondary school in the base division or in the family adopted division, where applicable, normally are not voted permanent return.

4. When children are voted permanent return - No change

Q 10 10 Permanent Return Destination—In addition to visits to family as provided in Q 10 20, a permanently returned interdivision employee is provided transportation, as well as the shipment of authorized freight, to any one of the following destinations:

1. The ~~field~~ location in the base division to which the interdivision employee has been called to labor, or

2. The former ~~field of labor~~ location in the base division or the home of the parents, if the interdivision employee has not been placed before arriving in the base division, or

3. Such other destination as may be authorized - No change

Q 10 15 Salary Arrangements—1. Disconnection in the Host Division - No change

2. Interdivision Employees Not Proceeding Directly Home on Permanent Return—If an interdivision employee chooses to take extra time in the host division or on the way home to do personal visiting, such time shall be part of the one month allowed for visitation in the ~~homeland~~ base division country or family adopted division, where applicable. In such cases, the interdivision employee has made himself/herself unavailable for immediate employment in the base division and shall normally receive only the one month of salary until he/she makes

himself/herself available for employment or enters a training program. Salary in the host division country shall continue beyond the last day of work for a reasonable period for preparation for departure. In such cases the host division shall notify the General Conference Secretariat, the base division treasury, and the General Conference Transportation and International Personnel Services of the situation and the date through which host division country salary was paid.

3. Retirement Situations - No change
4. Permanent Return Salary - No change

Q 10 20 Visits to Family—A permanently returned interdivision employee who has completed a term of service and served for a minimum of 22 months since the most recent furlough, optional annual leave, or arrival in the ~~field~~, host division country, is allowed travel expense to visit parents and children in the base division in accordance with the authorized points as outlined in P 40 25. If it has been less than 22 months since the most recent furlough, optional annual leave, or arrival in the ~~field~~, host division country, permanent return travel shall normally only be allowed to a single point in the base division. Travel shall be by the most direct route and onward to the place of permanent employment or permanent location. One month from the date of leaving the ~~field-of-service~~ host division country is allowed for traveling, visiting, and finding employment. (See Q 10 15.) This month includes any unused vacation time.

Q 10 25 Permanent Return Travel Arrangements—The following policy on permanent return ticket purchase and travel arrangements is intended to give as much flexibility as possible without increasing costs to the denomination or departing from the goal of getting the interdivision family together with parents and children.

1. Where possible, interdivision employees should plan - No change
2. The host division, at the time of voting a permanent return, shall determine and record on the permanent return form sent to the base division, division or to the family adopted division, where applicable, the authorized destination points in accordance with P 20 15, paragraph 17., P 40 25, and Q 10 10.
3. The interdivision employee should indicate his/her desires relating to permanent return travel. If the request is simply for travel by the most direct and economical route to the authorized destination point(s), the host division treasury shall work with the interdivision employee to arrange the itinerary and purchase the tickets for the interdivision employee. Where possible, multiple quotes should be obtained from the host division's travel agency, local travel

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agencies in the interdivision employee's host division country, and other agencies with special discount programs such as RAPTIM and SIAMA.

4. Tickets and/or quotes are to be based on the most economical fares available on regularly scheduled airlines and should include use of advance booking rates, senior coupons, APEX, RAPTIM, SIAMA, and any other discount fares available. For travel within the host division, add-on or other coupons may be available when purchased outside the country in connection with the main ticket. Tickets should normally be purchased to include all the stops the interdivision family plans to make in the base ~~division~~, division or family adopted division, where applicable, as it usually costs less than buying a ticket to the first stop in the base division or family adopted division, where applicable, and then purchasing separate tickets in the base division or family adopted division, where applicable, for the other stops. Seldom is it necessary to pay full economy class fares if the travel is booked and the tickets purchased well in advance.

5. Many reduced fares are only available for short periods of time - No change
6. Cash settlements are not recommended for permanent return travel - No change
7. Interdivision employees who receive cash settlements - No change
8. The interdivision employee is responsible for notifying - No change

Q 10 30 Stopover Allowance—1. When airline schedules require interdivision employees and their families who are going on permanent return 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 the most direct route or route included in the 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:

| | | |
|--|---|-----------|
| <u>Interdivision employee</u> Employee and spouse | = | US\$37.50 |
| <u>Interdivision employee</u> Employee | = | US\$25.00 |
| Each child | = | US\$12.50 |
| Fully entertained - per person | = | US\$ 6.00 |

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(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.)

b. One night's hotel expense or a day room - No change

2. As the organization processing the claim for this allowance is often different 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 interdivision employee, this allowance is only paid if claimed by the interdivision employee, as some may prefer not to be paid per diem if they did not incur any expenses. This item is normally reported to the base division for permanent return travel.

3. The cost of this stopover allowance shall be borne - No change

Q 10 35 ~~Contacting Base Division—An Division or Family Adopted Division—An~~ interdivision employee returning permanently to the base division or family adopted division, where applicable, shall upon arrival contact the secretariat and the treasury of the division, or in the case of North American Division-based individuals, the General Conference Secretariat and the General Conference Transportation and International Personnel Services. ~~Services, upon arrival.~~

Q 10 40 Furlough or Optional Annual Leave Changed to Permanent Return by Employee—~~Perplexity and embarrassment are sometimes brought to a field when Interdivision Employee—When~~ an interdivision employee who has returned to the base division or family adopted division, where applicable, on a furlough or optional annual leave basis decides, near the termination of the furlough or optional annual leave period, to remain in the base ~~division:~~ division or family adopted division, where applicable, it causes perplexity and embarrassment. Should such a decision be made, any furlough or optional annual leave benefits received will be offset against the permanent return benefits provided by policy.

Q 10 45 Furlough or Optional Annual Leave Changed to Permanent Return by Host Division—Embarrassment and sorrow are sometimes brought to interdivision employees who return to the base division or family adopted division, where applicable, on furlough or optional annual leave and then later are informed that they are not expected to return to the ~~field:~~ host division country. Therefore, the host division should study its need for interdivision employees and, before they leave on furlough or optional annual leave at the end of a term of service, the interdivision employees are voted a furlough or optional annual leave, determine whether they

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should be asked to take a furlough or optional annual leave and return for further service or be voted a permanent return. Divisions should counsel with the General Conference Secretariat relative to termination of interdivision service or permanent return of interdivision employees called by the General Conference Appointees Committee, so that there may be good understanding and cooperation between the base division and the ~~field-of-service~~ host division in the delicate matter of dealing with interdivision employees abroad and after their return. In the case of permanent return of interdivision employees who do not look to continued denominational employment, a clear understanding as to termination of financial support should be reached between the host division, the base division, or in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services, and the interdivision employees concerned.

Q 10 50 Return to the Host Division to Pack Household Goods—When it becomes necessary for an interdivision employee whose furlough or optional annual leave is changed to a permanent return (see Q 10 40 and Q 10 45) to return to the host division country in order to pack household goods, only one member of the family will be authorized to return to the host division country at denominational expense, unless otherwise approved by the General Conference Interdivision Employee Remuneration and Allowances Committee.

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/CDO99AC/99AC to AHT(DIV)

230-99Gc HEALTH EVALUATIONS/HEALTH CARE ASSISTANCE
(INTERDIVISION PERMANENT RETURNS) - POLICY
AMENDMENT

VOTED, To amend GC Q 15, Health Evaluations/Health Care Assistance, effective January 1, 2000, to read as follows:

Q 15 Health Evaluations/Health Care Assistance

Q 15 05 Health Evaluations—Each returning interdivision employee and all dependent members of the family 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.

Q 15 10 Optional Procedures—1. Interdivision employees being permanently returned shall have the following options:

a. Receive the required health evaluation(s) within the host division and forward the report(s) to the base division secretariat or family adopted division secretariat, where applicable, for health clearance. In the case of North American Division-based interdivision employees, the reports shall be forwarded to the General Conference Secretariat.

b. Defer health evaluation(s) until the interdivision employee has returned to his/her base ~~division~~: division country or family adopted division country, where applicable.

2. The interdivision employee should consult with the host division treasury concerning instructions and arrangements for reimbursement of expenses if the health evaluations are done in the host division, and with the base division treasury or family adopted division treasury, where applicable, or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services.

Q 15 15 Responsibility for Expense - No change

Q 15 20 Responsibility for Service-Related Health Problems—1. If the former interdivision employee continues in denominational employment, health care assistance for health conditions which are not related to the employee's interdivision service shall be the responsibility of the employee's new employing organization in the base ~~division~~: division country or family adopted division country, where applicable.

2. The base division ~~committee~~, committee or the family adopted division committee, where applicable, or, in the case of North American Division-based individuals, the General Conference Interdivision Employee Remuneration and Allowances Committee, shall determine responsibility for health care assistance expense for health conditions which are related to the individual's interdivision service and which extend beyond the three-month period.

3. If the interdivision employee discontinues - No change

4. The cost of service-related health care - No change

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

230-99Gd REHABILITATION ALLOWANCE (INTERDIVISION
PERMANENT RETURNS) - POLICY AMENDMENT

VOTED, To amend GC Q 20, Rehabilitation Allowance, effective January 1, 2000, to read as follows:

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Q 20 Rehabilitation Allowance

Q 20 05 Eligibility—1. ~~After Full Term—An~~ After Two Years of Continuous Interdivision Employment Since Appointment—An interdivision employee who has completed a minimum of a full term of two years of continuous interdivision service since appointment (see P-10); (see P 10 10), and who returns permanently for reasons other than dismissal, shall receive a rehabilitation allowance equal to the regular appointee outfitting allowance. ~~(See N-65-)~~ (See N 70.)

2. ~~After Less Than Full Term—An~~ After Less than Two Years of Continuous Interdivision Employment Since Appointment—An interdivision employee who returns permanently for reasons other than dismissal before completing a minimum of a full term two years of continuous interdivision employment since appointment (see P-10) (see P 10 10) shall receive a percentage of the full rehabilitation allowance in direct proportion to the portion of a full term two-year period served. (See N-65-) (See N 70 and N 75 10.)

3. ~~After Subsequent Term of Two Years—After a subsequent term of two years, an interdivision employee who returns permanently shall receive a rehabilitation allowance on the same basis as in paragraph 2. above.~~

Q 20 10 Ineligible if Dismissed - No change

Q 20 15 Child Preceding Parent(s)—In the case of a child preceding the parent(s) on permanent return for educational or other reasons, the child's rehabilitation, baggage, and freight allowances shall be made available to the parent(s) at the time of such child's permanent return. The amount of the rehabilitation allowance shall be the same as the new appointee outfitting allowance for a dependent child. ~~(See N-65-)~~ (See N 70.) The amount of the combined freight settlement and baggage allowance shall be US\$750 per child, regardless of whether the interdivision employee was sent out under Class A or B freight allowance.

Q 20 20 Responsibility for Cost - No changes

SEC&TRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GC&DivTre99AC/GCDO99AC/99AC to AHT(DIV)

230-99Ge FREIGHT ALLOWANCE (INTERDIVISION PERMANENT RETURNS) - POLICY AMENDMENT

VOTED, To amend GC Q 25, Freight Allowance (Interdivision Permanent Returns), effective January 1, 2000, to read as follows:

Q 25 Freight Allowance

Q 25 05 Household Goods Freight Settlement—The host division shall arrange for the shipment of the household goods of the permanently returning interdivision employee on the following basis:

1. Freight, cartage, and handling, as well as necessary packing and crating charges on household goods and personal effects (not including automobiles and articles intended for sale or carried for other persons), are allowed from the place of residence in the host division to a location in the base division (see Q 10 10), on the following basis:

a. ~~After two thirds or more of the initial full term of service—100~~ After Two Years of Continuous Interdivision Service Since Appointment—100 percent of the voted appointee freight allowance for the country involved. (See N 50 20.)

b. ~~After more than one third, but less than two thirds, of the initial full term of service—80~~ percent of the voted appointee freight allowance for the country involved. (See N 50 20.)

b. After Less Than Two Years of Continuous Interdivision Service Since Appointment—Actual authorized weight that was shipped at the time of appointment and any unused freight would be settled at 1/22 of the underweight freight allowances as per N 50 40 for each month served on an interdivision basis.

c. ~~After less than one third of the initial full term of service—60~~ percent of the voted appointee freight allowance for the country involved. (See N 50 20.)

2. Provision for van container shipments - No change

3. If an interdivision employee does not elect to take home the full freight allowance provided in this policy, the unused freight settlement shall be on the same basis as specified in ~~N 50 40: N 50 40~~ except as in paragraph 1. b. above.

4. The host division is responsible for securing insurance coverage - No change

Q 25 10 Shipment Decisions - No change

Q 25 15 Storage and Forwarding of Shipment for Former Interdivision Employees Not Placed—If Seeking Employment—If the former interdivision employee is not placed does not have employment upon arrival in the base ~~division; division or family adopted division, where~~

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applicable, necessitating the setting up of housekeeping temporarily after arrival from the interdivision field; host division country, it may be necessary to provide additional assistance in moving his/her personal ~~effects~~ effects, for a period of up to twelve months from the time of permanent return, to a second destination upon the acceptance of a ~~call~~ employment. Goods The goods that will be shipped under this provision are those actually brought from the host ~~division~~ division country, subject to the authorized weight provisions, plus up to a maximum of 1,000 additional pounds (455 kilograms) of items accumulated while ~~waiting for assignment~~ seeking employment, ~~may be shipped to the final location within the base division where he/she~~ may be shipped to the final location within the base division where he/she secures employment for a period of up to twelve months from the time of permanent return. If the individual does not have a place to keep the goods while waiting, these shall be stored at denominational expense for a reasonable period of time while the former interdivision employee seeks employment. Goods stored while the individual was in interdivision service, which need to be transported to the new place of employment, are to be shipped at personal expense, but the individual may request the new employing organization to assist with the cost of transport of such goods to the new place of employment.

Interdivision employees who elect to take a freight settlement in lieu of a freight shipment, or those who choose to study rather than seek employment at the time of permanent return, are not entitled to assistance under these provisions.

The expense of transportation and storage provided under this policy are 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.

Q 25 20 Expense Reports—Arrangements for shipment of goods are normally done by the host division treasury or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services. Interdivision employees returning on permanent return are not authorized to arrange for the shipment of their goods to the base division country or family adopted division country, where applicable, unless specifically instructed to do so by ~~those responsible in the host division~~ those responsible in the host division treasury. If requested to care for the shipment of goods, interdivision employees are to make carefully detailed statements of the actual amount paid for each item, including freight and materials for packing 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 employees to the base division treasury or family adopted division treasury, where applicable, or, in the case of North American Division-based individuals, the General Conference Transportation and International Personnel Services.

Q 25 25 Responsibility for Cost - No change

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Robert J Kloosterhuis, Chairman
Maurice T Battle, Secretary
Athol H Tolhurst, Editorial Secretary
Carol E Rasmussen, Recording Secretary

ANNUAL COUNCIL OF THE
GENERAL CONFERENCE EXECUTIVE COMMITTEE

October 4, 1999, 8:00 a.m.

DEVOTIONAL MESSAGE

The devotional message entitled "The Time of Trouble—Living with Certainty" was presented by Carole Ferch-Johnson, Director of the Women's Ministries Department, South Pacific Division. Scripture texts are taken from the New International Version, unless otherwise noted.

Stories of trouble and strife, tribulation and trial punctuate the pages of Scripture like the mournful moans of an eastern lament. From Joseph to Jeremiah, and from Job to John the Baptist, the Bible talks about trouble. The hope of Israel, the Messiah, whose promise and presence dominate both Old and New Testaments, is described as a suffering servant—a man of sorrows and acquainted with grief (Isa 53:3). This is how God fulfilled what He had foretold through all the prophets, saying that His Christ would suffer (Acts 3:18).

So it is not surprising that the phrases "day of trouble," "time of trouble," or "times of trouble" are mentioned at least 25 times in various contexts within the pages of Holy Writ. Some of these have eschatological allusions, relating to the end of time.

Amongst its many references to times of trouble, the Bible tells a particular tale. Its theme is: "a time of trouble such as never was since there was a nation to that same time." This story begins with the fortunes of a woman called "the desired one, the beloved" who was summarily rejected by her husband, and continues with the adventures of a little girl called Myrtle.

It is common in many cultures to name girls after familiar flowers. Myrtle was the pink and white blossom adorning the shrub whose branches were used to build booths during the Feast of Tabernacles. She appears in the pages of the Old Testament at a low point in Jewish history. Life had not been easy for her. If she had ever heard the soothing voice of a mother or known her gentle embrace, it had not been for long. Robbed of both mother and father, she had no ever present parent to delight in her childish chatter or rejoice in her every advance. But loss, separation, and grief, these were familiar enough to this child of woe.

The future, also, would have been bleak for Myrtle had it not been for her older cousin. He took her into his house and assumed the role of surrogate father while she grew to young womanhood under his roof. Little did either of them know at the time that one day she would be

appointed by the Lord God of Israel to lead His people through a time of trouble such as never was.

In due course, Myrtle (Hadassah) became Esther, queen of the Medo-Persian empire as it stretched from Northern Sudan in the West to India in the East. Historians tell us that her husband Xerxes was not quite up to the administrative demands of his empire. Dependent on the wisdom of others, he tended to grab counsel from any available source. Acting on impulse rather than deliberation, he applied advice with little thought for the consequences. Thus the king fell prey to the wily machinations of Haman, a favored official who led him to send out a decree. By this decree, not only Esther's cousin Mordecai by whom Haman felt slighted, but all Jews throughout the 127 provinces of the empire were to be put to death.

Reviewing their history, the scattered Jews knew that Egyptian slavery had been bad. Under the rule of a ruthless Pharaoh they had been reduced to a band of servile and ignorant slaves. Chased by his chariots to the brink of the sea, they had almost succumbed to extinction—but they had survived.

In the recent past, they knew that the Babylonian captivity had been devastating. Their possessions were pillaged and burnt, their temple and city destroyed, and their land occupied by another power—but they did live on. There was nothing in their past to quite equal the severity of this new decree. This was ethnic cleansing, a genocide from which there would be no return.

Encouraged by Mordecai, Esther rises to the defense of her people and sets out on a highly dangerous rescue mission. First she gathers her resources:

1. Potential direct access to the king
2. Personal support from cousin Mordecai
3. Community support from the fasting Jews
4. Her own faith in the God of Israel

But there are so many uncertainties. She must stand alone in the presence of her lord. There will be no mediator, no advocate to act on her behalf. Has she done everything possible to prepare for this moment? Will she be able to succeed? She knows she is his chosen bride. He has already given her a crown and a place on his throne at his right hand, but will the king accept her on this occasion? Filled with foreboding, Esther struggles with doubt and inner conflict. It is a time of trouble such as never was. She knows she can only survive it if her defense is stronger than the greatest challenge.

So Esther goes forth to meet the king. She walks the distance to the royal audience chamber with measured step—the hope of Israel welling in her heart and the tenets of her faith coursing through her brain.

“The salvation of the righteous comes from the LORD; he is their stronghold in time of trouble” (Ps 37:39).

“The LORD is good, a refuge in times of trouble. He cares for those who trust in him” (Nah 1:7).

“Though the fig tree does not bud and there are no grapes on the vines, though the olive crop fails and the fields produce no food, though there are no sheep in the pen and no cattle in the stalls, yet I will rejoice in the LORD, I will be joyful in God my Savior. The Sovereign LORD is my strength; he makes my feet like the feet of a deer, he enables me to go on the heights” (Hab 3:17-19).

When the king saw Queen Esther standing in the court, he was pleased with her and held out to her the gold scepter.

The plot ends in resounding victory for Esther and the people of God. The fast was turned into feasting and fear gave way to fanfare. An annual festival was established riveting the triumph forever in the memory of Israel.

But there is an unanswered question. Where was God while His people experienced “a time of trouble such as never was?” Curiously, there is no mention of Him at all anywhere throughout the ten chapters. That is really not surprising, for God always appears hidden in times of trouble, and His presence seems withdrawn. The deeper the trouble, the less we are able to see Him. The greater the trial, the more we struggle to trust the Lord and to believe in His unfailing provision.

One day I was preaching in the living room of a nursing home near our division office. My theme was *Do not Worry* based on Jesus’ words in Matthew 6. The dear saints had mostly slept through the sermon but greeted me warmly at the door anyway with words of warm appreciation. Then an alert 93-year-old approached using a walking frame. She had been the matron in command of the kitchen decades before when I was a student at Avondale College. Fixing her eyes on me she declared, “It’s easier said than done, you know.”

If she were here today, she would likely make the same comment. Trusting to a high degree in the provisions of the Lord when trouble threatens to overwhelm us is easier said than done. This is because we need to see some evidence that relief is in sight. We want to be

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assured that God is really there. We have difficulty keeping our focus on God. We tend to get distracted, lose sight of Him, and focus instead on ourselves. But there is no salvation within ourselves and no strength either.

When Job the Comfortless was wrapped in his time of trouble, he gathered conventional wisdom from his friends. This was a mixed blessing, but occasionally, amongst the dross of vain philosophy in all that they said, he discovered nuggets of divine wisdom. Eliphaz the Temanite delivered some of these to him. They were about coping with times of trouble. Eliphaz begins with a blanket statement. "Man is born to trouble as surely as sparks fly upward" (Job 5:7). Then he lists a series of answers to Job's implied questions: there is only one place to flee, he insists: "But if it were I, I would appeal unto God; I would lay my cause before him" (vs 8).

Next he addresses Job's insecurity by lending voice to his fears and supplying him with reassurance: Are you afraid of the strength of the opposition? "He performs wonders that cannot be fathomed, miracles that cannot be counted" (vs 9).

Are you afraid you will run out of resources? "He bestows rain on the earth; he sends water upon the countryside" (vs 10).

Are you afraid you will have no voice? "The lowly he sets on high" (vs 11).

Are you grief stricken by the magnitude of your losses? "And those who mourn are lifted to safety" (vs 11).

Are you afraid of the ability of the oppressor to do harm? "He thwarts the plans of the crafty, so that their hands achieve no success" (vs 12).

Are you conscious of your helplessness? "He saves the needy . . . from the clutches of the powerful. So the poor have hope and injustice shuts its mouth" (vs 15, 16). This adds up to an all inclusive cover from a totally present God. So it was in the past. As it is in the present. Thus it will be in future.

"At that time Michael, the great prince who protects your people, will arise. There will be a time of distress [trouble] such as has not happened from the beginning of nations until then. But at that time your people—everyone whose name is found written in the book—will be delivered" (Dan 12:1).

The "time of trouble such as never was" is coming, but with it comes the presence of the great Prince. Michael is standing to protect His people. In prophecy He foretells: "When you pass through the waters, I will be with you; and when you pass through the rivers, they will not

sweep over you. When you walk through the fire, you will not be burned; the flames will not set you ablaze" (Isa 43:2).

Michael is standing to protect His people. In poetry He comforts: "A thousand may fall at your side, ten thousand at your right hand, but it will not come near you" (Ps 91:7). "He will call upon me and I will answer him, I will be with him in trouble. I will deliver him and will honor him" (Ps 91:15). "They band together against the righteous and condemn the innocent to death. But the LORD has become my fortress, and my God the rock in whom I take refuge" (Ps 94:21, 22).

Michael is standing to protect His people. And surely "I am with you always, to the very end of the age" (Matt 28:20). "For the sake of the elect, whom he chose, he shortened the days" (Mark 13:20, RSV).

Michael is standing to protect His people. For "These are they who have come out of the great tribulation. . . . he who sits on the throne will spread his tent over them. Never again will they hunger; never again will they thirst. The sun will not beat on them, nor any scorching heat. For the Lamb at the center of the throne will be their shepherd" (Rev 7:14-17). "Worthy is the Lamb" (Rev 5:12). "To Him who sits on the throne and to the Lamb be praise and honor and glory and power, for ever and ever!" (Rev 5:13).

There will be a time of trouble such as never was since there was a nation to that same time. But at that time your people will be delivered for Michael is standing, Michael is standing to protect His people.

Philip S Follett called the eighth business session of the 1999 Annual Council to order.

Paul S Ratsara, Ministerial Association Director for the Africa-Indian Ocean Division, opened the business session with prayer.

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OGC/99AC to JP(DIV)

277-99G STATEMENT OF CAUTION ON DUBIOUS AND SPURIOUS INVESTMENTS

Robert W Nixon, Director of the Office of General Council, presented a Statement of Caution on Dubious and Spurious investments, entitled "Beware of Financial Wolves," as follows:

Beware of Financial Wolves

The Apostle Paul said, "Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood. I know that after I leave, savage wolves will come in among you and will not spare the flock" (Acts 20:28, 29, NIV).

You are overseers of God's blood-bought church. Yes, there are savage wolves attacking the flock—theological wolves of all kinds these days. But I want to present you some facts so that you—as an overseer of God's flock—can help protect your members from a particularly wily and wise pack of wolves—financial wolves who seek to come into the church and who will spare not the flock—or the money often saved over a lifetime by your members.

What am I talking about?

Law enforcement officials here in North America have a term for it—affinity fraud. What is affinity fraud? Affinity fraud is fraud on religious, ethnic, and professional groups by members of these groups or persons claiming to want to assist these groups.

Affinity fraud has gotten so bad here in North America that the North American Securities Administrators Association (NASAA), which is composed of state securities regulators, says it is today's number one investment fraud.

The worst example: Leaders of the Tampa, Florida, Greater Ministries International Church have been charged in a 20-count federal indictment alleging conspiracy, money laundering, and mail fraud. Regulators believe they operated a massive Ponzi scheme (a pyramid where money was shuffled between investors until the scheme collapsed) that may have defrauded more than 17,000 investors out of as much as \$200 million. Many of the victims were conservative religious people—Mennonites and Amish in Pennsylvania, Ohio, and Virginia. Investors were told their investments would double in 17 months or less. They also were told that state and federal securities law did not apply because investments were "gifts" to a "church"

and the payments from the "church" to the investors were "blessings" not subject to state or federal taxes. The promoters are scheduled to go to trial later this month.

There are scores of other examples:

One million dollars from immigrant victims in Texas who gave money to a former Sunday School teacher;

One million dollars in Illinois from Christians who believed a man had visions from God about a device that would find oil and natural gas;

Six million dollars in Alabama from retirees who believed a charismatic promoter who paraded his "Christian" values;

One million dollars from small Roman Catholic churches in Pennsylvania by a parishioner who won the trust of parish priests.

Why am I concerned?

We in the Office of General Counsel over the last several months have become aware that financial wolves are zeroing in on the Seventh-day Adventist Church, the Church of which you are an overseer. You must be made aware of the danger that exists today, and you must take action to protect your flock. Right now the wolves are prowling the fields of the North American and Inter-American Divisions. There are claims that some of God's people have been victimized already—a few hundred thousand dollars here, a million dollars or so there. But if it is the North American and Inter-American Divisions today, can the other divisions be far behind? Wherever there are pools of money, financial wolves will come sniffing.

What do you need to know?

First, financial wolves that attack churches and their members learn to speak the language of the church they are stalking. They speak from the Bible. Their favorite text is Luke 6:38: "Give, and it will be given to you. A good measure, pressed down, shaken together and running over, will be poured into your lap. For with the measure you use, it will be measured to you." Promoters say that means that for every dollar given, they will return double in a few weeks, a month, or a year or so. One such scheme seemed to say that for a \$10,000 donation, the donor would receive \$10,000 each month for life. Commonly promised returns are 35 to 40 percent per month, not per year. One program seemed to promise 3,000 percent per year.

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Second, promoters often seek out pastors or prominent church members who sometimes invest early and receive great returns, and then they or their names are used to encourage other members who invest later and get few or no returns. Some pastors, God forbid, may be tempted by finder's fees or a percentage of the profits returned to investors. Many members trust their pastors, but that trust, as you might imagine, quickly approaches zero when hard-earned savings disappear and the promoter suddenly stops returning telephone calls. Pastors who promote such schemes often become speechless when their members ask and expect them to personally return the lost investment. My friends, you must spread the word to our pastors: You are shepherds of the flock. You must help protect our members, not victimize them. You must not promote private financial investments to our members.

What can you do?

First, pass this message: Beware! Financial wolves are stalking God's Church and its members.

Second, inform everyone—members, pastors, and administrators—that pastors and the church have not and will not put their stamp of approval on any private investment. Send inquirers to their neighborhood professionals—certified public accountants, licensed financial consultants, lawyers, and government officials who monitor such programs.

Third, if you find a problem, advise members to cooperate with government regulators. Many promoters pressure investors not to cooperate with government investigators for the obvious reason that the promoters do not want to face legal proceedings. Promoters often try to convince their victims that they, as investors, are to blame for their own losses because they lacked true faith, and that to complain to government officials is a betrayal of Christian principle. Of course, that is ridiculous.

Fourth, from anywhere in the world, you can get some information on the Internet. One source is www.nasaa.org, the web site of the North American Securities Administrators Association. When you get to the web site, click on *Investor Education*.

Fifth, if someone is making an offer that appears too good to be true, it probably isn't true. One of my law professors once summarized the financial world this way: "There's room for bulls and bears—but not pigs."

Sixth, consider running for the nearest door when a promoter quotes Bible texts and prays with you, but talks mostly about how rich you soon will be, and yet seems reluctant to put financial details in writing.

Seventh, bring your questions to the Office of General Counsel. We, too, have an interest in protecting God's Church and its members. One of our associates, Thomas Wetmore, has a particular interest in monitoring financial scams that focus on churches. If you have concerns in this area, please stop by our offices before you leave this place.

Friends, financial wolves are at work. Beware. Be skeptical. Be wary. Be informed. I pray that you will be a faithful shepherd, a faithful protector, of God's people, and that you, too, will not fall victim to the financial wolves that roam today's world.

VOTED, To accept the Statement of Caution on Dubious and Spurious Investments.

PRE/PolRev&Dev/ADCOM/PRE/PolRev&Dev/ADCOM/GC&DivSec99AC/GCDO99AC/
99AC/PRE/ADCOM/99AC to AHT(DIV)

243-99Ga PROCEDURES FOR REFERRING TO THE GENERAL
CONFERENCE EXECUTIVE COMMITTEE QUESTIONS OF
CONDUCT IN THE OFFICE OF THE PRESIDENT,
SECRETARY, OR TREASURER - POLICY ADDITION

VOTED, To add a new section, GC B 75, Procedures for Referring to the General Conference Executive Committee Questions of Conduct in the Office of the President, Secretary or Treasurer, as follows:

B 75 Procedures for Referring to the General Conference Executive Committee
Questions of Conduct in the Office of the
President, Secretary, or Treasurer

In the event that issues arise which call for a review of conduct in the office of the president, secretary, or treasurer of the General Conference, the procedures to refer this matter to the General Conference Executive Committee shall be as outlined below.

B 75 05 General Conference President—1. The General Conference secretary, in consultation with other officers of the General Conference, shall call and chair a special meeting of the General Conference Administrative Committee. At its discretion the General Conference Administrative Committee may, by a two-thirds majority vote, place the president on administrative leave (with continuing remuneration) until the matter has been investigated and/or heard by a meeting of the full General Conference Executive Committee. During this time the president shall not be involved in the process, except by invitation.

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2. The General Conference Administrative Committee shall determine, by a two-thirds majority vote, the manner and time period in which a question of conduct is investigated and referred to a meeting of the full General Conference Executive Committee.

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

B 75 10 General Conference Secretary or Treasurer—1. The General Conference Administrative Committee, under the leadership of the president, shall determine, by a two-thirds majority vote, the manner and time period in which a question of conduct of the secretary or treasurer is investigated and referred to a meeting of the full General Conference Executive Committee.

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

PRE/ADCOM/99AC to JP

273-99G ADVISORY COUNCIL ON EVANGELISM AND WITNESS

VOTED, To appoint an Advisory Council on Evangelism and Witness at the General Conference to explore and advise administration on possible initiatives and concepts in evangelism and witness which the General Conference should carry and support by direct involvement. This council, which should convene at least annually, shall have a composition which is international and broadly based (including laity); and shall consider, without limitations to its agenda, interdivisional initiatives in evangelism/witness; and its recommendations shall be channeled into the worldwide evangelistic planning of the General Conference.

ADVENTIST WORLD RADIO - REPORT

I am very grateful God has made it possible for His end-time Church to have access to tools that can help us accomplish the task He has given us. No generation previous to ours has had these capabilities.

A few days ago, I visited with Pastor Alfredo Argueta, President of the Honduras Mission. He told me about a city in his field by the name of Las Vegas. It is a mining community and has been resistant to our message for many years. It was a difficult place to work. We had no church there. Recently the mission sent five Bible workers with the assignment to get as many people as possible enrolled in Bible studies, and then they would send an evangelist to conduct a reaping series. However, they soon learned that a high percentage—as many as 95 percent of the people in some of the neighborhoods—were regular listeners to the Adventist radio program. When the public meetings were held, 148 were baptized and a new church was planted. Most of the candidates told of first hearing the Three Angels' Messages on their radio. They said, "We believed this message before the evangelist even came here."

Recently we got a similar report from the Island of Madagascar, off the southeastern coast of Africa. A few weeks ago, the king of the Bara tribe was baptized with 35 people from his region. Most of them told us they first heard our message on the *Voice of Hope* radio program. In Amboasary, 70 were baptized earlier this year, most of whom learned of the gospel from listening to our programs. That story can be repeated all over the world.

Technological advances are making it possible for us to go places we have never been. New tools are making it possible to talk to people we have never talked to before. We are broadcasting in languages which are not used by one Seventh-day Adventist believer. But with world conditions writing "urgent" across the mission of this Church, it is imperative that we do so.

Five years ago, 95 percent of AWR's ministry involved broadcasts in shortwave. That is still our most potent tool, simply because more people listen to shortwave than to any other broadcast medium on earth. The best estimates indicate that it will continue to be true for at least the next 15 years, and probably the next 20. We develop a kind of arrogance in some of the western countries, thinking shortwave is somehow an outmoded technology because we don't use it much; but it is still the broadcast medium that reaches more people than any other. Remember, half of the adults in the world have never made a phone call. It is estimated that a hundred million Chinese will never have electricity—but they all have a little shortwave radio to their ears.

I am pleased to tell you that in the last five years, AWR has moved into new arenas, now also broadcasting on AM and FM stations, for instance. The best illustration is the contract we recently signed with a huge 600,000 watt AM station in Monte Carlo on the south coast of France, from which we broadcast daily into North Africa in Arabic and French. In these particular areas, we know AM has a larger audience than shortwave and we are committed to using the tool that works the best.

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I want to speak for a moment about satellite technology. I think you will be pleased to learn what AWR is doing.

The most rewarding response we have had to satellite has been in the Inter-American and South American Divisions. Already some 25 Adventist-owned stations in 15 countries have contracted with us to send us one hour a day of their best programming; we edit those programs into broadcast blocks and put them on the satellite feed from Novo Friburgo, Brazil. The stations can then downlink them and rebroadcast them to their local communities. Our best estimate at this time is that this brings us a potential listening audience of more than 30,000,000 people who can hear our message on local radio. (I know you will be encouraged to learn that about 40 non-Adventist stations have also asked permission to broadcast our Spanish programs!)

We are also pleased about a new satellite initiative we are launching in Eastern Europe. It will be a 24-hour, digital stereo signal on which we (1) provide programming to local stations all across Europe, such as I just described in the Americas, (2) serve our own transmitter sites with programming, and (3) on which people can listen at home if they have a satellite dish. The footprint will cover all of Europe, all of Western Russia, North Africa, the Middle East, and all the way through north India.

As a church administrator, I know something of the burden that is on your heart. I know of your passion to tell the people of your field about Jesus, that He loves them, and that He is coming soon to take them home. I know that when all of the committee actions are taken, that is the one thing that drives you.

Let me describe some of the ways AWR can help you fulfill that dream:

1. AWR provides what someone has called "a rainbow of languages." I am happy to tell you that during the next year we will add twelve more to our broadcast languages. That will give us a total of about 60 different languages. When the new station is on the air in Italy, it will permit the addition of 20 more languages besides those we are now using!
2. Our programs generally are designed specifically for those who have no Christian background. We assume the people do not understand "church talk," so the programs are presented in the language they *do* understand.
3. When our listeners respond to a program, it is to a local Bible School, a local studio, or a local field, not some distant foreign address.
4. Programs are prepared not only in the local language, but also in the culture of the target country, using local idioms, local stories, local history, and local heroes. The writers and

speakers are from that country, not foreigners. They know what is going on there. We think that is a major advantage.

5. AWR works with the divisions, the unions, and the local fields so the programs are part of a greater strategy for reaching each country with our message. Let me illustrate. Just this past week, we have been in discussions with *It Is Written*. It is our plan that when the international "Net" programs sign off, the times and frequencies where the people can hear AWR's broadcasts in their own languages will appear on the screen. That way people can simply turn on their radios and find a strong nurturing element that will reinforce what they have heard. After the public crusade is over, AWR will still be there every day, in the homes of the people, with the same message.

The point is, when we work together, your Church's radio ministry has the ability to help you tell His story just about everywhere.

So my comments to you this morning are not in the form of a report, and really not even an appeal. Rather, what I bring to you is a plea.

We know that the places where AWR is working best and working well, where the path between the first contact and the baptism is the shortest, is in those places where local workers and local members have come to see it as valuable. For instance:

- In China not only do our members listen and invite their friends to their homes to listen, but many of our pastors see it as an integral part of their ministry to distribute program schedules everywhere they go. Our leadership in China has even developed a brilliant strategy for broadcasting training classes for local elders and other church officers via radio. Philip S Follett and I discovered during our visit there last year that probably as many people were being brought to Christ through those training classes as through our regular evangelistic broadcasts.
- In Madagascar we know of at least one place where a listener hooks his radio up to speakers and broadcasts our programs to his entire village.
- In one country the teacher in a public school plays our programs every morning for his high school students because he says it helps them grow strong characters.
- In the Middle East more than 2,500 Muslims—mostly young people—are members of our "Radio Club" where they invite friends to gather around the radio and listen to our program, then discuss what they have heard. (We have even had

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an evangelical church in Nigeria apply to become an AWR "radio church" because they use our program for the sermon of their Sunday service.)

- In Vietnam one of the most effective means of witnessing some of our members have found is to invite their friends to come to their home for a simple meal, and then just by chance have the radio playing. We get those kinds of stories from everywhere.

While many of our members may never feel qualified to give a Bible study, most of them can give a simple card with a time and radio frequency and the word "Listen."

I suspect it would not take much time for those in this room to generate a lengthy list of other ways members and church workers can make effective use of AWR's daily broadcasts.

The second part of my plea is of a different nature. There are many countries of the world where FM frequencies are becoming available through the local government's Ministry of Communication. India is one such place, as are many of the countries in Africa. As deregulation continues, there will be more.

We want to urge you to develop a strategy to acquire some of those frequencies. It will not be long before they are gone. AWR does not build local stations, but we can assist in the distribution of programs as I have described in Central and South America. In Romania for instance, leadership has developed a strong network of seven stations that cover the country. AWR can distribute those programs throughout that system via satellite which is instantaneous, rather than via surface mail which, in some places, is not very reliable.

AWR can also assist by providing engineering skill as the work load of our engineers permits. A new station will soon be on the air in the Cameroon, in Africa. Pastor Boma and a generous donor have already seen to the construction of the building and the equipment is on site. AWR engineers will assist in the installation of the equipment to help get the station on the air.

Years ago I visited a gold mining site in the little town of Helen, Alaska. A large tractor would move the earth into a big pile, and one of the miners would turn a hose on it and wash it over a sluice trough they had built. The gold, being heavier, would drop into a box at the bottom of the chute.

During a break, I asked one of the men how successful their operation was, how much gold were they accumulating in the box. He replied that he didn't know. They were simply working feverishly during the long Alaskan summer days, and at the end of the season they would open the box.

I thought, "That is something like the ministry of AWR." We are finding nuggets constantly, everywhere. But we do not know all of the lost treasures that are being found. We are simply working feverishly while it is day to be faithful to our Lord's command. However, soon Jesus will come and open the box, and with Him we will rejoice at the treasures that are there.

Adventist World Radio is honored to partner with you to help hasten that day.

SS&PM/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

195-99G PERSONAL MINISTRIES - *CHURCH MANUAL* DIRECTIVE

RECOMMENDED, To approve a directive to amend the *Church Manual* in all references to "Lay Activities" to now read "Personal Ministries."

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

184-99G FIELD/CONFERENCE/MISSION - *CHURCH MANUAL*
DIRECTIVE

RECOMMENDED, To approve a directive to amend, where applicable, the *Church Manual* in all references to the term "field" (where the obvious reference is to the collective organization of local churches) to now read "field/conference/mission;" and in all references to "conference" to read "field/conference/mission."

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

232-99G CHANGE OF ORDER OF CHAPTERS - *CHURCH MANUAL*
DIRECTIVE

RECOMMENDED, To change the order of the last four chapters of the *Church Manual* so that the chapter, Divorce and Remarriage, immediately follows the chapter, Church Discipline. Thus the last four chapters in the new order would be: Church Discipline; Divorce and Remarriage; Organizing, Uniting, and Dissolving Churches; and The Pulpit Not a Forum.

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213-99G QUERIES CONCERNING RECEIVING AND DROPPING
MEMBERS - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 5, Church Membership, pages 37 and 38, Queries Concerning Receiving and Dropping Members, to read as follows:

Queries Concerning Receiving and Dropping Members

Receiving Members on Profession of Faith—There are four circumstances in which individuals who have accepted the Seventh-day Adventist message may be accepted into the local church by profession of faith:

1. A committed Christian coming from another Christian communion who has already been baptized by immersion as practiced by the Seventh-day Adventist Church. (See p. 28.)
2. A member of the Seventh-day Adventist Church who, because of world conditions, is unable to secure a letter of transfer from his or her home church. (See p. 34.)
3. A member of the Seventh-day Adventist Church whose request for membership transfer has received no response of any kind from the church where he or she is a member. In this case the assistance of the conference/mission shall be sought. In case the requesting church is located in another conference/mission, the assistance of both conferences/missions should be sought.
4. An individual who has been a member, but whose membership has been misplaced or has been withdrawn because he or she was a missing member, yet who in reality has remained faithful to his or her Christian commitment.

Great care should be exercised in receiving members if they have formerly been members of some other church in the denomination. Instances are not lacking of persons ~~disfellowshipped from removed from membership in~~ one church, later presenting themselves to other churches for membership on profession of faith. When a person applies for membership on profession of faith, earnest inquiries should be made concerning the applicant's former experience. The church officers should seek the advice and help of the conference/mission president. Sufficient time should be taken to extend the investigation as far as needed to reveal all the facts.

When persons apply for membership on profession of faith, and it is found that they are still members of another church in the denomination, no steps should be taken to receive them into membership until the church holding the membership grants their letters of transfer. If after following the process of transfer (see p. 32), a church refuses to grant a letter of transfer, the member may appeal to the local conference/mission committee if it is considered that the letter has been unjustly denied. The church where membership is held, or the local conference/mission committee, is the proper organization to decide whether the past conduct has been such that the applicant is entitled to a church letter of transfer. Following such a course will result in a higher appreciation of the sacredness of church membership and in wrongs being made right where this is called for. No church has the right to withhold transfer unless the person is under discipline.

When ~~a disfellowshipped~~ an individual whose membership has been removed seeks ~~membership; readmission to church membership~~, such readmission to church membership is normally preceded by rebaptism. (See p. 173.)

Dropping Names—Names should be dropped from the list only on a vote of the church, by granting letters of transfer, or by ~~disfellowshipping~~, removing from church membership, except in the case of deceased members. (See pp. 55, 56.)

No Retired Membership List—Each church should have but one membership list. Under no circumstances should the practice of keeping a retired list be followed. The church ~~roll~~ record should contain the names of all members. Names should be added to this list only on the vote of the church after the individual concerned has requested membership by profession of faith or baptism or letter.

SPD/ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

214-99G A DISFELLOWSHIPED CHURCH OFFICER - *CHURCH* *MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 62, A Disfellowshipped Church Officer, to read as follows:

~~A Disfellowshipped Church Officer~~ A Church Officer Removed from Church Membership

When a church officer is ~~disfellowshipped from~~ removed from membership in the church and is subsequently readmitted to church membership, this action does not reinstate the individual to the former office.

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215-99G REMOVING A MINISTER FROM OFFICE - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 9, Ministers and Workers in Relation to the Church, pages 124 and 125, Removing a Minister From Office, to read as follows:

Removing a Minister From Office

A minister may be removed from office by conference committee action, without the individual's church membership being affected. When a minister is ~~disfellowshipped~~ removed from membership in the church and subsequently restored to church membership, that person is not thereby restored to the ministry. The individual is readmitted to the church as a lay member.

SPD/ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

216-99G ADMINISTERING DISCIPLINE - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 13, Church Discipline, page 167, Administering Discipline, to read as follows:

Administering Discipline

If a member falls into sin, sincere efforts must be made for reclamation. "If the erring one repents and submits to Christ's discipline, he is to be given another trial. And even if he does not repent, even if he stands outside the church, God's servants still have a work to do for him. They are to seek earnestly to win him to repentance. And, however aggravated may have been his offense, if he yields to the striving of the Holy Spirit and, by confessing and forsaking his sin, gives evidence of repentance, he is to be forgiven and welcomed to the fold again. His brethren are to encourage him in the right way, treating him as they would wish to be treated were they in his place, considering themselves lest they also be tempted."—*Testimonies*, vol. 7, p. 263.

"We are nearing the judgment, and those who bear the message of warning to the world must have clean hands and pure hearts. They must have a living connection with God. The thoughts must be pure and holy, the soul untainted, the body, soul, and spirit be a pure, clean offering to God, or He will not accept it."—*Testimonies to Ministers*, p. 426.

"Sin and sinners in the church must be promptly dealt with, that others may not be contaminated. Truth and purity require that we make more thorough work to cleanse the camp from Achans. Let those in responsible positions not suffer sin in a brother. Show him that he must either put away his sins or be separated from the church."—*Testimonies*, vol. 5, p. 147.

When grievous sins are involved disciplinary measures must be taken. There are two ways by which this may be done:

1. By a vote of censure.
2. By a vote to ~~disfellowship~~ remove from church membership.

There may be cases where the offense is not considered by the church to be so serious as to warrant the extreme course of ~~disfellowshipping~~ removing the offending ~~member~~ member from church membership, yet it may be sufficiently serious to call for an expression of disapproval. Such disapproval may be expressed by a vote of censure.

Censure has a twofold purpose:

1. To enable the church to express its disapproval of a grievous offense that has brought disgrace upon the cause of God.
2. To impress the offending member with the need for amendment of life and reformation in conduct; also to extend to the individual a period of grace and probation during which these steps might be taken.

SPD/ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

217-99G DISFELLOWSHIPPING DEFINED - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 13, Church Discipline, page 168, Disfellowshipping Defined, to read as follows:

~~Disfellowshipping Defined~~
Discipline By Removal From Church Membership

~~To disfellowship a member means to expel an individual from membership. To cut off a member from fellowship with the church;~~ Removing an individual from membership in the

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church, the body of Christ, is always a serious matter; it is the ultimate in the discipline that the church can administer; it is the extreme measure that can be meted out by the church. *Only after the instruction given in this chapter has been followed, and after all possible efforts have been made to win and restore him or her to right paths*, should this kind of discipline be used. It would be advisable to secure counsel from the pastor of the church, or, if he is not available, from the conference or field president before any action is taken by the church, when such a step is contemplated.

SPD/ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

218-99G CAUTION IN DISCIPLINING MEMBERS - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 13, Church Discipline, pages 170-174, Caution in Disciplining Members, to read as follows:

Caution in Disciplining Members

“Christ has plainly taught that those who persist in open sin must be separated from the church, but He has not committed to us the work of judging character and motive. He knows our nature too well to entrust this work to us. Should we try to uproot from the church those whom we suppose to be spurious Christians, we should be sure to make mistakes. Often we regard as hopeless subjects the very ones whom Christ is drawing to Himself. Were we to deal with these souls according to our imperfect judgment, it would perhaps extinguish their last hope. Many who think themselves Christians will at last be found wanting. Many will be in heaven who their neighbors supposed would never enter there. Man judges from appearance, but God judges the heart. The tares and the wheat are to grow together until the harvest; and the harvest is the end of probationary time.

“There is in the Saviour’s words another lesson, a lesson of wonderful forbearance and tender love. As the tares have their roots closely intertwined with those of the good grain, so false brethren in the church may be closely linked with true disciples. The real character of these pretended believers is not fully manifested. Were they to be separated from the church, others might be caused to stumble, who but for this would have remained steadfast.”— *Christ’s Object Lessons*, pp. 71, 72.

Ministers or Churches Not to Establish Tests of Fellowship - No change

At a Duly Called Meeting - No change

Majority Vote—Members may be ~~disfellowshipped~~ removed from the church membership or otherwise disciplined only by a majority vote of the members present and voting at a duly called meeting. “. . . the majority of the church is a power which should control its individual members.”—*Testimonies*, vol. 5, p. 107.

Church Board Cannot ~~Disfellowship~~—~~The Remove From Church Membership~~—The church board may recommend to the church in a business meeting the dropping removal of a ~~member~~; member from church membership, but under no circumstances does a church board have the right to ~~disfellowship a member~~; take final action. ~~The Except in the case of the death of a member, the clerk of the church can remove a name from the church rolls records only on a vote of the church in a business meeting, except in the case of the death of a member.~~

Right of the Member to Be Heard in Defense—It is a fundamental principle of justice that every member has the right to be heard in his or her own defense, and to introduce evidence and produce witnesses. No church should vote to ~~disfellowship~~ remove a member from church membership under circumstances that deprive an individual of this right, if one chooses to exercise it. Due notice should be given by the church to the member of its intention to consider the problem, thus giving the opportunity for the individual to appear.

Lawyers Not to Represent Members - No change

Members Not to Be Dropped for Nonattendance—Absentees should be faithfully visited by the church leadership, and each should be encouraged to revive church attendance, explaining the seriousness of neglecting the obligation of church membership in deliberately absenting oneself for indefinite periods of time and making no report of one's faith and hope to the church. When because of age, infirmity, or other unavoidable cause, a member finds it impossible regularly to attend divine worship, it should be considered an obligation to keep in contact with the church leaders by letter or by other means. However, as long as a person is loyal to the doctrines of the church, nonattendance at church services shall not be considered sufficient cause for ~~disfellowshipping~~; removal from church membership.

Members Moving Away and Not Reporting - No change

Members Not to Be Dropped for Pecuniary Reasons - No change

Dropping a Member on Personal Request - No change

Notification to ~~Disfellowshipped Members~~—~~It Persons Removed from Membership~~—It is incumbent upon the church that ~~disfellowships~~ removes a member from church membership to notify the individual in writing of the action that was reluctantly taken with the assurance of

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enduring spiritual interest and personal concern. This communication should, where possible, be delivered in person by the church pastor or by a church board designee. The erring member should be assured that the church will always hope that reaffiliation will take place and that one day there will be eternal fellowship together in the kingdom of God.

Reinstating a Disfellowshipped Church Member—When Person Previously Removed From Church Membership—When a member person has been disfellowshipped, removed from church membership, the church should, where possible, maintain contact and manifest the spirit of friendship and love, endeavoring to win him or her back to the fold. A person disfellowshipped from the church previously removed from church membership may be received again into membership when confession of wrongs committed is made and evidence is given of real repentance and amendment of life, and it is clear that the member will fully submit to church order and discipline. Such reinstatement should preferably be in the church from which the member was dismissed. This, however, is not always possible. In this case, the church where the person is requesting reinstatement must seek information from the former church as to the reasons for which the person was disfellowshipped: removed from church membership.

Because disfellowshipping removal from church membership is the most serious form of discipline, the period of time before such a disfellowshipped person an individual may be reinstated should be sufficient to demonstrate that the issues which led to the action to disfellowship removal from membership have been resolved beyond reasonable doubt. Readmission to church membership is normally preceded by rebaptism.

Right of Appeal for Reinstatement - No change

Transfer of Members Under Censure - No change

SS&PM/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

196-99G THE CHURCH ELDER, TO DISTRIBUTE
RESPONSIBILITY - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 50, The Church Elder, To Distribute Responsibility, to read as follows:

To Distribute Responsibility—In the distribution of duties pertaining to church activities, care should be taken not to lay too much responsibility upon willing workers, while others with perhaps lesser talents are passed by. The election of one individual to several offices is to be discouraged unless circumstances make it necessary. The elder especially should be left free

from other burdens to perform effectually the many duties of this sacred office. It may be advisable in some cases to ask the elder to lead the missionary outreach (missionary) work of the church, but even this should be avoided if other talent is available.

SS&PM/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

198-99G THE SERVICES AND MEETINGS OF THE CHURCH,
ARRANGEMENTS FOR CHURCH MEETINGS - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 64 and 65, Arrangements for Church Meetings, to read as follows:

Arrangements for Church Meetings—Each church should arrange its services and meetings as seems necessary. Those most essential to the worship, study, and activity of the church are the Sabbath worship service, the communion service, the prayer meeting, the Sabbath School, the young people's meeting, and the church missionary outreach (missionary) meeting. Sessions for proper attention to the business affairs of the church are also essential.

SS&PM/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

200-99G CHURCH MISSIONARY MEETINGS - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 77 and 78, Church Missionary Meetings, to read as follows:

~~Church Missionary Meetings~~
Church Outreach (Missionary) Meetings

The Saviour's commission lays upon the church the task of heralding the gospel to all the world. This also places upon each individual member the responsibility of giving the message of salvation to as many others as possible. The Saviour "gave authority to His servants, and to every man his work." He appointed a meeting with His eleven disciples after His resurrection for the purpose of giving them counsel and encouragement, and at that time He gave the gospel commission to the disciples and to the assembled church, numbering more than five hundred brethren. That was the first missionary outreach (missionary) meeting of the Christian church; it was certainly not to be the last.

As a permanent and definite part of the services of the Christian church, the missionary outreach (missionary) meeting bears the divine endorsement for all time. Through the Spirit of Prophecy we are told: "God has committed to our hands a most sacred work, and *we need to meet together* to receive instruction, that we may be fitted to perform this work."—*Testimonies*, vol. 6, p. 32. (Italics supplied.)

Times of Meetings—The first Sabbath of the month is generally recognized as Church Missionary Outreach (Missionary) Sabbath. The worship service of this Sabbath is focused on lay evangelism, but other departments besides the Lay Activities Personal Ministries Department may also have opportunity on these special days to present their interests. This will be done, however, by careful counsel with the departments concerned.

In order to strengthen and develop the missionary outreach (missionary) spirit among our members, auxiliary missionary Personal Ministries meetings might be conducted in one or more of the following ways:

1. The ten-minute weekly missionary Personal Ministries meeting held each Sabbath immediately following the close of the Sabbath School and just preceding the preaching service.
2. A midweek meeting combined with the weekly prayer meeting. On this occasion, the first part of the service may be given to a devotional message, followed by a season of prayer, remembering that worship is vital in spiritual growth and preparation for service. The remainder of the meeting time may then be devoted to a training period for lay evangelistic service. Instruction in soul-winning methods is presented and the members are given opportunity to present for general discussion problems they have met in lay evangelism.
3. Church missionary Personal Ministries meetings at various times, as best suited to local conditions. The Lay Activities Personal Ministries Council should carefully plan to make the missionary Personal Ministries services of the church occasions for spiritual revival and practical training, and see that they are conducted with the same regularity and continuity as other meetings of the church.

Supplying Literature on the Sabbath—It is generally recognized that the Sabbath affords the most opportune time for the Lay Activities Personal Ministries secretary to place literature in the hands of the members. Methods that are objectionable and that would tend to divert the attention of the congregation from true worship and reverence should be avoided on the Sabbath. This phase of the Lay Activities secretary's work can be helped by the use of the "Order Envelope" plan. Envelopes are provided on which the members can designate the literature they wish to obtain, the quantity, the language, binding, et cetera. The amount covering the cost of such literature can be put into the envelope during the week and placed in the offering plate when

~~the regular offering is received on Sabbath. At the close of the service the envelopes are passed to the Lay Activities secretary, who in turn gives the orders prompt attention when the Sabbath is past. (See pp. 59, 88-90.)~~

SS&PM/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

202-99G LICENSED MINISTERS - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 9, Ministers and Workers in Relation to the Church, pages 121 and 122, Licensed Ministers, to read as follows:

Licensed Ministers

To give young men an opportunity to demonstrate their call to the ministry, especially in the area of soul-winning, prospective candidates are granted ministerial licenses by the conference/mission. The granting of such licenses confers the opportunity and the right to develop the ministerial gift. The licensed minister is authorized to preach, to engage in evangelism, to lead out in missionary outreach (missionary) work, to assist in any church activities.

There are circumstances in many fields, however, where it is necessary for the conference/mission to appoint a licensed minister to carry responsibility as a pastor or assistant pastor of a church or group of churches. In order to open the way for him to perform certain ministerial functions, the church or group of churches he is to serve may elect him as a local elder. However, since he is employed by the conference/mission and appointed by it he represents it, and it may consider, in varying degrees as circumstances require, that his authority and responsibilities should be extended in order to enable him to discharge his duties satisfactorily. The right to permit this extension of authority and responsibility rests, in the first instance, with the division executive committee. Its action is necessary before any conference/mission may extend the authority and responsibility of the licensed minister. Such action shall define specifically and clearly what additional ministerial functions a licensed minister may perform but always on the understanding that his functions as a church elder and his extended functions be always and only within the church or group of churches which he serves. (See p. 48.)

In its actions the conference/mission committee shall not go beyond that which the division committee authorizes. It shall not authorize a licensed minister to go from church to church outside the church or group of churches of which he is a local elder, performing church

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rites which pertain to the functions of an ordained minister. A conference/mission committee action cannot be substituted for church election or ministerial ordination.

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

182-99G FOUR CONSTITUENT LEVELS IN THE SEVENTH-DAY
ADVENTIST ORGANIZATION - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 4, The Form of Organization in the Seventh-day Adventist Church, page 24, Four Constituent Levels in the Seventh-day Adventist Organization, to read as follows:

Four Constituent Levels in the Seventh-day
Adventist Organization

Among Seventh-day Adventists there are four constituent levels leading from the individual believer to the worldwide organization of the work of the church:

1. The local church, a united organized body of individual believers.
2. The local conference or local field/mission, a united organized body of churches in a state, province, or territory. (See p. xx.)
3. The union conference or union field/mission, a united body of conferences or fields within a larger territory.
4. The General Conference, the largest unit of organization, embraces all unions in all parts of the world. Divisions are sections of the General Conference, with administrative responsibility assigned to them in designated geographical areas.

“Every member of the church has a voice in choosing officers of the church. The church chooses the officers of the state conferences. Delegates chosen by the state conferences choose the officers of the union conferences, and delegates chosen by the union conferences choose the officers of the General Conference. By this arrangement every conference, every institution, every church, and every individual, either directly or through representatives, has a voice in the election of the men who bear the chief responsibilities in the General Conference.”—
Testimonies, vol. 8, pp. 236, 237.

CHM/ChMan/ADCOM/GCDO98AC/130-98G/CHM/ChMan/ADCOM/GCDO99AC/99AC to
LCC-00GCS

134-99G MEMBERSHIP ON A SPIRITUAL BASIS - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 5, Church Membership, page 27,
Membership on a Spiritual Basis, to read as follows:

Membership on a Spiritual Basis

The serious, solemn obligations of church membership should be impressed on everyone who applies for admittance to the church. All should be faithfully taught what it means to become a member of the body of Christ. Only those giving evidence of having experienced the new birth, and who are enjoying a spiritual experience in the Lord Jesus, are prepared for acceptance into church membership. Thorough instruction in the fundamental teachings and related practices of the church should be given to every candidate for church membership before being baptized and received into church fellowship. Each person seeking admittance to the church should be informed of the principles for which the church stands.

This is a spiritual relationship. It can be entered into only by those who are converted. Only in this way can the purity and spiritual caliber of the church be maintained. It is the duty of every minister to instruct those who accept the principles of the truth, that they may enter the church on a sound, spiritual basis. While there is no stated minimum age for baptism, it is recommended that children who express a desire to be baptized should be recognized and encouraged by including them in Bible study classes which may lead to baptism, when appropriate.

“The members of the church, those whom He has called out of darkness into His marvelous light, are to show forth His glory. The church is the repository of the riches of the grace of Christ; and through the church will eventually be made manifest, even to ‘the principalities and powers in heavenly places,’ the final and full display of the love of God.”—*The Acts of the Apostles*, p. 9.

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EUD/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

192-99G OUTLINE OF DOCTRINAL BELIEFS - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 5, Church Membership, page 30, and the Appendix, page 189, changing the word "outline" referring to the doctrinal beliefs of the Church to read "summary" as this is more descriptive of the content referred to on those pages.

EUD/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

191-99G TRANSFERRING MEMBERS, CLERK TO MAKE OUT
LETTER - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 5, Church Membership, page 33, Transferring Members, Clerk to Make Out Letter, to read as follows:

Clerk to ~~Make Out~~ Prepare Letter—When the church has granted the letter of transfer, the church clerk fills out the regular form used for this ~~purpose~~, purpose and forwards it to the clerk of the church which the member proposes to join. The clerk of this church passes the letter to the pastor or church elder, who presents it first to the church board for recommendation, after which the request is presented to the church at its next regular service. It is then held over for one week, when final action is taken by vote accepting the person into membership. The clerk of the receiving church then ~~writes~~ adds the member's name and date of admittance to the church membership record. ~~in the church roll, with the date of admittance.~~ The clerk also fills out the return portion of the church letter, certifying that the member has been accepted, and sends it back to the clerk of the church from which the member was transferred. (See p. 56.)

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

185-99G ORGANIZED COMPANIES - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 5, Church Membership, pages 36 and 37, Organized Companies, to read as follows:

Organized Companies

Where a number of isolated believers reside in proximity to one another, a company of believers may be organized for fellowship and worship with the objective of growing into an organized church.

Such a group of believers may be organized as a company by approval of the ~~conference~~ or ~~mission~~ conference/mission committee, and may subsequently be dissolved by action of the ~~conference or mission~~ conference/mission committee. When a ~~conference or mission~~ conference/mission committee approves the organization of a company, such organization may be effected by the district pastor or by some other minister appointed by the ~~conference or mission~~ conference/mission committee, who, in counsel with the local members, shall appoint from the baptized membership of the company a leader and a treasurer.

All other appointments such as Sabbath School officers, Lay Activities officers, and Adventist Youth Society officers should be made by vote of the baptized members of the company at a meeting presided over by the district leader or by such person as may be authorized by the ~~conference or mission~~ conference/mission committee.

The leader of such a company shall not be ordained to that office and shall not have the authority to perform those functions that are vested in an elder of the church. However, where exceptional circumstances warrant, the ~~conference~~ conference/mission committee may appoint a person of church experience and leadership ability to serve as elder of that company.

The treasurer of the company shall keep careful record of all moneys received and disbursed. He or she shall send ~~promptly each month promptly, at the time established by the~~ conference/mission, all tithes and offerings, other than funds collected for local purposes, to the ~~conference~~ conference/mission or field treasurer, who is also the treasurer of the ~~conference~~ conference/mission or field church.

Since all baptized members of an organized company are members of the ~~conference~~ conference/mission or field church, the company does not possess the right to administer church discipline. All such matters must be referred to the ~~conference~~ conference/mission or field committee, which constitutes the board of the ~~conference~~ conference/mission or field church, the president being the elder of that church.

Such a company of believers should grow and eventually develop to the point that would call for a regular church organization. The company leadership should therefore promote and foster all the church campaigns and activities that are usually carried forward by regular

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churches, thus preparing the members for the wider responsibilities that are associated with full church organization.

ChMan/ADCOM/GCDO97AC/97AC/97AC/145-97G/ChMan/ADCOM/ChMan/ADCOM/
GCDO98AC/98AC/118-98G/ChMan/ChMan/ADCOM/ChMan/ChMan/ADCOM/GCDO99AC/
GCDO99AC/99AC to LCC-00GCS

129-99Ga CHURCH OFFICERS AND THEIR DUTIES, MEMBERSHIP
REQUIRED FOR ELECTION - *CHURCH MANUAL* ADDITION

RECOMMENDED, To add a new section, Membership Required for Election, to the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 45 before the section, Term of Office, to read as follows:

Membership Required for Election

Only those who are members in regular standing in the church making the appointments are eligible for election as officers of that local church. (See pp. 128, 130.) The only exceptions are a licensed employee of the conference/mission assigned as a district leader (see p. 121), and a local elder who may, when necessary and with the recommendation of the conference/mission committee, be elected to serve in more than one church. (See p. 47.)

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GCDO98AC/98AC/118-98G/ChMan/ChMan/ADCOM/ChMan/ChMan/ADCOM/GCDO99AC/
GCDO99AC/99AC to LCC-ChMan

129-99Gb INVOLVEMENT IN CHURCH LEADERSHIP BY YOUNG
PEOPLE NOT YET BAPTIZED

VOTED, To refer back to the Church Manual Committee the proposed new paragraph (originally recommended to be part of a new section, Membership Required for Election, to the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 45 before the section, Term of Office), which reads as follows:

A church congregation wanting to involve its young people who have not yet been baptized in training and orientation for church leadership may appoint them as assistants to those in elected office. Trainees chosen to assist deacons, deaconesses, and elders are not eligible for ordination.

ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

155-99Ga THE CHURCH ELDER, TO COOPERATE WITH THE
CONFERENCE - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 49, The Church Elder, To Cooperate With the Conference, to read as follows:

To Cooperate With the ~~Conference~~—The Conference/Mission—The pastor, elder(s), and all church officers should cooperate with the ~~conference~~ conference/mission officers and departmental directors in carrying out local, union, division, and General Conference plans. They should inform the church of all regular and special offerings, and should promote all the programs and activities of the church.

The elder should work very closely with the church treasurer and see that all ~~conference~~ conference/mission funds are remitted promptly to the ~~conference~~ conference/mission treasurer at the ~~close of each month~~ time established by the conference/mission. The elder should give personal attention to seeing that the church clerk's report is sent promptly to the ~~conference~~ conference/mission secretary at the close of each quarter.

The elder should regard all correspondence from the ~~conference~~ conference/mission office as important. Letters calling for announcements to the church should be presented at the proper time.

The first elder, in the absence of and in cooperation with the pastor, should see that delegates to ~~conference~~ conference/mission sessions are elected and that the names of such delegates are sent to the ~~conference~~ conference/mission office by the clerk.

The elder should give counsel and help to officers in the church to measure up to their responsibilities in cooperating with the ~~conference~~ conference/mission, in carrying out plans and policies, and in seeing that reports are accurately and promptly forwarded.

STW/ChMan/ADCOM/GCDO98AC/206-98G/99AC to LCC-00GCS

155-99Gb THE CHURCH ELDER, TO FOSTER TITHING - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 49, The Church Elder, To Foster Tithing, to read as follows:

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To Foster Tithing—As one who faithfully returns tithe, the elder can do much to encourage the church members to return a faithful tithe. (See pp. 136-138, 191.) Anyone who fails to set an example in this important matter should not be elected to the position of elder or to any other church office. Tithing can be fostered by public presentation of the scriptural obligations privilege and responsibility of stewardship and by personal labor with the members. Such labor should be carried on in a tactful and helpful manner. The elder should regard all financial matters pertaining to church members as confidential and should not place such information in the hands of unauthorized persons.

ChMan/ADCOM/GCDO97AC/97AC/140-97G/113-98G/ChMan/ChMan/ADCOM/ChMan/
ChMan/ADCOM/GCDO99AC/99AC to LCC-ChMan+99AC+00GCS

125-99G THE DEACON - *CHURCH MANUAL* AMENDMENT

VOTED, To refer back to the Church Manual Committee the proposed amendment to the *Church Manual*, Chapter 6, Church Officers and Their Duties, pages 51-54, The Deacon.

Philip S Follett and Jan Paulsen, Chairmen
Donald R Sahly, Secretary
Athol H Tolhurst, Editorial Secretary
Carol E Rasmussen, Recording Secretary

ANNUAL COUNCIL OF THE
GENERAL CONFERENCE EXECUTIVE COMMITTEE

October 4, 1999, 2:30 p.m.

Matthew A Bediako called the ninth business session of the 1999 Annual Council to order.

S G Mahapure, President of the Northern India Union Section, opened the business session with prayer.

PRE/99AC to JP

275-99G LENGTH OF FUTURE ANNUAL COUNCILS

VOTED, To plan for future annual councils to be convened for five business days, beginning on Tuesday evening, and ending the following Monday evening, effective at the time of the 2000 Annual Council. One day of the Annual Council will be set aside for the meeting of various other committees.

PRE/99AC to JP&HWB

AUTHORIZED MEETINGS 2000

VOTED, To adjust the Authorized Meetings for 2000 to include the following:

1. Tithe Sharing Commission - February 1-3
2. International Board of Ministerial and Theological Education - February 3, 4
3. Global Mission Issues Committee - February 6-8

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ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

187-99Ga THE CHURCH CLERK, AN IMPORTANT OFFICE -
CHURCH MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 55, The Church Clerk, An Important Office, to read as follows:

The Church Clerk

An Important Office—The clerk of the church has one of the important church offices, upon the proper administration of which much of the efficient functioning of the church depends. Like all other church officers, the church clerk is elected for a one or two year term as determined by the local church (see p. 45); but because of the important and specialized functions of this office, it is wise to choose one who can be reelected to repeated terms ~~of one-year service~~ to provide continuity in record keeping and reporting. In large churches ~~an assistant clerk~~ clerks may be ~~elected~~ elected as needed. The clerk serves as the secretary of all the business meetings of the ~~church~~ church and should keep a correct record of all such meetings. If for any reason the clerk must be absent from any meeting, arrangements should be made for the assistant to be present to take the minutes of the proceedings. These minutes should be recorded in the Church Record book, or in another appropriate record system adopted by the church, giving the time and date of meeting, number attending, and a report of all actions taken. The clerk should also make a list of any committees appointed at such meetings, giving to the chairperson a list of the members of each committee, together with its terms of reference and an outline of work it is asked to do. The Church Record book may be secured from the Adventist Book ~~Center~~, or Center or, in some countries, from the publishing house.

This Church Record book contains a place for recording the church membership, giving the columns necessary to show how and when members are received or removed. This record must be kept chronologically, and supporting data for each entry should also be recorded in the section where minutes of membership actions are kept. The church membership record must be accurately and currently maintained in order to show the official standing of the membership.

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

187-99Gb THE CHURCH CLERK, CORRESPONDING WITH
MEMBERS - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 56, The Church Clerk, Corresponding With Members, to read as follows:

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Corresponding With Members—The clerk should endeavor to keep in touch with absent members by correspondence and should pass on to them interesting items of church progress, encouraging them, in turn, to report their own Christian activities each quarter. It is desirable for the clerk to write to them frequently.

~~The Church Record should contain a brief statement of special services, visits of ministers, et cetera. For example: "Elder Blank, the president of our conference, spoke at the morning service, Sabbath, June 23, on 'Our Glorious Reward.'"~~

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

187-99Gc THE CHURCH CLERK, REPORTS TO BE FURNISHED
PROMPTLY - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, pages 56 and 57, The Church Clerk, Reports to be Furnished Promptly, to read as follows:

Reports to be Furnished Promptly—It is the duty of the church clerk to furnish promptly certain reports. Some of these are annual, while others are quarterly. It is essential that they be sent to the conference secretary within the time ~~specified~~: specified as these reports are important for the accuracy of reports prepared by other organizations of the world church. The information required for these reports is to be secured from the treasurer, the ~~Lay Activities~~ Personal Ministries secretary, the deacon, the Sabbath School secretary, the Adventist Youth Society secretary, the church school teacher, and from the clerk's own records.

Every item of information called for in the blanks should be supplied. Special attention should be given to the transfer of members, and members received and dropped for various causes, as indicated by the blank. The conference secretary must report quarterly to the union conference secretary, and the union conference secretary must report to the division, and the division secretary to the General Conference office, relative to these important items; any omission or delay in the report seriously affects the work all along the way. Faithful attention to the details specified in the report blanks greatly assists in keeping accurate records of ~~our the~~ worldwide work. work of the church.

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ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

137-99Ga THE CHURCH TREASURER, A SACRED WORK - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 57, The Church Treasurer, A Sacred Work, to read as follows:

The Church Treasurer

A Sacred Work—The treasurer is called to an important task and is elected as are other officers for a one or two year term as determined by the local church. (See p. 45.) In large churches it may be deemed advisable to elect ~~also an assistant treasurer.~~ treasurers as needed.

The treasurer can greatly encourage faithfulness in the returning of tithe and deepen the spirit of liberality on the part of the church members. A word of counsel given in the spirit of the Master will help the brother or sister to render faithfully to God His own in tithes and offerings, even in a time of financial stringency.

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

137-99Gb THE CHURCH TREASURER, CHURCH TREASURER
THE CUSTODIAN OF ALL CHURCH FUNDS - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 57, The Church Treasurer, Church Treasurer the Custodian of All Church Funds, to read as follows:

Church Treasurer the Custodian of All Church Funds—The church treasurer is the custodian of all church funds. These funds are (1) conference funds, (2) local church funds, and (3) funds belonging to the auxiliary organizations of the local church.

All funds (conference, local church, and local church auxiliary) are deposited by the treasurer in one a bank or financial institution checking account in the name of the church. church, unless the local conference/mission authorizes another system. This is a separate bank account which is not to be combined with any personal account. ~~In some countries a postal account is more convenient.~~ Surplus church funds may be deposited in savings accounts upon authorization of the church board. Where large balances are carried for building or special

projects, the church board may authorize separate bank accounts. Such accounts, however, shall be operated by the treasurer.

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

137-99Gc THE CHURCH TREASURER, CONFERENCE FUNDS -
CHURCH MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 57, The Church Treasurer, Conference Funds, to read as follows:

Conference Funds—Conference funds, which include tithe, all regular mission funds, and all funds for special conference projects and institutions, are trust funds. At the close of each month, or more often if requested by the conference, the church treasurer shall send to the conference treasurer the entire amount of conference funds received during that ~~month~~ period of time. The church may not borrow, use, or withhold such conference funds for any purpose.

YOUTH/ChMan/ADCOM/GCDO98AC/133-98G/99AC to LCC-00GCS

137-99Gd THE CHURCH TREASURER, ADVENTIST YOUTH
SOCIETY FUNDS - *CHURCH MANUAL AMENDMENT*

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 58, The Church Treasurer, Adventist Youth Society Funds, to read as follows:

Adventist Youth Society Funds—Adventist Youth Society (AYS) funds have to do with both the Adventist Youth (AY) and the Adventist Junior Youth (AJY) ~~Society~~, Societies, and the funds of each society shall be kept separately on the church treasurer's books. Society offerings to missions and general church work or to conference enterprises shall be handed to the church treasurer as soon as possible after they are received, to be forwarded to the conference treasurer. All funds contributed to society expense shall be given promptly to the church treasurer, to be held in trust for the society.

The expense funds of the AY ~~Society~~, Society shall be disbursed by the church treasurer on the order of the ~~society executive committee, sometimes called the AYS Council~~. Adventist Youth Society Committee. (See p. 99.) Expense funds of the AJY Society shall be disbursed on the order of the AJY Society ~~superintendent~~ leader.

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H&T/ChMan/ADCOM/GCDO98AC/202-98G/99AC to LCC-00GCS

137-99Ge THE CHURCH TREASURER, FUNDS OF AUXILIARY
ORGANIZATIONS - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 58, The Church Treasurer, Funds of Auxiliary Organizations, to read as follows:

Funds of Auxiliary Organizations—Auxiliary organization funds include such funds as church outreach programs, welfare, family life, Adventist Youth Society, Dorcas Society, Sabbath School expense, and that portion of the ~~health and temperance~~ Health Ministries funds belonging to the church, and may include church school funds. All money received by and for these organizations is turned over promptly to the church treasurer by the secretary of the organization, or by the deacons. These funds belong to the auxiliary organizations of the church. They may be disbursed only by order of the auxiliary organization to which they belong.

The treasurer shall give receipts for all funds received including those deposited by any of the subsidiary organizations of the church. On receiving money from the church treasurer, the secretary of such organization shall give a proper receipt to the treasurer.

ChMan/ADCOM/ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

137-99Gf THE CHURCH TREASURER, PRESERVING VOUCHERS -
CHURCH MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 60, The Church Treasurer, Preserving Vouchers, to read as follows:

~~Preserving Vouchers—Vouchers~~ Preservation of Financial Documents—Financial documents, vouchers, or receipted bills should be secured for all ~~moneys disbursed; funds received and disbursed in accordance with the system authorized by the local conference/mission.~~ A serviceable way of preserving such vouchers is to paste them on the back of the original sheet in the treasurer's book, opposite the page on which the entry is made. For example, if the entry is made on page 16, paste the voucher on the back of page 15. There will usually be ample space for these vouchers if they are lapped one over the other. This method is safer and more convenient for the auditor than keeping them on a spike file, in a pigeonhole, in a desk, or in an envelope, even though properly marked.

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

137-99Gg THE CHURCH TREASURER, MONEY FOR PERSONAL
LITERATURE ORDERS - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 59, The Church Treasurer, Money for Personal Literature Orders, to read as follows:

Money for Personal Literature Orders—Moneys Orders—In areas where an Adventist Book Center does not exist, church members may place their money for personal orders of literature, books, pamphlets, magazines, and subscriptions for periodicals should be placed in an envelope, with the order form properly filled out, and handed hand it to the Lay Activities Personal Ministries secretary. The treasurer then remits both order and payment for all such literature to the Adventist Book Center or, where there is no Adventist Book Center, Center, or to the publishing house: house according to the system adopted by the conference/mission. At the close of each quarter the Lay Activities Personal Ministries secretary will make a report to the church at its quarterly business meeting, of the standing of its account with the Adventist Book Center, Center and/or publishing house and shall provide a copy for the church treasurer. (See pp. 88, 89.)

SS&PM/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

197-99G INTEREST COORDINATOR - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 61, Interest Coordinator, to read as follows:

Interest Coordinator

It is important that the many interests developed through the ~~church missionary~~ church's (missionary) outreach be cared for promptly. To this end, an Interest ~~coordinator~~ coordinator, who may be an elder, should be elected at the time of the election of church officers. (See p. 45.) This person is a member of the church board and the ~~Lay Activities~~ Personal Ministries Council and works directly with the pastor and chairperson of that council. ~~To avoid multiplicity of officers it is recommended that wherever feasible this Interest coordinator be an elder assigned to this responsibility.~~ The duties involved in this office include:

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1. To keep an organized list of all interests received by the church from every source such as Community Services, Ingathering, public evangelism, Bible studies, lay preaching and ~~Witnessing for Christ~~ witnessing contacts, missionary outreach (missionary) magazines, Sabbath School evangelism, literature evangelism, temperance and health evangelism, radio-TV, and church missionary outreach (missionary) literature. ~~Interest record file cards provide space for the origin of contact, the name of the interested, the date visited, and a brief evaluation and action taken concerning the interest.~~

2. To assist the pastor and chairperson of the ~~Lay Activities~~ Personal Ministries Council in the enlistment and recruitment of qualified laity for follow-up service.

3. To render to the church board a monthly report on the number of interests received and the number followed up. When an interest is sufficiently developed, it should be shared with the pastor.

ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

190-99G THE SERVICES AND MEETINGS OF THE CHURCH, THE
PURPOSE OF THE SERVICES AND MEETINGS OF THE
CHURCH - *CHURCH MANUAL* ADDITION

RECOMMENDED, To add a new section to the *Church Manual*, The Purpose of the Services and Meetings of the Church, to Chapter 7, The Services and Meetings of the Church, following Spiritual Worship, on page 63, to read as follows:

The Purpose of the Services and Meetings of the Church—The experience of a Christian is one of spiritual rebirth, joyful reconciliation, faithful mission, and humble obedience to God (2 Cor. 5:17; Phil. 2:5-8). Whatever a Christian does, or participates in, including the services and meetings of the church, is a testimony of this new life in Christ and a sharing of its fruits in the Spirit. The purpose of the services and meetings of the church is to worship God for His creative work and for all the benefits of His salvation; to understand His Word, His teachings, and His purposes; to fellowship with one another in faith and love; to witness about one's personal faith in Christ's atoning sacrifice at the cross; and to learn how to fulfill the gospel commission of making disciples in all the world (Matt. 28:19, 20).

EUD/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

188-99Ga THE SABBATH SCHOOL - *CHURCH MANUAL*
DELETION

RECOMMENDED, To delete a section from the *Church Manual*, Chapter 7, The Services and Meetings of the Church, page 75, The Sabbath School, which reads as follows:

The Sabbath School

The Sabbath School has rightly been called “the church at study.” It is one of the most important services held in connection with our church work. Sabbath by Sabbath the greater part of our membership and thousands of interested friends meet in Sabbath School to study God’s Word systematically. The Sabbath School should be attended by every member of the church, young and old, ministers, church officers, and laity. The usual length of time for holding this service is one hour and ten minutes. This, however, does not prevent any local field from adopting a longer or shorter period if it is so desired. In arranging the program, care should be taken to provide at least thirty minutes for the study of the lesson.

The Sabbath School Teachers’ Meeting—Every Sabbath School should have a weekly teachers’ meeting. The superintendent should have charge, although someone else may be appointed to conduct the survey of the next Sabbath’s lesson. The best results are obtained when the teachers’ meeting is held prior to the Sabbath, as this provides opportunity for private study both before and after the meeting; it is also likely to be less hurried than if held on Sabbath morning. A minimum of forty-five minutes should be allowed for teachers’ meeting, and at least three things should be accomplished: a profitable survey of the next Sabbath’s lesson, a brief consideration of one or more Sabbath School goals, and discussion of any general problem requiring attention.

(This section is being amended and moved elsewhere: first paragraph to another section in Chapter 7; second paragraph to Chapter 8. See 188-99Gb and 194-99G)

EUD/ChMan/ChMan/ChMan/ChMan/ADCOM/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

188-99Gb THE SABBATH WORSHIP SERVICE - *CHURCH*
MANUAL AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 65-68, The Sabbath Worship Service, to read as follows:

The Sabbath Worship Service Sabbath Services

The Sabbath School—The Sabbath School has rightly been called the church at study. It is one of the most important services held in connection with our church work. Sabbath by Sabbath the greater part of our membership and thousands of interested friends meet in Sabbath School to study God's Word systematically. All members of the church should be encouraged to attend Sabbath School and also to bring visitors. Each Sabbath School should endeavor to provide appropriate age-level programs for everyone. Materials and resources have been developed to assist in this important task and are available from the conference/union/division. The usual length of time for holding this service is one hour and ten minutes. This, however, does not prevent any local field from adopting a longer or shorter period if it is so desired. In arranging the program, care should be taken to provide at least thirty minutes for the study of the lesson.

The Worship Service—The Sabbath worship service is the most important of all the meetings of the church. Here the members gather week by week to unite in worshiping God in a spirit of praise and thanksgiving, to hear the Word of God, to gather strength and grace to fight the battles of life, and to learn God's will for them in soul-winning service. Reverence, simplicity, and promptness should characterize the whole service.

Sacredness of the Sabbath Worship Service—The worship of God is the highest, holiest experience possible to humans, and the greatest care should be exercised in planning for this service.

"Is it not your duty to put some skill and study and planning into the matter of conducting religious meetings—how they shall be conducted so as to do the greatest amount of good, and leave the very best impression upon all who attend?"—E. G. White in *Review and Herald*, April 14, 1885, p. 225.

"Our God is a tender, merciful Father. His service should not be looked upon as a heart-saddening, distressing exercise. It should be a pleasure to worship the Lord and to take part in His work. . . . Christ and Him crucified should be the theme of contemplation, of conversation, and of our most joyful emotion. . . . as we express our gratitude we are approximating to the worship of the heavenly hosts. 'Whoso offereth praise glorifieth' God. Psalm 50:23. Let us with reverent joy come before our Creator, with 'thanksgiving, and the voice of melody,' Isaiah 51:3."—*Steps to Christ*, pp. 103, 104.

The Form of Service—We do not prescribe a set form or order for public worship. A short order of service is usually better suited to the real spirit of worship. Long preliminaries

should be avoided. The opening exercises should not, under any circumstances, consume time required for worship and for the preaching of the Word of God.

Following are two suggested forms of service:

Longer Order of Worship

Organ Prelude
Announcements
Choir and Ministers Enter
Doxology
Invocation
Scripture Reading
Hymn of Praise
Prayer
Anthem or Special Music
Offering
Hymn of Consecration
Sermon
Hymn
Benediction
Congregation Standing or Seated for a Few Moments of Silent Prayer
Organ Postlude

Shorter Order of Worship

Announcements
Hymn
Prayer —
Offering
Hymn or Special Music
Sermon
Hymn
Benediction
Congregation Standing or Seated for Silent Prayer

The Sabbath Worship Service—As the ministers come to the rostrum and kneel, the congregation should, with bowed heads, implore the presence and blessing of God. A worshipful hush prepares the way for the opening hymn and the exercises which follow.

There are two main divisions of the worship service:

1. The congregational response in praise and adoration, expressed in song, prayer, and gifts.

2. The message from the Word of God. The one who brings the message and breaks the bread of life should fully sense the sacredness of this work and should be thoroughly prepared. Then, too, the one leading the worshipers into the presence of God through the medium of the pastoral prayer is performing perhaps the holiest exercise of the whole service and, with a sense of awe, should humbly realize its importance. It is customary to kneel, facing the congregation, and the congregation in turn should face the rostrum and, as far as practicable, kneel. The prayer should be brief but should include adoration, thanks, and mention of the personal needs of the worshipers, as well as of the great world field.

Special music or a devotional hymn is appropriate immediately before the sermon. Then comes what should be one of the most important parts of the worship service—the spiritual feeding of the flock of God. Blessed results to the glory of God always follow when a congregation is truly fed and feels that “God has visited His people.”

The offering is a vital part of the worship service. While we are counseled to “worship the Lord in the beauty of holiness,” we are also exhorted to “bring an offering, and come into his courts” (Ps. 96:9, 8). So the presentation of our gifts to God quite naturally finds its place as a part of the worship service.

The elder, particularly if he is a licensed minister, collaborates with the regular pastor in planning the order of the service. If the church has no regular pastor, the elder is in charge of the service and should either conduct it or arrange for someone to do so. From time to time a meeting for testimony and praise may be conducted, or the time may be given to certain members to relate their experiences in outreach (missionary) work.

Announcements—Thoughtful consideration should be given to the length and character of the announcements during the Sabbath service. If they deal with matters not specifically related to Sabbath worship or the work of the church, ministers and church officers should be careful to exclude them, maintaining even in this respect a proper spirit of worship and Sabbath observance. Many of our larger churches issue printed bulletins giving the order of service and also the announcements for the week. Where this is done, there is little or no need for oral announcements. Where no such printed provision is made, many churches find it desirable to make the announcements before the actual service begins, as is indicated in the preceding orders of service.

Proper consideration must also be given to the various departments of the church for the promotion of the interests for which they are responsible, but great care should be exercised when making appointments for their presentations, to safeguard the time needed for preaching the message from the Word of God.

~~Sacredness of the Sabbath Worship Hour—The worship of God is the highest, holiest experience possible to humans, and the greatest care should be exercised in planning for this service.~~

~~“Is it not your duty to put some skill and study and planning into the matter of conducting religious meetings—how they shall be conducted so as to do the greatest amount of good, and leave the very best impression upon all who attend?”—E. G. White in *Review and Herald*, April 14, 1885, p. 225.~~

~~“Our God is a tender, merciful Father. His service should not be looked upon as a heart-saddening, distressing exercise. It should be a pleasure to worship the Lord and to take part in His work. . . .~~

~~“Christ and Him crucified should be the theme of contemplation, of conversation, and of our most joyful emotion. . . .~~

~~“... as we express our gratitude we are approximating to the worship of the heavenly hosts. ‘Whoso offereth praise glorifieth’ God. Psalm 50:23. Let us with reverent joy come before our Creator, with ‘thanksgiving, and the voice of melody.’ Isaiah 51:3.”—*Steps to Christ*, pp. 103, 104.~~

~~The Sabbath Morning Service—As the ministers come to the rostrum and kneel, the congregation also should, with bowed heads, implore the presence and blessing of God. A worshipful hush prepares the way for the opening hymn and the exercises which follow.~~

~~There are two main divisions of the worship service:~~

- ~~1. The congregational response in praise and adoration, expressed in song, prayer, and gifts.~~
- ~~2. The message from the Word of God. The one who brings the message and breaks the bread of life should fully sense the sacredness of this work and should be thoroughly prepared. Then, too, the one leading the worshipers into the presence of God through the medium of the pastoral prayer is performing perhaps the holiest exercise of the whole service and with a sense of awe, should humbly realize its importance. It is customary to kneel, facing the~~

~~congregation, and the congregation in turn should face the rostrum and, as far as practicable, kneel. The prayer should be brief but should include adoration, thanks, and mention of the personal needs of the worshipers, as well as of the great world field.~~

~~Special music or a devotional hymn is appropriate immediately before the sermon. Then comes what should be one of the most important parts of the worship hour—the spiritual feeding of the flock of God. Blessed results to the glory of God always follow when a congregation is truly fed and feels that “God has visited His people.”~~

~~The offering is a vital part of the worship hour. While we are counseled to “worship the Lord in the beauty of holiness,” we are also exhorted to “bring an offering, and come into his courts” (Ps. 96:9, 8). So the presentation of our gifts to God quite naturally finds its place as a part of the worship service.~~

~~The elder, particularly if he is a licensed minister, collaborates with the regular pastor in planning the order of the service. If the church has no regular pastor, the elder is in charge of the service and should either conduct it or arrange for someone to do so. If an ordained minister is present, the elder naturally will defer to him and invite him to take the service. From time to time a meeting for testimony and praise may be conducted, or the time given to certain members to relate their experiences in missionary work.~~

Public Prayer—“Christ impressed upon His disciples the idea that their prayers should be short, expressing just what they wanted, and no more. . . . One or two minutes is long enough for any ordinary prayer.”—*Testimonies*, vol. 2, p. 581.

“When you pray, be brief, come right to the point. Do not preach the Lord a sermon in your long prayers.”—*Testimonies*, vol. 5, p. 201.

“Let those who pray and those who speak pronounce their words properly and speak in clear, distinct, even tones. Prayer, if properly offered, is a power for good. It is one of the means used by the Lord to communicate to the people the precious treasures of truth. But prayer is not what it should be, because of the defective voices of those who utter it. Satan rejoices when the prayers offered to God are almost inaudible. Let God’s people learn how to speak and pray in a way that will properly represent the great truths they possess. Let the testimonies borne and the prayers offered be clear and distinct. Thus God will be glorified.”—*Testimonies*, vol. 6, p. 382.

YOUTH/ChMan/ADCOM/H&T/ChMan/ADCOM/GCDO98AC/134-98G/99AC to LCC-00GCS

138-99G ADVENTIST YOUTH SOCIETY (THE SERVICES AND
MEETINGS OF THE CHURCH) - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 75 and 76, Adventist Youth Society, to read as follows:

Adventist Youth Society¹

The Adventist Youth Society (~~formerly Missionary Volunteer Society~~) is the action and fellowship organization for senior youth in the local church. Under the leadership of an elected Youth leader, young people are to work together in the development of a strong youth ministry which includes spiritual, mental, and physical development for each individual, Christian social interaction, and an active witnessing program which supports the general soul-winning plans of the local church. It should be the goal of the Adventist Youth Society to involve all young people in meaningful activities which will tie them closer to the church and train them for useful service.

Regular meetings of the youth should be scheduled each week. ~~In larger churches these meetings are usually public gatherings either on Friday evening or Sabbath afternoon. In smaller churches the young people often meet as a small group in the home of an older church couple who act as hosts for the evening. It is recommended that these meetings be held Friday evening or Sabbath afternoon. Such meetings may be held in homes of responsible church members or as larger public meetings in the church.~~ Since the youth program should not be isolated from the rest of the church, the public Adventist Youth Society meetings should be open to the entire church membership. ~~They Ideally, they~~ should be planned and operated, however, by the youth themselves. In smaller churches the youth program of necessity must have a family-involvement approach.

Resource materials to help the local church Adventist Youth Society leadership are available from the division, union, and local conference/mission Youth departments. Included in these resource materials is *Youth Ministry Accent*, a quarterly journal published by the General Conference Youth Council: Department. There are also many leaflets available covering a broad spectrum of topics to help in youth ministry. These may be secured from the conference Youth departments and Adventist Book Centers.

¹This is an accepted abbreviated name for the full official name "Seventh-day Adventist Youth Society."

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It is important that the youth program in the local church be coordinated with the work of all departments that provide ministry for children and youth. To encourage this cooperation and coordination, the ~~Lay Activities~~ Personal Ministries leader, ~~Temperance~~ Health Ministries leader, leader of the youth Sabbath School division, ~~junior academy school~~ principal, Pathfinder director, Adventurer director, and other leaders as needed are members of the Adventist Youth Society Council (formerly MV Executive Committee), Ministries Committee, which is an umbrella organization in the local church responsible for planning the youth ministry program. (See p. 99.) The Adventist Youth Society plan of organization is briefly outlined in Chapter 8, "Auxiliary Organizations." Detailed information is available from the conference/mission Youth director. It is essential that each church study its own youth and family profile, resources, personnel, facilities, and school relationships, developing the best youth ministry in keeping with these factors. In some places another term for "society," such as "fellowship" or "action," may be selected, but the name "Adventist Youth" should always be used to clearly identify the organization.

While a successful youth ministry program in the local church includes a strong youth Sabbath School, there must be a specific time and place for more interaction, fellowship, recreation, witnessing outreach, and leadership training, which are all a part of the concepts to be fostered in the Adventist Youth Society.

YOUTH/ChMan/ADCOM/GCDO98AC/135-98G/99AC to LCC-00GCS

139-99G ADVENTIST JUNIOR YOUTH SOCIETY AND PATHFINDER
CLUB - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, page 77, Adventist Junior Youth Society and Pathfinder Club, to read as follows:

~~Adventist Junior Youth Society and Pathfinder Club~~
Adventist Junior Youth Society

The purpose of the Adventist Junior Youth Society (~~formerly Junior Missionary Volunteer Society~~) is similar to that of the organization for the Adventist Youth Society for senior youth. Its purpose is to build character, provide social interaction, give leadership training, and involve the junior youth in Christian service. In those countries where there are Adventist church schools, the Adventist Junior Youth Society is usually a part of the school spiritual curriculum. Each classroom is considered a separate society, with the teacher as the leader and students elected as society officers. Where there is no church school, ~~there is usually a small~~ the junior youth membership who are often should be integrated into the overall youth program with a family-involvement approach.

~~The Pathfinder Club also provides the type of program needed for junior youth and in some areas has replaced the Adventist Junior Youth Society in the local church. Where there are both there must be close coordination and cooperation between the Pathfinder Club and the Adventist Junior Youth Society. The Adventist Junior Youth Society meetings in the church school are held at the beginning of the first class period either on Wednesday or Friday mornings, and are usually about one-half hour in length.~~

YOUTH/ChMan/ADCOM/GCDO98AC/136-98G/99AC to LCC-00GCS

140-99G THE SERVICES AND MEETINGS OF THE CHURCH,
PATHFINDER CLUB - *CHURCH MANUAL* ADDITION

RECOMMENDED, To add a new section, Pathfinder Club, to the *Church Manual*, Chapter 7, The Services and Meetings of the Church, following Adventist Junior Youth Society, on page 77, to read as follows:

Pathfinder Club

The Pathfinder Club provides a specialized program needed for junior youth and in some areas has replaced the Adventist Junior Youth Society in the local church. Where there are both there must be close coordination and cooperation between the Pathfinder Club and the Adventist Junior Youth Society. Pathfinders will meet according to conference/mission departmental policy.

YOUTH/ChMan/ADCOM/GCDO98AC/141-98G/99AC to LCC-00GCS

141-99G THE SERVICES AND MEETINGS OF THE CHURCH,
ADVENTURER CLUB - *CHURCH MANUAL* ADDITION

RECOMMENDED, To add a new section, Adventurer Club, to the *Church Manual*, Chapter 7, The Services and Meetings of the Church, before Church Missionary Meetings on page 77, to read as follows:

Adventurer Club

The Adventurer Club provides a specialized program suited to the rapidly developing primary/early school-age children in the local church. It is designed to strengthen parental involvement in early childhood development. Its meetings and other activities are to be carried

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out in accordance with local conference/field policies as outlined in the club manuals and in coordination with other youth-related and family-related organizations of the local church.

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135-99Ga MUSIC - *CHURCH MANUAL* DELETION

RECOMMENDED, To delete a section from the *Church Manual*, Chapter 7, the Services and Meetings of the Church, pages 84 and 85, Music, which reads as follows:

Music

Place of Music in Divine Service—"Music can be a great power for good, yet we do not make the most of this branch of worship. The singing is generally done from impulse or to meet special cases, and at other times those who sing are left to blunder along, and the music loses its proper effect upon the minds of those present. Music should have beauty, pathos, and power. Let the voices be lifted in songs of praise and devotion. Call to your aid, if practicable, instrumental music, and let the glorious harmony ascend to God, an acceptable offering."—*Testimonies*, vol. 4, p. 71.

Sing With the Spirit and the Understanding—"In their efforts to reach the people, the Lord's messengers are not to follow the ways of the world. In the meetings that are held, they are not to depend on worldly singers and theatrical display to awaken an interest. How can those who have no interest in the word of God, who have never read His word with a sincere desire to understand its truths, be expected to sing with the spirit and the understanding? How can their hearts be in harmony with the words of sacred song? How can the heavenly choir join in music that is only a form? . . .

"In the meetings held let a number be chosen to take part in the song service. And let the singing be accompanied with musical instruments skillfully handled. We are not to oppose the use of instrumental music in our work. This part of the service is to be carefully conducted, for it is the praise of God in song.

"The singing is not always to be done by a few. As often as possible, let the entire congregation join."—*Testimonies*, vol. 9, pp. 143, 144.

Selecting Choir Leaders—Great care should be used in selecting the choir leaders or those who have charge of the music in the services of the church. Only those who are known to be thoroughly consecrated should be chosen for this part of the church work. Untold harm may

be done by selecting unconsecrated leaders. Those lacking in judgment as to the selection of proper and appropriate music for divine worship should not be chosen. Secular music or that of a doubtful or questionable nature should never be introduced into our services.

Choir leaders should work in close collaboration with the minister or church elder in order that the special musical selections harmonize with the theme of the sermon. The choir leader is under the direction of the pastor or elders of the church, and does not work independently of them. The choir leader should counsel with them, not only as to the music to be rendered, but also concerning the selection of singers and musicians. The choir leader is not an ex officio member of the church board.

Membership of Church Choirs—Sacred music is an important part of public worship. The church needs to exercise care in the selecting of choir members who will rightly represent the principles of the church. Choir members occupy a conspicuous place in the services of the church. Their ability as singers is only one of the qualifications they should have. They should be members of the church, of the Sabbath School, or of the Adventist Youth Society who, in their personal appearance and manner of dress, conform to the standards of the church, setting an example in modesty and decorum. People of uncertain consecration or questionable character, or those not appropriately dressed, should not be permitted to participate in the musical features of the services. Any plan concerning the wearing of the choir robes is optional on the part of the church.

ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

135-99Gb PLACE OF MUSIC IN WORSHIP - *CHURCH MANUAL*
ADDITION

RECOMMENDED, To add a new section, Place of Music In Worship, to the *Church Manual*, Chapter 7, The Services and Meetings of the Church, on page 65 after Unauthorized Speakers in Our Churches, to read as follows:

Place of Music in Worship

Place of Music in Worship—"Music can be a great power for good, yet we do not make the most of this branch of worship. The singing is generally done from impulse or to meet special cases, and at other times those who sing are left to blunder along, and the music loses its proper effect upon the minds of those present. Music should have beauty, pathos, and power. Let the voices be lifted in songs of praise and devotion. Call to your aid, if practicable,

instrumental music, and let the glorious harmony ascend to God, an acceptable offering.”—*Testimonies*, vol. 4, p. 71.

Sing With the Spirit and the Understanding—“In their efforts to reach the people, the Lord’s messengers are not to follow the ways of the world. In the meetings that are held, they are not to depend on worldly singers and theatrical display to awaken an interest. How can those who have no interest in the word of God, who have never read His word with a sincere desire to understand its truths, be expected to sing with the spirit and the understanding? How can their hearts be in harmony with the words of sacred song? How can the heavenly choir join in music that is only a form? . . .

“In the meetings held let a number be chosen to take part in the song service. And let the singing be accompanied with musical instruments skillfully handled. We are not to oppose the use of instrumental music in our work. This part of the service is to be carefully conducted, for it is the praise of God in song.

“The singing is not always to be done by a few. As often as possible, let the entire congregation join.”—*Testimonies*, vol. 9, pp. 143, 144.

Selecting Choir Leaders—Great care should be used in selecting the choir leaders or those who have charge of the music in the services of the church. Only those who are known to be thoroughly consecrated should be chosen for this part of the church work. Untold harm may be done by selecting unconsecrated leaders. Those lacking in judgment as to the selection of proper and appropriate music for divine worship should not be chosen. Secular music or that of a doubtful or questionable nature should never be introduced into our services.

Choir leaders should work in close collaboration with the minister or church elder in order that the special musical selections harmonize with the theme of the sermon. The choir leader is under the direction of the pastor or elders of the church, and does not work independently of them. The choir leader should counsel with them, not only as to the music to be rendered, but also concerning the selection of singers and musicians. The choir leader is not an ex officio member of the church board.

Membership of Church Choirs—Sacred music is an important part of public worship. The church needs to exercise care in the selecting of choir members who will rightly represent the principles of the church. Choir members occupy a conspicuous place in the services of the church. Their singing ability is only one of the qualifications they should have. They should be members of the church, or the Sabbath School, or the Adventist Youth Society who, in their personal appearance and manner of dress, conform to the standards of the church, setting an example in modesty and decorum. People of uncertain consecration or questionable character, or

those not appropriately dressed, should not be permitted to participate in the musical features of the services. Any plan concerning the wearing of the choir robes is optional on the part of the church.

The organization of children's choirs is to be encouraged as an effective means of spiritual nurture, bonding to the church family, and outreach.

ChMan/ChMan/ADCOM/GCDO99AC/99AC to LCC-00GCS

207-99G THE COMMUNION SERVICE - *CHURCH MANUAL*
AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 69-74, The Communion Service, to read as follows:

The Communion Service

In the Seventh-day Adventist Church the communion service customarily is celebrated once per quarter. The service includes the ordinance of foot-washing and the Lord's Supper. It should be a most sacred and joyous occasion to the congregation, as well as to the minister or elder. Conducting the communion service is undoubtedly one of the most sacred duties that a minister or elder is called upon to perform. Jesus, the great Redeemer of this world, is holy. The angels declare: "Holy, holy, holy, Lord God Almighty, which was, and is, and is to come." Therefore, since Jesus is holy, the symbols that represent His body and His blood are also holy. Since the Lord Himself selected the deeply meaningful symbols of the unleavened bread and unfermented fruit of the vine and used the simplest of means for washing the disciples' feet, there should be great reluctance to introduce alternative symbols and means (except under truly emergency conditions) lest the original significance of the service be lost. Likewise in the order of service and the traditional roles played by the ministers, elders, deacons, and deaconesses in the communion service, there should be caution lest substitution and innovation contribute to a tendency to make common that which is sacred. Individualism and independence of action and practice could become an expression of unconcern for church unity and fellowship on this most blessed and sacred occasion. Desire for change could neutralize the element of remembrance in this service instituted by our Lord Himself as He entered upon His passion.

The service of the Lord's Supper is just as holy today as it was when instituted by Jesus Christ. Jesus is still present when this sacred ordinance is celebrated. We read, "It is at these, His own appointments, that Christ meets His people, and energizes them by His presence."—*The Desire of Ages*, p. 656.

Ordinance of Foot-Washing—“Now, having washed the disciples’ feet, He said, ‘I have given you an example, that ye should do as I have done to you.’ In these words Christ was not merely enjoining the practice of hospitality. More was meant than the washing of the feet of guests to remove the dust of travel. Christ was here instituting a religious service. By the act of our Lord this . . . ceremony was made a consecrated ordinance. It was to be observed by the disciples, that they might ever keep in mind His lessons of humility and service.

“This ordinance is Christ’s appointed preparation for the sacramental service. While pride, variance, and strife for supremacy are cherished, the heart cannot enter into fellowship with Christ. We are not prepared to receive the communion of His body and His blood. Therefore it was that Jesus appointed the memorial of His humiliation to be first observed.”—*The Desire of Ages*, p. 650.

In the act of washing the disciples’ feet, Christ performed a deeper cleansing, that of washing from the heart the stain of sin. The communicant senses an unworthiness to accept the sacred emblems before experiencing the cleansing that makes one “clean every whit” (John 13:10). Jesus desired to wash away “alienation, jealousy, and pride from their hearts. . . . Pride and self-seeking create dissension and hatred, but all this Jesus washed away. . . . Looking upon them, Jesus could say, ‘Ye are clean.’”—*The Desire of Ages*, p. 646.

The spiritual experience that lies at the heart of foot-washing lifts it from being a common custom to being a sacred ordinance. It conveys a message of forgiveness, acceptance, assurance, and solidarity, primarily from Christ to the believer, but also between the believers themselves. This message is expressed in an atmosphere of humility.

Unleavened Bread and Unfermented Wine—“Christ is still at the table on which the paschal supper has been spread. The unleavened cakes used at the Passover season are before Him. The Passover wine, untouched by fermentation, is on the table. These emblems Christ employs to represent His own unblemished sacrifice. Nothing corrupted by fermentation, the symbol of sin and death, could represent the ‘Lamb without blemish and without spot.’ 1 Peter 1:19.”—*The Desire of Ages*, p. 653.

Neither the “wine” nor the bread contained elements of fermentation, as on the evening of the first day of the Hebrew Passover all leaven, or fermentation, had been removed from their dwellings (Ex. 12:15, 19; 13:7). Therefore, only unfermented grape juice and unleavened bread are appropriate for use in the communion service; so great care must be exercised in providing these elements. In those more isolated areas of the world where grape or raisin juice or concentrate is not available, the conference/mission office will provide advice or assistance.

A Memorial of the Crucifixion—"By partaking of the Lord's Supper, the broken bread and the fruit of the vine, we show forth the Lord's death until He comes. The scenes of His sufferings and death are thus brought fresh to our minds."—*Early Writings*, p. 217.

"As we receive the bread and wine symbolizing Christ's broken body and spilled blood, we in imagination join in the scene of Communion in the upper chamber. We seem to be passing through the garden consecrated by the agony of Him who bore the sins of the world. We witness the struggle by which our reconciliation with God was obtained. Christ is set forth crucified among us."—*The Desire of Ages*, p. 661.

A Proclamation of the Second Coming—"The Communion service points to Christ's second coming. It was designed to keep this hope vivid in the minds of the disciples. Whenever they met together to commemorate His death, they recounted how 'He took the cup, and gave thanks, and gave it to them, saying, Drink ye all of it; for this is My blood of the new Testament, which is shed for many for the remission of sins. But I say unto you, I will not drink henceforth of this fruit of the vine, until that day when I drink it new with you in My Father's kingdom.' In their tribulation they found comfort in the hope of their Lord's return. Unspeakably precious to them was the thought, 'As often as ye eat this bread, and drink this cup, ye do show the Lord's death till He come.' 1 Cor 11:26."—*The Desire of Ages*, p. 659.

Announcing the Communion Service—The communion service may appropriately be included as part of any Christian worship service. However, to give proper emphasis and make communion available to the greatest possible number of members, usually it is part of the Sabbath worship service, preferably on the next to the last Sabbath of each quarter.

On the preceding Sabbath an announcement should be made of the service calling attention to the importance of the forthcoming communion, so that all members may prepare their hearts and make sure that unresolved differences are put right with one another. When they come to the table of the Lord the following week, the service then can bring the blessing intended. Those who were not present for the announcement should be notified and invited to attend.

Conducting the Communion Service—Length of Service—Time is not the most significant factor in planning the communion service. However, attendance can be improved and the spiritual impact increased by:

1. Eliminating all extraneous items from the worship service on this high day.
2. Avoiding delays before and after the foot-washing.

3. Having the deaconesses arrange the emblems on the communion table well beforehand.

Preliminaries—The introductory portion of the service should include only very brief announcements, hymn, prayer, offering, and a short sermon before separating for the washing of feet. feet, and then returning for the Lord's Supper which follows. More worshipers will be encouraged to stay for the entire service if the early part of the service has been brief.

Foot-washing—Men and women should be provided separate areas for the foot-washing. Where stairs or distance is a problem, special arrangements should be made for the handicapped. In places where it is socially acceptable and where clothing is such that there would be no immodesty, separate arrangements may be made for husband and wife or parents and baptized children to share with each other in the foot-washing ceremony. To encourage shy or sensitive people who may view the selecting of a foot-washing partner as an embarrassing experience, church leaders should be designated whose responsibility during the foot-washing is to help such persons find partners.

~~Before the service, deacons and deaconesses should prepare basins, towels, and water at a comfortable temperature for the foot-washing. Soap and an extra basin should be available for washing the hands afterward.~~

Bread and Wine—A hymn may be sung during the reassembly of the congregation as the officiating ministers or elders take their places at the table on which the bread and wine have been placed, and the deacons take their places on the front row of the church. places. The covering over the bread is removed. A suitable passage of Scripture may be read such as 1 Corinthians 11:23, 24; Matthew 26:26; Mark 14:22; or Luke 22:19, or a brief sermon may be given at this point in the service rather than earlier. This can be especially effective if the sermon emphasizes the meaning of the bread and wine so its message is still fresh in the minds of participants as the emblems are being distributed. Those officiating normally kneel while the blessing is asked on the bread. The congregation may kneel or remain seated. Most of the bread to be served is usually broken ahead of time, with a small portion left on each plate for the elders or pastors to break. The minister and elders hand the plates containing the bread to the deacons, then the deacons serve the congregation. During this time there may be a choice of special music, testimonies, a summary of the sermon, selected readings, congregational singing, or meditative organ or piano music.

Each person should retain his or her portion of the bread until the officiating minister or elder has been served. When everyone has been seated, the leader invites all to partake of the bread together. Silent prayers are offered as the bread is eaten.

The minister then reads a suitable passage such as 1 Corinthians 11:25, 26; Matthew 26:27-29; Mark 14:23-25; or Luke 22:20. Leaders kneel as the prayer is given over the wine. Again, deacons serve the congregation. Activities such as those suggested during the passing of the bread may be continued at this time. After the officiating ministers or elders have been served, all worshipers partake of the wine together.

An optional method is for the bread to be blessed and broken; then the bread and wine are placed on the same tray and passed to the congregation. The worshiper takes both from the tray at the same time. The bread is eaten, followed by silent prayer. Then after prayer over the wine, it is taken, followed by silent prayer. Where pews or seats are equipped with racks to hold the wine glasses, the collection of glasses is unnecessary until after the service.

Celebration—The service may close with a musical feature or congregational singing followed by dismissal. However it closes, it should end on a high note. Communion should always be a solemn experience but never a somber one. Wrongs have been righted, sins have been forgiven, and faith has been reaffirmed; it is a time for celebration. Let the music be bright and joyous.

An offering for the poor is often taken as the congregation leaves. After the service the deacons and deaconesses clear the table, collect glasses, and dispose of any bread or wine left over by burning or burying the bread and pouring the wine on the ground.

Who May Participate—The Seventh-day Adventist Church practices open communion. All who have committed their lives to the Saviour may participate. Children learn the significance of the service by observing others participate. After receiving formal instruction in baptismal classes and making their commitment to Jesus in baptism, they are thereby prepared to partake in the service themselves.

“Christ’s example forbids exclusiveness at the Lord’s Supper. It is true that open sin excludes the guilty. This the Holy Spirit plainly teaches. 1 Cor. 5:11. But beyond this none are to pass judgment. God has not left it with men to say who shall present themselves on these occasions. For who can read the heart? Who can distinguish the tares from the wheat? ‘Let a man examine himself, and so let him eat of that bread, and drink of that cup.’ For ‘whosoever shall eat this bread, and drink this cup of the Lord, unworthily, shall be guilty of the body and blood of the Lord.’ ‘He that eateth and drinketh unworthily, eateth and drinketh damnation to himself, not discerning the Lord’s body.’ 1 Cor. 11:28, 27, 29.

“When believers assemble to celebrate the ordinances, there are present messengers unseen by human eyes. There may be a Judas in the company, and if so, messengers from the prince of darkness are there, for they attend all who refuse to be controlled by the Holy Spirit.

Heavenly angels also are present. These unseen visitants are present on every such occasion. There may come into the company persons who are not in heart servants of truth and holiness, but who may wish to take part in the service. They should not be forbidden. There are witnesses present who were present when Jesus washed the feet of the disciples and of Judas. More than human eyes beheld the scene.”—*The Desire of Ages*, p. 656.

Every Member Should Attend—“None should exclude themselves from the Communion because some who are unworthy may be present. Every disciple is called upon to participate publicly, and thus bear witness that he accepts Christ as a personal Saviour. It is at these, His own appointments, that Christ meets His people, and energizes them by His presence. Hearts and hands that are unworthy may even administer the ordinance, yet Christ is there to minister to His children. All who come with their faith fixed upon Him will be greatly blessed. All who neglect these seasons of divine privilege will suffer loss. Of them it may appropriately be said, ‘Ye are not all clean.’”—*The Desire of Ages*, p. 656

Unleavened Bread and Unfermented Wine—“Christ is still at the table on which the paschal supper has been spread. The unleavened cakes used at the Passover season are before Him. The Passover wine, untouched by fermentation, is on the table. These emblems Christ employs to represent His own unblemished sacrifice. Nothing corrupted by fermentation, the symbol of sin and death, could represent the ‘Lamb without blemish and without spot.’ 1 Peter 1:19.”—*The Desire of Ages*, p. 653.

Neither the “cup” nor the bread contained elements of fermentation as on the evening of the first day of the Hebrew Passover all leaven, or fermentation, had been removed from their dwellings (Ex. 12:15, 19; 13:7). Therefore, only unfermented grape juice and unleavened bread are appropriate for use in the communion service; so great care must be exercised in providing these elements. In those more isolated areas of the world where grape or raisin juice or concentrate is not readily available, the conference office will provide advice or assistance in obtaining it for the churches.

A Memorial of the Crucifixion—“By partaking of the Lord’s Supper, the broken bread and the fruit of the vine, we show forth the Lord’s death until He comes. The scenes of His sufferings and death are thus brought fresh to our minds.”—*Early Writings*, p. 217.

“As we receive the bread and wine symbolizing Christ’s broken body and spilled blood, we in imagination join in the scene of Communion in the upper chamber. We seem to be passing through the garden consecrated by the agony of Him who bore the sins of the world. We witness the struggle by which our reconciliation with God was obtained. Christ is set forth crucified among us.”—*The Desire of Ages*, p. 661.

~~Ordinance of Foot-Washing—"Now, having washed the disciples' feet, He said, 'I have given you an example, that ye should do as I have done to you.' In these words Christ was not merely enjoining the practice of hospitality. More was meant than the washing of the feet of guests to remove the dust of travel. Christ was here instituting a religious service. By the act of our Lord this . . . [expression of humility] ceremony was made a consecrated ordinance. It was to be observed by the disciples, that they might ever keep in mind His lessons of humility and service.~~

~~"This ordinance is Christ's appointed preparation for the sacramental service. While pride, variance, and strife for supremacy are cherished, the heart cannot enter into fellowship with Christ. We are not prepared to receive the communion of His body and His blood. Therefore it was that Jesus appointed the memorial of His humiliation to be first observed."—*The Desire of Ages*, p. 650.~~

~~In the act of washing the disciples' feet, Christ performed a deeper cleansing, that of washing from the heart the stain of sin. The communicant senses an unworthiness to accept the sacred emblems before experiencing the cleansing that makes one "clean every whit" (John 13:10). Jesus desired to wash away "alienation, jealousy, and pride from their hearts. . . . Pride and self-seeking create dissension and hatred, but all this Jesus washed away. . . . Looking upon them, Jesus could say, 'Ye are clean.'"—*The Desire of Ages*, p. 646.~~

~~The spiritual experience that lies at the heart of foot-washing lifts it from being a common custom to being a sacred ordinance. It conveys a message of forgiveness, acceptance, assurance, and solidarity, primarily from Christ to the believer, but also between the believers themselves. This message is expressed in an atmosphere of humility.~~

~~Who May Conduct Communion Service—The communion service is to be conducted by an ordained minister or a church elder. Deacons, although ordained, cannot conduct the service, but they can assist by passing the bread and wine to the members.~~

~~Communion for the Sick—If any members are ill or cannot for any other reason leave the home to attend the communion service in the house of worship, a special service in the home may be held for them. This service can be conducted only by an ordained minister or a church elder, who may be accompanied and assisted by deacons or deaconesses who assist in the regular service.~~

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189-99Ga BUSINESS MEETINGS - *CHURCH MANUAL* DELETION

RECOMMENDED, To delete a section from the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 82-84, Business Meetings, which reads as follows:

Business Meetings

Church business meetings duly called by the pastor or the church board in consultation with the pastor may be held monthly or quarterly, according to the needs of the church. Members in regular standing on the roll of the church conducting the business meeting may attend and vote. Votes by proxy or letter shall not be accepted. In order to maintain a spirit of close cooperation between the local church and the conference/mission, the church shall secure counsel from the conference/mission officers on all major matters. The officers (president, secretary, treasurer) of the conference to which the church belongs may attend without vote (unless granted by the church) any church business meeting within the conference territory. A duly called business meeting of the church is a meeting that has been called at the regular Sabbath worship service, together with proper announcements as to the time and place of the meeting. At such meetings, at which the pastor will preside (or will arrange for the local elder to preside), full information should be given to the congregation regarding the work of the church; and at the close of the year, reports should be rendered covering the activities of the church for the entire year. When possible, reports should be presented in writing and should comprise the following activities:

1. A report from the clerk showing the present membership of the church and the number of members received and those transferred to other churches. Note also should be made, giving the number but not necessarily the names, of those who may have had to be dropped from fellowship during the year, as well as those who have died. A brief statement of the decisions of the church board in its meetings would naturally be of interest to all members of the church.
2. A report from the Lay Activities leader, giving a statement of missionary activities, including Community Services activities, together with any plans for future work. This should be followed by a report from the Lay Activities secretary, who should also present a statement of the church's account with the Adventist Book Center.
3. A report from the treasurer, showing the amount of tithe received and sent to the conference treasurer; also a full statement of mission offerings received and forwarded; and a statement showing local church funds received and disbursed.

4. A report from the deacons and deaconesses concerning visits to the members, their activities in behalf of the poor, and any other features that come under their supervision.
5. A report from the secretary of the young people's society outlining the activities in missionary and other lines by the youth of the church.
6. A report from the Sabbath School secretary, giving the membership and other matters pertaining to the Sabbath School.
7. A report from the treasurer as to the financial status of the church school, with details as to its need in equipment and other matters.
8. A report from the principal or teacher of the church school, covering such matters as enrollment, the educational progress of the school, baptisms among the school children, and the results of the children's efforts in denominational endeavors.
9. A report from the Home and School Association leader, covering the activities and needs of that organization.
10. A report from the Communication secretary covering press, radio, television, and other related activities involving church and community.

(This section is being moved elsewhere in Chapter 7. See 189-99Gb.)

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189-99Gb BUSINESS MEETINGS - *CHURCH MANUAL* ADDITION

RECOMMENDED, To add a new section, Business Meetings, to the *Church Manual*, Chapter 7, The Services and Meetings of the Church, to the top of page 79, following Church Missionary Meetings, Supplying Literature on the Sabbath, to read as follows:

Business Meetings

Church business meetings duly called by the pastor, or the church board in consultation with the pastor, may be held monthly or quarterly according to the needs of the church. Members in regular standing on the roll of the church conducting the business meeting may attend and vote. Votes by proxy or letter shall not be accepted. In order to maintain a spirit of close cooperation between the local church and the conference/mission, the church shall secure counsel

from the conference/mission officers on all major matters. The officers (president, secretary, treasurer) of the conference/mission to which the church belongs may attend without vote (unless granted by the church) any church business meeting within the conference/mission territory. A duly called business meeting of the church is a meeting that has been called at the regular Sabbath worship service, together with proper announcements as to the time and place of the meeting. At such meetings, at which the pastor will preside (or will arrange for the local elder to preside), full information should be given to the congregation regarding the work of the church. At the close of the year, reports should be rendered covering the activities of the church for the entire year and, based on those reports, the church should approve a full plan of action for the next year. When possible, reports and the next year's plan of action should be presented in writing. Reports should comprise the following activities:

1. A report from the clerk showing the present membership of the church and the number of members received and those transferred to other churches. Note also should be made, giving the number but not necessarily the names, of those who may have had to be dropped from fellowship during the year, as well as those who have died. A brief statement of the decisions of the church board in its meetings would naturally be of interest to all members of the church.
2. A report from the Personal Ministries leader, giving a statement of outreach (missionary) activities, including Community Services activities, together with any plans for future work. This should be followed by a report from the Personal Ministries secretary.
3. A report from the treasurer, showing the amount of tithe received and sent to the conference/mission treasurer; also a full statement of mission offerings received and forwarded; and a statement showing local church funds received and disbursed.
4. A report from the deacons and deaconesses concerning visits to the members, their activities in behalf of the poor, and any other features that come under their supervision.
5. A report from the secretary of the young people's society outlining the activities in outreach (missionary) and other lines by the youth of the church.
6. A report from the Sabbath School secretary, giving the membership and other matters pertaining to the Sabbath School.
7. A report from the treasurer as to the financial status of the church school, with details as to its need in equipment and other matters.
8. A report from the principal or teacher of the church school, covering such matters as enrollment, the educational progress of the school, baptisms among the school children, and the results of the children's efforts in denominational endeavors.

9. A report from the Home and School Association leader, covering the activities and needs of that organization.

10. A report from the Communication secretary covering press, radio, television, and other related activities involving church and community.

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127-99G THE CHURCH BOARD AND ITS MEETINGS,
MEMBERSHIP - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 79 and 80, The Church Board and Its Meetings, Membership, to read as follows:

Membership—The following church officers should be included in the church board membership:

Elder or elders
Head deacon
Head deaconess
Treasurer
Clerk
~~Lay Activities~~ Personal Ministries leader
~~Lay Activities~~ Personal Ministries secretary
Community Services ~~or~~ and/or Dorcas leader
Sabbath School superintendent
Family Ministries leader
Women's Ministries leader
Children's Ministries coordinator
Church Education secretary
Home and School Association leader
Adventist Youth Society leader
Pathfinder director
Adventurer director
Interest coordinator
Communication Committee chairperson or Communication secretary
Health secretary Ministries leader
Temperance leader

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Stewardship leader

Religious Liberty leader

In many cases two or more of these offices are carried by one individual. Additional members of the board may be elected by the church if desired. The minister appointed by the local field to serve the church as its pastor is always a member of the church board.

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152-99G THE CHURCH BOARD AND ITS MEETINGS, WORK OF
THE BOARD - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 80 and 81, The Church Board and Its Meetings, Work of the Board, to read as follows:

Work of the Board—1. Planning evangelism in all of its phases. Since evangelism is the primary work of the church, the first item on the agenda of each church board meeting is to relate directly to the evangelization of the missionary outreach (missionary) territory of the church. In addition, once each quarter of the year the entire church board meeting can well be devoted to plans for evangelism. The board will study local field committee recommendations for evangelistic programs and methods. It will determine how these can best be implemented by the church. The pastor and the church board will initiate and develop plans for public evangelistic campaigns.

2. Coordinating outreach programs of departments. The church board is responsible for coordinating the work of all church departments. This includes the outreach programs of ~~Lay Activities, Personal Ministries, Sabbath School, Children's Ministries, Youth, Health, Education, and Temperance; Health Ministries, and Education.~~ Each of these departments develops its plans for outreach within its own sphere. To avoid conflict in timing and competition in securing volunteer helpers, and to achieve maximum beneficial results, coordination is essential. Before completing and announcing plans for any program, each department should submit its plans to the church board for approval. The departments also report to the church board on the progress and results of their outreach programs. The church board may suggest to the departments how their programs can contribute to the preparation, conduct, and follow-up of a public evangelistic campaign.

3: ~~Dividing and assigning missionary territory. As far as possible, each family and member should be encouraged to accept an assignment of territory. Every home in the church territory will thus be assigned to a church member. The member will be encouraged to pray daily for those living in every home in his or her territory and to begin making missionary contacts in every home of one section of that territory.~~

4: 3. Encouraging and helping the ~~outreach departments~~ Personal Ministries Department of the church to enlist all church members and children in some form of personal missionary outreach (missionary) service. Training classes should be conducted in various lines of outreach ministry.

5: 4. Cooperating with the Interest coordinator of the church to ensure that every reported interest in the message, aroused through whatever source, is personally and promptly followed up by an assigned lay person.

6: 5. Encouraging each department to report at least quarterly to the church board and to the church membership at business meetings and/or in Sabbath day meetings.

7: 6. The details of church business should be considered by the board, and the treasurer should report the state of church finance on a regular basis. The church roll should be studied, and inquiry should be made into the spiritual standing of all members, and provision made for visiting the sick, discouraged, and any backslidden member. The other officers should report concerning the work for which they are responsible.

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208-99G THE CHURCH BOARD AND ITS MEETINGS,
SUBCOMMITTEES - *CHURCH MANUAL* AMENDMENT

RECOMMENDED, To amend the *Church Manual*, Chapter 7, The Services and Meetings of the Church, pages 81 and 82, The Church Board and Its Meetings, Subcommittees, to read as follows:

~~Subcommittees~~—The Committees of the Board—The church board should permit no other business to interfere with planning for evangelism. Should other business be too time-consuming, the board may appoint ~~subcommittees~~ committees to care for specific areas of church business such as finance or church building projects. Such ~~subcommittees~~ committees will then make recommendations to the church board. In this way the resources of the board are conserved for its primary task—evangelism.

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In very large churches, a ~~subcommittee~~ committee for evangelistic planning may be appointed by the board. This will be composed of the heads of the church outreach departments with an elder as chairman. This ~~subcommittee~~ committee will report to the church board and will also assume the task of department coordination of outreach programs.

Matthew A Bediako, Chairman

Vernon B Parmenter, Secretary

Athal H Tolhurst, Editorial Secretary

Rowena J Moore, Recording Secretary