

SIXTH BUSINESS MEETING  
Fifty-seventh General Conference Session  
Toronto, Ontario, Canada  
July 3, 2000, 9:30 a.m.

NomCom00GCS/00GCS to MAB

NOMINATING COMMITTEE REPORT #3

VOTED, To approve the following partial report of the Nominating Committee:

General Conference

General Vice Presidents:

Lowell C Cooper  
Gerry D Karst  
Armando Miranda  
Leo Ranzolin  
Calvin B Rock  
Ted N C Wilson

Vice Presidents Assigned to Divisions:

Violeto F Bocala, Southern Asia-Pacific Division  
Luka T Daniel, Africa-Indian Ocean Division  
Laurie J Evans, South Pacific Division  
Ulrich Frikart, Euro-Africa Division  
Israel Leito, Inter-American Division  
Pardon Mwansa, Eastern Africa Division  
Ruy H Nagel, South American Division  
D Ronald Watts, Southern Asia Division  
Bertil Wiklander, Trans-European Division

STW/ChMan/ChMan/ADCOM/GCDO98AC/98AC/205-98G/154-99G/00GCS to MV

138-00G BAPTISMAL VOW AND BAPTISM - *CHURCH MANUAL*  
AMENDMENT

VOTED, To amend the *Church Manual*, Chapter 5, Church Membership, page 30, Baptismal Vow and Baptism, to read as follows:

00-1030

June 3, 2000, a.m.

General Conference Session

Baptismal Vow—Candidates for baptism or those being received into fellowship by profession of faith shall affirm their acceptance of the doctrinal beliefs of the Seventh-day Adventist Church in the presence of the church or other properly appointed body. (See p. 29.) The minister or elder should address the following questions to the candidate(s), whose reply may be by verbal assent or by raising the hand.

### Commitment Vow

1. Do you believe there is one God: Father, Son, and Holy Spirit, a unity of three coeternal Persons?
2. Do you accept the death of Jesus Christ on Calvary as the atoning sacrifice for your sins and believe that by God's grace through faith in His shed blood you are saved from sin and its penalty?
3. Do you accept Jesus Christ as your Lord and personal Saviour believing that God, in Christ, has forgiven your sins and given you a new heart, and do you renounce the sinful ways of the world?
4. Do you accept by faith the righteousness of Christ, your Intercessor in the heavenly sanctuary, and accept His promise of transforming grace and power to live a loving, Christ-centered life in your home and before the world?
5. Do you believe that the Bible is God's inspired Word, the only rule of faith and practice for the Christian? Do you covenant to spend time regularly in prayer and Bible study?
6. Do you accept the Ten Commandments as a transcript of the character of God and a revelation of His will? Is it your purpose by the power of the indwelling Christ to keep this law, including the fourth commandment, which requires the observance of the seventh day of the week as the Sabbath of the Lord and the memorial of Creation?
7. Do you look forward to the soon coming of Jesus and the blessed hope when "this mortal shall . . . put on immortality"? As you prepare to meet the Lord, will you witness to His loving salvation by using your talents in personal soul-winning endeavor to help others to be ready for His glorious appearing?
8. Do you accept the biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church?

9. Do you believe in church organization? Is it your purpose to worship God and to support the church by through your tithes and offerings and by your personal effort and influence?

10. Do you believe that your body is the temple of the Holy Spirit; and will you honor God by caring for it, avoiding the use of that which is harmful; abstaining from all unclean foods; from the use, manufacture, or sale of alcoholic beverages; the use, manufacture, or sale of tobacco in any of its forms for human consumption; and from the misuse of or trafficking in narcotics or other drugs?

11. Do you know and understand the fundamental Bible principles as taught by the Seventh-day Adventist Church? Do you purpose, by the grace of God, to fulfill His will by ordering your life in harmony with these principles?

12. Do you accept the New Testament teaching of baptism by immersion and desire to be so baptized as a public expression of faith in Christ and His forgiveness of your sins?

13. Do you accept and believe that the Seventh-day Adventist Church is the remnant church of Bible prophecy and that people of every nation, race, and language are invited and accepted into its fellowship? Do you desire to be a member of this local congregation of the world church?

~~Certificate of Baptism—Each of the above questions will be stated on the Certificate of Baptism as a personal affirmation to provide for the candidate a covenant document. Certificate of Baptism and Commitment—A space will be provided for the new member to sign the certificate as an affirmation of this commitment. Following the baptism, a Certificate of Baptism and Commitment will be presented to the candidate as a covenant document. The commitment will read as follows:~~

#### Commitment

1. I believe there is one God: Father, Son, and Holy Spirit, a unity of three coeternal Persons.

2. I accept the death of Jesus Christ on Calvary as the atoning sacrifice for my sins. I believe that by God's grace through faith in His shed blood that I am saved from sin and its penalty.

00-1032

June 3, 2000, a.m.

General Conference Session

3. I accept Jesus Christ as my Lord and personal Saviour and believe that God, in Christ, has forgiven my sins and given me a new heart, and I renounce the sinful ways of the world.

4. I accept by faith the righteousness of Christ, my Intercessor in the heavenly sanctuary, and accept His promise of transforming grace and power to live a loving, Christ-centered life in my home and before the world.

5. I believe the Bible is God's inspired Word, the only rule of faith and practice for the Christian. I covenant to spend time regularly in prayer and Bible study.

6. I accept the Ten Commandments as a transcript of the character of God and a revelation of His will. It is my purpose by the power of the indwelling Christ to keep this law, including the fourth commandment, which requires the observance of the seventh day of the week as the Sabbath of the Lord and the memorial of Creation.

7. I look forward to the soon coming of Jesus and the blessed hope when "this mortal shall . . . put on immortality." As I prepare to meet the Lord, I will witness to His loving salvation by using my talents in personal soul-winning endeavor to help others to be ready for His glorious appearing.

8. I accept the biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church.

9. I believe in church organization. It is my purpose to worship God and to support the church through my tithes and offerings and by my personal efforts and influence.

10. I believe that my body is the temple of the Holy Spirit; and I will honor God by caring for it, avoiding the use of that which is harmful; abstaining from all unclean foods, from the use, manufacture, or sale of alcoholic beverages; the use, manufacture, or sale of tobacco in any of its forms for human consumption; and from the misuse of or trafficking in narcotics or other drugs.

11. I know and understand the fundamental Bible principles as taught by the Seventh-day Adventist Church. I purpose, by the grace of God, to fulfill His will by ordering my life in harmony with these principles.

12. I accept the New Testament teaching of baptism by immersion and desire to be so baptized as a public expression of faith in Christ and His forgiveness of my sins.

13. I accept and believe that the Seventh-day Adventist Church is the remnant church of Bible prophecy and that people of every nation, race, and language are invited and accepted into its fellowship. I desire to be a member of this local congregation of the world church.

Welcoming Candidates—After the candidates ~~have satisfactorily answered the foregoing questions;~~ have, in the presence of the church membership or other properly appointed body, answered the questions of the vow in the affirmative, or assurance has been given to the church that such answers have already been given, the church body should be asked to vote on their acceptance into the church, subject to baptism, which ordinance should not be unduly delayed.

Receiving Members Who Are Not Known—In preparing for the baptism of his converts, an evangelist should invite the pastor or elder to visit his baptismal classes and become acquainted with his converts. Such contacts will enable the church to be better prepared to receive the new members into church fellowship. This general procedure should not apply in the case of isolated believers who wish to unite with the ~~conference~~ conference/mission/field church.

Baptismal Ceremony—At this ceremony the deacons should make the necessary preparation and assist the male candidates into and out of the water. (See p. 53.) The deaconesses should assist all female candidates. (See p. 54.) Care should be exercised to see that proper attire is provided for the candidates. Robes of suitable heavy material are preferable. If such are not available, the candidates should dress in such a manner that they will be modestly attired. The baptismal ceremony should be followed by extending the right hand of fellowship and the giving of a few words of welcome by the pastor or elder in behalf of the entire church.

ChMan/ChMan/ADCOM/GCDO99AC/99AC/155-99Ga/00GCS to MV

144-00Ga THE CHURCH ELDER, TO COOPERATE WITH THE  
CONFERENCE - *CHURCH MANUAL* AMENDMENT

VOTED, 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/Field—The pastor, elder(s), and all church officers should cooperate with the ~~conference~~ conference/mission/field 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.

00-1034

June 3, 2000, a.m.

General Conference Session

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

The elder should regard all correspondence from the ~~conference~~ conference/mission/field 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/field sessions are elected and that the names of such delegates are sent to the ~~conference~~ conference/mission/field 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/field in carrying out plans and policies, and in seeing that reports are accurately and promptly forwarded.

STW/ChMan/ADCOM/GCDO98AC/206-98G/99AC/155-99Gb/00GCS to MV

144-00Gb THE CHURCH ELDER, TO FOSTER TITHING - *CHURCH*  
*MANUAL* AMENDMENT

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

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.

SS&PM/ChMan/ADCOM/GCDO99AC/99AC/196-99G/00GCS to MV

145-00G THE CHURCH ELDER, TO DISTRIBUTE  
RESPONSIBILITY - *CHURCH MANUAL* AMENDMENT

VOTED, 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.

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ChMan/ADCOM/GCDO99AC/99AC/ChMan/99AC/ChMan/99AC/125-99G/00GCS to MV

146-00G THE DEACON - *CHURCH MANUAL* AMENDMENT

VOTED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, pages 51-54, The Deacon, to read as follows:

The Deacon

The office of deacon is described in the New Testament (1 Tim. 3:8-13) where the Greek word *diakonos* is used from which the English “deacon” is derived. The Greek word is variously interpreted as “servant, minister, writer, attendant” and in Christian circles acquired the specialized meaning now attached to “deacon.” Scripture clearly endorses the office in the New Testament church: “They that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus” (1 Tim. 3:13). On this authority, the church elects some of its members to serve in eminently practical ways, caring for several aspects of church services, as well as for church property.

The deacon is elected to office, serving for a term of one or two years as determined by the local church. (See p. 45.)

Importance of the Office - No change

00-1036

June 3, 2000, a.m.

General Conference Session

Board of Deacons - No change

Deacons Must Be Ordained - No change

Deacons Not Authorized to Preside—The deacon is not authorized to preside at any of the ordinances of the church, nor can he perform the marriage ceremony. He may not preside at any of the business meetings of the church, neither may he officiate at the reception or transfer of members. Where a church has no one authorized to perform such duties, the church shall contact the conference/mission/field for assistance.

~~The Duties of Deacons—The deacons have responsibility for the care of the church property. It is their duty to see that the building is kept clean and in repair, and that the grounds upon which the church stands are kept clean and made attractive. This also includes ensuring that the janitor work is cared for. In large churches it is often necessary to employ a janitor. The deacons should recommend a suitable person to the church board, which takes action by vote to employ such help, or the church board may authorize the deacons to employ a janitor. Church board authorization should be obtained for all major repair expenses. All bills for repairs, as well as for water, light, fuel, et cetera, are referred to the church treasurer for payment.~~

The Duties of Deacons—The work of the deacons involves a wide range of practical services for the church including:

1. Assistance at Services and Meetings—~~At~~ At church services, the deacons are usually responsible for welcoming members and visitors as they enter the church, and for assisting them, where necessary, to find seats. They also stand ready to cooperate with pastor and elders for the smooth functioning of the meetings conducted in the church.

2. Visitation of Members—~~An~~ Another important duty belonging to deacons is that of visiting church members in their homes. (See p. 55.) In many churches this is arranged by a distribution of membership by districts, assigning a deacon to each district, with the expectation that he will visit each home at least once a quarter. ~~(See p. 55.)~~

3. To Assist in Church Ordinances—~~The deacons assist in the celebration of the ordinances of the church. They~~ Preparation for Baptismal Services—~~The deacons~~ should assist at baptismal services, ensuring that the baptistry is prepared and water heated, and that male candidates are cared for both before and after the ceremony. They should do their part in making the necessary preparations for this service; there should be no confusion or delay. (See p. 32.)

4. Assistance at the Communion Service—~~At~~ At the celebration of the ordinance of foot-washing, the deacons or deaconesses provide everything that is needed for the service, such



as: towels, basins, water ~~(hot or cold~~ (at a comfortable temperature as the occasion may require), buckets, et cetera. After the service they should see that the vessels and linen used are washed and returned to their proper place.

~~At the ordinance of the Lord's Supper the deacons should place the communion table in position after it has been arranged by the deaconesses. They should then be seated on the front row of seats, facing the communion table. After the minister or elder has asked the blessing on the bread and has broken it, he will pass the plates to the deacons. The deacons in turn will pass the emblem to the congregation. After serving the people, the deacons return the plates to the elder or the minister, who then serves the deacons. If two ordained persons are officiating, they serve each other; otherwise a deacon serves the minister or elder who then returns the plate to the table. All should then be seated. The same procedure is to be followed in serving the wine. (See pp. 69-74.)~~

~~Great~~ Following the Lord's Supper, great care should be exercised in disposing of any bread or wine left over after all have partaken of these emblems. Any wine remaining that was blessed, is to be poured out. Any of the bread remaining ~~of that~~ which was blessed should be burned.

~~The deacon is not authorized to preside at any of the ordinances of the church, nor can he perform the marriage ceremony. He may not preside at any of the business meetings of the church, neither may he officiate at the reception or transfer of members. Where a church has no elder or no one who has been elected as church leader, such duties may be performed only by a visiting minister authorized by the conference.~~

5. The Care of the Sick and the Poor—Another important responsibility of deacons is the care of the sick, relieving the poor, and aiding the unfortunate. Money should be provided for this work from the church fund for the needy. The treasurer, on recommendation from the church board, will pass over to the deacons or deaconesses whatever may be needed for use in needy cases. This work is the particular charge of the deacons and the deaconesses, but the church is to be kept fully acquainted with the needs, in order to enlist the membership's support.

6. Care and Maintenance of Church Property—In some churches, where the responsibility for the care and maintenance of the church property is not assigned to a building committee, the deacons have this responsibility. It is their duty to see that the building is kept clean and in repair, and that the grounds upon which the church stands are kept clean and made attractive. This also includes ensuring that the janitorial work is done. In large churches it is often necessary to employ a janitor. The deacons should recommend a suitable person to the church board, which takes action by vote to employ such help, or the church board may authorize the deacons to employ a janitor. Church board authorization should be obtained for all major

00-1038

June 3, 2000, a.m.

General Conference Session

repair expenses. All bills for repairs, as well as for water, light, fuel, et cetera, are referred to the church treasurer for payment.

ChMan/ChMan/ADCOM/ChMan/ADCOM/GCDO99AC/99AC/186-99Gj/00GCS to MV

147-00G THE DEACONESS, THE DUTIES OF DEACONESSES -  
*CHURCH MANUAL REVISION*

VOTED, To revise the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 54, The Deaconess, The Duties of Deaconesses, to read as follows:

The Duties of Deaconesses—Deaconesses serve the church in a wide variety of important activities including:

1. Assistance at Baptisms—Deaconesses assist at the baptismal services, ensuring that female candidates are cared for both before and after the ceremony. They also give such counsel and help as may be necessary regarding suitable garments for baptism. Robes of suitable material should be provided. Where robes are used, the deaconesses should see that they are laundered and carefully set aside for future use. (See p. 32.)

2. Arrangements for the Communion Service—The deaconesses assist in the ordinance of foot-washing, giving special aid to women visitors or those who have newly joined the church. It is the duty of the deaconesses to arrange everything needed for this service, such as seeing that the table linen, towels, et cetera, used in the celebration of ordinances, are laundered and carefully stored. (See p. 70.)

The deaconesses make arrangements for the communion table including: preparing the bread and wine, arranging the ordinance table, pouring the wine, placing the plates of unleavened bread, and covering the table with the linen provided for that purpose. All these matters should be cared for before the service begins.

3. The Care of the Sick and the Poor—Deaconesses are to do their part in caring for the sick, the needy, and the unfortunate, cooperating with the deacons in this work. (See p. 54 above.)

ChMan/ADCOM/GCDO99AC/99AC/187-99Ga/00GCS to MV

148-00Ga THE CHURCH CLERK, AN IMPORTANT OFFICE -  
*CHURCH MANUAL* AMENDMENT

VOTED, 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/187-99Gb/00GCS to MV

148-00Gb THE CHURCH CLERK, CORRESPONDING WITH  
MEMBERS - *CHURCH MANUAL* AMENDMENT

VOTED, To amend the *Church Manual*, Chapter 6, Church Officers and Their Duties, page 56, The Church Clerk, Corresponding With Members, to read as follows:

00-1040

June 3, 2000, a.m.

General Conference Session

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/187-99Gc/00GCS to MV

148-00Gc THE CHURCH CLERK, REPORTS TO BE FURNISHED  
PROMPTLY - *CHURCH MANUAL* AMENDMENT

VOTED, 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~~ conference/mission/field 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 or removed~~ for various causes, as indicated by the blank. The ~~conference~~ conference/mission/field secretary must report quarterly to the union ~~conference~~ conference/mission secretary, and the union ~~conference~~ conference/mission 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.

ChMan/ADCOM/GCDO99AC/99AC/137-99Ga/00GCS to MV

149-00Ga THE CHURCH TREASURER, A SACRED WORK - *CHURCH*  
*MANUAL* AMENDMENT

VOTED, 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/137-99Gb/00GCS to MV

149-00Gb THE CHURCH TREASURER, CHURCH TREASURER  
THE CUSTODIAN OF ALL CHURCH FUNDS - *CHURCH*  
*MANUAL* AMENDMENT

VOTED, 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~~ conference/mission/field funds, (2) local church funds, and (3) funds belonging to the auxiliary organizations of the local church.

All funds (~~conference;~~ conference/mission/field, local church, and local church auxiliary) are deposited by the treasurer in ~~one a~~ a bank or financial institution checking account in the name of the ~~church.~~ church, unless the local conference/mission/field 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

00-1042

June 3, 2000, a.m.

General Conference Session

or special projects, the church board may authorize separate bank accounts. Such accounts, however, shall be operated by the treasurer.

ChMan/ADCOM/GCDO99AC/99AC/137-99Gc/00GCS to MV

149-00Gc THE CHURCH TREASURER, CONFERENCE FUNDS -  
*CHURCH MANUAL AMENDMENT*

VOTED, 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~~ Conference/Mission/Field Funds—Conference/Mission/Field funds, which include tithe, all regular mission funds, and all funds for special ~~conference~~ conference/mission/field projects and institutions, are trust funds. At the close of each month, or more often if requested by the ~~conference~~, conference/mission/field, the church treasurer shall send to the ~~conference~~ conference/mission/field treasurer the entire amount of ~~conference~~ conference/mission/field funds received during that ~~month~~, period of time. The church may not borrow, use, or withhold such ~~conference~~ conference/mission/field funds for any purpose.

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149-00Gd THE CHURCH TREASURER, ADVENTIST YOUTH  
SOCIETY FUNDS - *CHURCH MANUAL AMENDMENT*

VOTED, 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~~ conference/mission/field enterprises shall be handed to the church treasurer as soon as possible after they are received, to be forwarded to the ~~conference~~ conference/mission/field 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.

H&T/ChMan/ADCOM/GCDO98AC/202-98G/99AC/137-99Ge/00GCS to MV

149-00Ge THE CHURCH TREASURER, FUNDS OF AUXILIARY ORGANIZATIONS - *CHURCH MANUAL* AMENDMENT

VOTED, 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/GCDO99AC/99AC/137-99G/00GCS to MV

149-00Gf THE CHURCH TREASURER, MONEY FOR PERSONAL LITERATURE ORDERS - *CHURCH MANUAL* AMENDMENT

VOTED, 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 a local 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 conference/mission/field 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~~

00-1044

June 3, 2000, a.m.

General Conference Session

conference/mission/field. At the close of each quarter the ~~Lay Activities~~ Personal Ministries secretary will make a report to the ~~church 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.)

ChMan/ADCOM/ChMan/ChMan/ADCOM/GCDO99AC/99AC/137-99Gf/00GCS to MV

149-00Gg THE CHURCH TREASURER, PRESERVING VOUCHERS -  
*CHURCH MANUAL* AMENDMENT

VOTED, 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/field.~~ 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.

SS&PM/ChMan/ADCOM/GCDO99AC/99AC/197-99/00GCS to MV

150-00G INTEREST COORDINATOR - *CHURCH MANUAL*  
AMENDMENT

VOTED, 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~~ interest 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:

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.

SPD/ChMan/ChMan/ADCOM/GCDO99AC/99AC/214-99G/00GCS to MV

151-00G A DISFELLOWSHIPED CHURCH OFFICER - *CHURCH*  
*MANUAL* AMENDMENT

VOTED, 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.

00-1046

June 3, 2000, a.m.

General Conference Session

ChMan/ChMan/ADCOM/GCDO99AC/99AC/190-99G/00GCS to MV

152-00G THE SERVICES AND MEETINGS OF THE CHURCH, THE  
PURPOSE OF THE SERVICES AND MEETINGS OF THE  
CHURCH - *CHURCH MANUAL* ADDITION

VOTED, 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).

SS&PM/ChMan/ADCOM/GCDO99AC/99AC/198-99G/00GCS to MV

153-00G THE SERVICES AND MEETINGS OF THE CHURCH,  
ARRANGEMENTS FOR CHURCH MEETINGS - *CHURCH  
MANUAL* AMENDMENT

VOTED, 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.

Adjourned.

00-1047  
July 3, 2000, a.m.  
General Conference Session

Matthew A Bediako, Calvin B Rock, Chairmen  
Vernon B Parmenter, Secretary  
Athol H Tolhurst, Actions Editor  
Carol E Rasmussen, Recording Secretary