

YEAR-END MEETING**NORTH AMERICAN DIVISION COMMITTEE**

October 15, 1992, 8:00 a.m.

DEVOTIONAL MESSAGE

Glenn Aufderhar, President, Adventist Media Center, spoke on the topic "From Disciples to Apostles." Aufderhar also shared thrilling letters from people around the world responding favorably to various programs from the Media Center. He asked the question, "What do these people have in common? They are either disciples or apostles. Is there a Biblical progressive step from disciples to apostles?"

Jesus went out to the mountainside to pray and chose twelve people and designated them as apostles or learners. Apostle means boat, or the entire cargo, and later came to mean "sent under authority." There is an additional viewpoint about discipleship. Jesus went to the mountainside and called individuals in whom He was interested. Is it possible that there are some here who are neither apostles or disciples? Have you perhaps not responded to Him? Are you a little frightened, reluctant to go? Does the connotation of apostle worry you if you have no MDiv degree? Jesus gave the disciples authority over evil spirits.—(Mark 6) When some of us read this job assignment are we immediately afraid of working against demons?

A father brought his son who needed healing. The disciples had been successful in casting out demons before, but they were disappointed that they were unable to drive out the demons. Jesus told them that this kind comes out only by prayer and fasting. The point is, that it is not the length of time one walks with the Lord or the degrees held; it is whether each one accepts the assignment the Lord asks us to do.

Children are witnessing today and winning adults to Jesus when other adults in the Church do not believe they are able to do so. They are seeing their contacts baptized and coming to church. We need to find a way to bring Jesus to those around us. I pray that we will find individuals with whom we can share Jesus. What a thrill to see how God will bless the simple overtures that we can make.

Students at Great Lakes Academy are giving Bible studies in the surrounding area on a regular basis and about 40 individuals are baptized each year from this witnessing by our young people. Those who minister to others will not be longing for some new interest in their lives. They will be completely fulfilled being His apostles.

Prayer was offered by J M Doggett, President of the Southeastern Conference.

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WOMEN'S MINISTRIES - REPORT

Elizabeth Sterndale mentioned that she knows many women who are disciples and apostles. She challenged the leaders to make sure each conference has a women's ministries director. Conference have been sent a job description for this position. Women are good at organizing prayer groups in the church and they need to be used.

Elizabeth Sterndale introduced the video prepared for Women's Ministries entitled "Soul Stories" and shared an exciting, short clip. She asked the leaders to show this video in each conference. The goal of Women's Ministries is to get women so involved in every aspect of the Church that they fully participate in accomplishing the its goal.

In Canada someone invited a Muslim friend to a women's retreat. This Muslim lady felt safe enough to let her veil down as she was nurtured by other women and also accepted Christ as her Savior. About a year later she met the woman in charge of the retreat and she told her she was a Seventh-day Adventist because of the kindness shown her at the retreat.

ASDAN—NAD - REPORT

The Association of Seventh-day Adventist Nurses has experienced a growth change. After 26 years of service to the Seventh-day Adventist Church, in 1992 the Association became ASDAN-NAD. This organization will continue in the tradition of the association giving support and encouragement to Seventh-day Adventist nurses and the nursing profession.

ASDAN-NAD will channel funds into Seventh-day Adventist nursing scholarships and projects. Through the years, as an association, ASDAN has given thousands of dollars in support to potential nursing leaders and teachers of nursing in developing countries. ASDAN-NAD will continue this service.

In more recent years, many North American Division nursing students have been helped by scholarship funds from ASDAN and this also will be continued.

ASDAN-NAD will replace ASDAN and its 501 (c) 6 and may go to local churches or conferences with funds to be held for the Seventh-day Adventist nursing projects and scholarships. We solicit your prayers for the ongoing ministry of this organization.

TREASURER'S REPORT

George H Crumley stated that the North American Division tithe receipts are showing an increase of 5.1 percent over last year through August 31, 1992. During this time of recession in the North American Division, we are thankful for the good increases in tithe giving. Mission giving is showing only a slight increase. Crumley presented the Interim Financial Statement as of September 30, 1992. Financial operations are close to budget so far this year.

RETIREMENT FUND - REPORT

D R Pierson distributed the North American Division Retirement Plans Comparative Statement of Net Assets Available for Plan Benefits and gave the following report.

Net assets available for general church plan benefits amount to over \$139,000,000. In 1990 there was a net loss of more than \$4,000,000. It was reported that annual operating expense exceeds contributions from employers by a widening gap requiring greater dependence on investment income.

Net gain in 1991 was over \$22,000,000 as compared with the \$4,000,000 loss reported the year before. The percentage of the three year reserve increased from 74 percent to 84 percent. At the end of 1991 health care and funeral benefits were transferred to an auxiliary fund as was required.

Interest rates are the lowest they have been since 1936. Investment returns are at a low ebb. As of September 30, 1992 there is an operating loss in the Retirement Plan of \$2,300,000. The auxiliary funds had a net gain of \$3,000,000. If the retirement plan and auxiliary funds could be combined, there would be a net gain. If \$1,200,000 nonrecurring income in the Loma Linda Foods Fund is deducted, the combined net income would tip back to a small loss. An increased contribution equal to one-fourth of one percent of tithe has been approved effective January 1, 1993 and this will give some help next year.

There is also a Hospital Retirement Plan with assets of nearly \$519,000,000. The hospitals have been working toward full funding for the past 11 years. The net gain as of September 30, 1992 in the hospital plan was nearly \$23,000,000 in spite of low investment returns. In two to four weeks it is hoped that a new actuarial report will tell how close the hospital plan is to full funding.

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92YE to GHC-93YE

FUNDED RETIREMENT PLAN—STUDY

VOTED, To study the possibility of a funded retirement plan to be brought to the 1993 North American Division Year-end Meeting with options, needs, and problems faced, so that it can be seriously considered. (George H Crumley responded that this idea was recommended for study with a task force established at the Spring Treasurers Council. The actuarial study will soon be complete.)

NPU/NADA/GC&UnPre88YE/348-88/NADA/NADAUP/NADO/NADOUP/90YE/NADA/ASI/ASIEx/NADO/NADOUP/160-90N/NADCOA/NADCOA/FINn/NAD&UnTre91YE/GCONUO91YE/91YE/209-91N/NADO/NADOUP/NADUn&GCO92YE/92YE to RLD

504-92N PRIVATE MINISTRIES GUIDELINES - AMENDMENT

(Supporting Ministries - Guidelines)

(Acceptable Independent Ministries - Guidelines)

(Guidelines for Acceptable Independent Ministries)

VOTED, To amend the document, Private Ministries Guidelines, to read as follows:

PRIVATE SUPPORTING MINISTRIES GUIDELINES

1. The leaders and representatives of private supporting ministries shall be loyal members of the Seventh-day Adventist Church in good and regular standing ~~of the Seventh-day Adventist Church.~~

2. The theological positions of the private supporting ministries and the emphasis placed upon them shall be in harmony with the fundamental beliefs of the Seventh-day Adventist Church. In supporting these beliefs, the context of both the Biblical text and writings of Ellen G White will be faithfully used. Theological positions not addressed in the fundamental beliefs shall be treated as private beliefs and shall not be promoted to the point where they become divisive.

3. The leaders and representatives of private supporting ministries shall support and cooperate with the goals and purposes of the Seventh-day Adventist Church by words, actions, and publications. Their work shall positively supplement that of the Church in carrying out the gospel commission.

4. Private Supporting ministry personnel leaders, ordained or unordained, shall not represent their private supporting ministry as an official church project.

5. Private Supporting ministries shall not accept tithe from Seventh-day Adventist church members and shall encourage their supporters to be faithful in returning tithe and appropriate offerings through the authorized channels of the Seventh-day Adventist Church.

6. Private Supporting ministries shall make available a formal statement of mission, including plans and objectives, upon the request of the North American Division.

7. Private Supporting ministries, which accept contributions, shall be registered with the appropriate tax bodies as nonprofit organizations and shall provide copies of their annual audited financial statements upon the request of the North American Division.

8. Requests for official church business travel for private supporting ministries personnel holding denominational licenses or credentials, shall be processed in harmony with the provisions of NAD Working Policy C 10 30-3, and NAD Working Policy C 15 10-1. Failure to comply with this policy may jeopardize the continuation of the status of such denominational employees.

9. All interdivision travel by lay persons from the North American Division on official church business shall be processed in harmony with the provisions of NAD Working Policy C 15 10 (see NAD Working Policy C 10 30-3).

NADA/NADOUP/Plans90YE/Plans90YE/NADOUP/101-90N/NADOUP/GCONUO91YE/
OHR/NAD&UnSec/NADO/NADO/NADOUP/NADUn&GCO92YE/92YE to RTB

**509-92Na AFFIRMATIVE ACTION POSITION OF THE NORTH
AMERICAN DIVISION OFFICE - GUIDELINES
(Affirmative Action of the North American
Division Office - Guidelines)**

VOTED, To approve the Affirmative Action Position of the North American Division Office - Guidelines, which reads as follows:

Introduction

The official position of the Seventh-day Adventist Church is that all individuals in good and regular standing be given full and equal opportunity within the Church to develop the knowledge and skills needed in the building up of the Church. This position requires that

jobs on all levels of church activity be opened to all persons on the basis of qualifications. Consistent with this position, the North American Division office offers equal opportunity for appointment and promotion and does not discriminate in its employment policies and practices on the basis of race, national origin, gender, color, age, marital status, disability or any other basis prohibited by law.

As a religious organization, the North American Division office is not mandated by public legislation or by the Seventh-day Adventist Church to formulate affirmative action policies or guidelines. Rather, it bases its position on theological principles clearly enunciated in the Scriptures, the writings of Ellen G White, and the official pronouncements of the North American Division of the Seventh-day Adventist World Church. It is the intent of these Guidelines to promote consistency with the basic theological principles of the Church and to provide for diversity within the policies, practices, and programs of the North American Division office with regard to affirmative action.

Nondiscrimination Qualifying Statements

Federal, state, and provincial constitutions guarantee the free exercise of religion, including the right to establish and maintain religious organizations. Further, constitutions, guidelines, and case law clearly recognize the right of religious organizations to seek personnel who support their goals, including the right to give preference in employment to members of the Church who sponsor and support the organization's goals.

The North American Division office reserves and relies upon the constitutional and statutory rights it has as a religious organization, including its right to give preference to Seventh-day Adventists in good and regular standing in employment situations. The North American Division office expects its employees to follow the religious teachings and practices of the Seventh-day Adventist Church and uphold biblical principles of morality, deportment, health, and dress, as interpreted by the Church. The North American Division office claims the constitutional and specific statutory exemptions which are either set forth specifically or implied within state, provincial, and national legislative documents.

The words "all positions" and "all services" used in these Guidelines refer, in the case of women, to positions other than those requiring ordination to the gospel ministry. The term "qualified" refers to theological eligibility as well as training, education, and experience. In addition, wherever the term "underrepresented groups" appears in the Guidelines, reference is being made to groups such as minorities, women, and members with disabilities.

**AFFIRMATIVE ACTION GUIDELINES
OF THE NORTH AMERICAN DIVISION OFFICE**

A delicate balance must be found between affirmatively seeking to assist members in underrepresented groups and providing equal opportunity for all individuals. The North American Division office is committed to reaching and maintaining this delicate balance. It has, therefore, taken this voluntary action to ensure the vigorous recruitment and inclusion of qualified women, minorities, and members with disabilities within its hiring program.

General and Specific Goals

The general goal of the division office is to recruit and hire qualified persons from underrepresented groups such as women, minorities, and members with disabilities. Hence, the practices and procedures outlined in these Guidelines are designed to assist the North American Division office in attaining these specific goals:

1. Actively seek applications for positions from qualified persons in underrepresented groups such as women, minorities, and members with disabilities.

a. Job openings for nonelected staff within departments, offices, and services of the North American Division office, and all applicants for job openings shall be reported to the office of Human Resource Services for the purpose of maintaining job logs, applicant lists, and making required reports.

b. Nonelected staff positions below the 154 percent level that become available in the North American Division office will be posted for a period of three working days (72 hours) in order to alert interested employees of their availability. This posting will be placed on the bulletin board at the employee entrance. Job openings that are to be filled by intradepartmental transfers or by individuals that Administration needs to relocate or place may be excluded from this posting plan. (See 230.60 in GC Employee Handbook.)

c. Openings and applicants for salaried positions will be reported to the North American Division Assistant to the President.

d. In cases of recruitment of qualified women, minorities, and members with disabilities for leadership or staff positions, it shall be the responsibility of all North American Division office supervisors and employers to utilize potentially fruitful channels of recruitment.

e. Where committees are used to search for qualified persons from underrepresented groups for leadership positions, such committees will be specifically charged

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with the responsibility of following affirmative action policies, and such committees will endeavor, to the extent practical, to include among their memberships persons from underrepresented groups.

f. In cases where potentially qualified individuals are married or are single parents, the committee will not make assumptions as to their eligibility for relocation nor shall they permit any other such factor to exclude these members from possible employment.

2. Publicize Affirmative Action Guidelines applicable to the North American Division office.

a. Guidelines on employee selection and affirmative action for the North American Division office shall be distributed to and discussed with all personnel involved in the hiring process.

b. Wherever practical, all departments and services within the North American Division office that do not presently employ members from underrepresented groups above the entry level should develop an aggressive plan for addressing this concern and present it to the North American Division President through the Affirmative Action Committee. The Plan should include a timetable for implementation.

c. A continuing effort shall be made to cultivate and utilize potential sources to locate qualified candidates from underrepresented groups.

3. Publicize Job Vacancies—

a. All full-time positions shall be posted within a reasonable amount of time to allow an adequate selection to be made.

b. The Human Resource Services Director will be responsible for the local distribution and posting of job notices at designated posting areas within three working days and for receiving notice of the availability of positions.

c. Clearly dated notices shall indicate that job duties and qualifications are made available in the Office of the Human Resource Services director.

4. Afford all members from underrepresented groups equal opportunity in appointment, promotion, salary, and other organizational benefits.

a. Division Office Positions—Open all leadership positions to qualified members from underrepresented groups. (See Qualifying Statement.)

b. Appointed Representation/Membership on Committees and Boards—

Appoint qualified members from underrepresented groups such as women, minorities, and employees with disabilities on committees and boards.

c. Job Descriptions and Wage Scales—The division office shall develop realistic job descriptions, titles, and wage scales for all positions. These shall be reviewed annually to assure nondiscrimination of members from underrepresented groups in any of these areas. A report of deviations from acceptable Affirmative Action Guidelines shall be made to the North American Division President.

5. Provide for fair opportunities that relate to the upgrading and retention of employees from underrepresented groups.

a. Equal Opportunity—Internal personnel shall be notified of job openings at the same time that external sources are notified.

b. Departmental Responsibility—Where appropriate, upgrading (training) for employees from underrepresented groups shall be initiated within departments.

c. Promotional Policies—Promotional policies and requirements shall be administered to ensure that employees from underrepresented groups have full participation in promotional opportunities.

d. Retention Reductions/Terminations—In cases of reductions in personnel due to financial exigency or other causes, the North American Division office will implement the termination of employees in a manner that is fair to the interests of employees from underrepresented groups.

e. Hiring and Firing—Equal opportunities shall exist in the hiring and firing practices of the division office. Clearly developed and unbiased policies on termination shall be applied with fairness to employees from underrepresented groups.

f. Grievance Procedures—Grievance Procedures of the Division office shall be used in all instances where discrimination by an employee of the North American Division office is alleged.

g. Appeal Process—An appeal mechanism as delineated by the grievance procedure shall ensure that employees from the underrepresented groups are treated equitably in salaries, wages, and benefits. This process shall protect the interests of these employees as well as their job security during the appeal process.

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Administration and Implementation of the Affirmative Action Guidelines of the North American Division Office

The North American Division President has the overall responsibility for the administration of affirmative action. The President shall appoint an affirmative action officer and an affirmative action committee for the North American Division office and shall provide adequate staff or membership and funding for a vigorous affirmative action effort. The responsibilities of the officer and committee shall be:

1. To develop recommendations for policies, procedures, goals, and timetables to increase the representation of members of underrepresented groups in staff and leadership positions in the North American Division office.
2. To participate with the North American Division office search committees in their efforts to recruit potential candidates for positions and to review these efforts for compliance with affirmative action policies.
3. To review the Affirmative Action Guidelines of the North American Division office periodically and make recommendations to the President concerning appropriate revisions.
4. To investigate alleged incidents of discrimination within the North American Division office.
5. To review materials and make recommendations to the North American Division President involving charges of discrimination within the division office.
6. To coordinate the internal and external affirmative action communications of the division office.
7. To provide affirmative action information, counsel, and assistance to all management and supervisory levels of the North American Division office.
8. To perform internal and external research relative to equal opportunity, and to keep abreast of trends and government regulations that pertain to nondiscrimination and affirmative action.
9. To be aware of and inform the proper official of the North American Division office of any affirmative action reports which are required to be filed with governmental agencies, to ascertain that such are filed, and to prepare such other reports as are desired by the North American Division office.

10. To perform other duties related to affirmative action as assigned by the North American Division President.

Monitoring and Reporting

Annually, at a time selected by the President, the Affirmative Action Officer or Committee Chair, and the Human Resource Services Director will evaluate the progress of the North American Division office in the implementation of its Affirmative Action Guidelines and report their findings in writing to the President, who will make it available to North American Division Committee. To facilitate the monitoring process, it is recommended that:

1. A survey instrument be developed for use in monitoring the implementation of these adopted procedures internally. This instrument will to be administered at intervals appropriate to the need for information.
2. A committee be appointed and given the responsibility to collect and report to the officers of the North American Division office the results of the information gained from the survey.
3. The committee members be responsible for assisting the North American Division office in developing strategies of implementation that suit its unique needs.
4. The Affirmative Action Committee of the North American Division office will, to the extent possible, represent members from underrepresented groups. Accordingly, committee members shall be knowledgeable of equal opportunity and affirmative action policies and guidelines. They shall assist the North American Division office in achieving equal employment opportunities for all qualified members.
5. Members of the committee shall be appointed for five years on a staggered basis.

Accountability

The North American Division Committee shall determine disciplinary action in the cases of administrators, department heads, and other supervisory personnel of the North American Division who willfully fail or refuse to cooperate with the Affirmative Action Guidelines of the North American Division office.

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NADA/NADOUP/Plans90YE/Plans90YE/NADOUP/101-90N/NADOUP/GCONUO91YE/
OHR/NAD&UnSec/NADO/NADOUP/NADUn&GCO92YE/92YE to RTB

**509-92Nb AFFIRMATIVE ACTION POSITION OF THE NORTH
AMERICAN DIVISION FIELD - GUIDELINES
(Affirmative Action Position of the
North American Division Field)**

VOTED, To approve the Affirmative Action Position of the North American Division Field - Guidelines, which reads as follows:

Introduction

The official position of the Seventh-day Adventist Church is that all individuals in good and regular standing be given full and equal opportunity within the Church to develop the knowledge and skills needed in the building up of the Church. This theology and its resultant course of action requires that all services and positions on all levels of church activity be opened to all persons on the basis of qualifications. Consistent with this position, the North American Division offers equal opportunity for appointment and promotion and does not discriminate in its employment policies and practices on the basis of race, national origin, gender, color, age, marital status, disability or any other basis prohibited by law.

As a religious organization, the North American Division field is not mandated by public legislation or by the Seventh-day Adventist Church to formulate affirmative action policies or guidelines. Rather, it bases its position on theological principles clearly enunciated in the Scriptures, the writings of Ellen G White, and the official pronouncements of the North American Division of the Seventh-day Adventist World Church. It is the intent of this Position Statement to promote consistency with the basic theological principles of the Church and to provide for diversity within the policies, practices, and programs of the North American Division field with regard to affirmative action.

Nondiscrimination Qualifying Statements

Federal, state, and provincial constitutions guarantee the free exercise of religion, including the right to establish and maintain religious organizations. Further, constitutions, guidelines, and case law clearly recognize the right of religious organizations to seek personnel who support their goals, including the right to give preference in employment to members of the Church who sponsor and support the organization's goals.

The North American Division field reserves and relies upon the constitutional and statutory rights it has as a religious organization, including its right to give preference to Seventh-day Adventists in good and regular standing in employment situations. The North American Division field has a right to expect that its employees follow the religious teachings and practices of the Seventh-day Adventist Church and uphold biblical principles of morality, deportment, health, and dress, as interpreted by the Church. The North American Division field claims the constitutional and specific statutory exemptions which are either set forth specifically or implied within state, provincial, and national legislative documents.

The words "all positions" and "all services" used in policies and guidelines throughout the field refer, in the case of women, to positions other than those requiring ordination. The term "qualified" refers to theological eligibility as well as training, education, and experience. In addition, wherever the term "underrepresented groups" may appear in policies and documents distributed within the North American Division field, reference is being made to groups such as minorities, women, and members with disabilities.

A delicate balance must be found between affirmatively seeking to assist those in underrepresented groups and providing equal opportunity for all individuals. The North American Division field is committed to try to strike this delicate balance. This task is possible in an atmosphere of cooperation and understanding among all concerned.

NADUn&GCO92Ye/516-92N/92YE to HWB-PolRev&Dev +93AC +93YE

**617-92N CONSTITUENCY MEETINGS (Bylaws of the
_____Conference of Seventh-day Adventists) -
POLICY AMENDMENT**

RECOMMENDED, To amend NAD CA 10 10, Local Conference Constitution and Bylaws, Article IV—Constituency Meetings, section 1, Regular Meeting, to read as follows:

Article IV—Constituency Meetings

Sec. 1: Regular Meeting—This conference shall hold a regular _____
(~~biennial or triennial~~)-(quadrennial, quinquennial, or as required by law) constituency meeting
at such time and place as the Executive Committee of the conference shall designate. Notice
of the time and place of the meeting of the delegates representing the members shall be given
by

- a. A notice printed in the official publication - No change

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b. A method approved by the Conference Executive Committee - No change

FLTCC/NADO/NADOUP/NADUn&GCO92YE/92YE to HWB

**593-92N NORTH AMERICAN DIVISION FRANCOPHONE
ADVISORY—APPOINTMENT**

VOTED, To establish a North American Division Francophone Advisory with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Articulate, discuss, and advise on French cultural needs and concerns.
2. Give direction to and develop strategy for the overall French work.
3. Determine what materials need to be translated into French for the NAD, select qualified translators, and make arrangements for printing.
4. Support, work with, and assist all publishing entities.
5. Develop soul-winning and stewardship objectives for the French constituency.
6. Assist in resolving issues that develop with the increasing number of "independent transfers"

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Power to act.
3. Recommend to Materials Development and Marketing Executive Committee.
4. Power to act.
5. Recommend to NADO and General Ministries Committee.
6. Recommend to NAD Secretariat.

who seek employment in the
North American Division.

MEMBERS:

McClure, Alfred, Chair
Vasquez, Manuel, Vice Chair
Sabot, Claude, Secretary

Canadian Union

Baptiste, H W
Brise, Roland
Crumley, G H
Destin, Fenlon
Fortin, Denis
Gorton, Robert
Hermans, George
Homocile, Luc
Joseph, Jean-Renaud
Mompremier, Wilson
Noel, Henri
Patterson, Gary B
Youte, Valliant

Southeastern Conference

Greater New York Conference
Quebec Conference
Pacific Press Publishing Association
Quebec Conference
Northeastern Conference
Northeastern Conference
New Jersey Conference
Atlantic Union College

Quebec Conference (Lay Person)

NADO/NADOUP/NADUn&GCO92YE/92YE to HWB

**599-92N NORTH AMERICAN DIVISION ASIAN ADVISORY—
APPOINTMENT**

VOTED, To appoint a North American Division (NAD) Asian Advisory to meet once a year in Silver Spring, possibly before or after Annual Council, with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Articulate, discuss, and advise on Asian cultural needs and concerns.

AUTHORITY AND RESPONSIBILITY

1. Power to act.

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| 2. Give direction to and develop strategy for the overall Asian work. | 2. Power to act. |
| 3. Review and give input to all Asian audio-visual and printed materials. | 3. Recommend to Materials Development and Marketing Executive Committee. |
| 4. Support, work with, and assist all publishing entities | 4. Power to act. |
| 5. Develop soul-winning and stewardship objectives for the Asian constituency. | 5. Recommend to NADO and General Ministries Committee. |
| 6. Assist in resolving issues that develop with the increasing number of "independent transfers" who seek employment in the North American Division. | 6. Recommend to NAD Secretariat. |

MEMBERS:

Vasquez, Manuel, Chair
Atiga, George

Aitken, Judy
Baptiste, H W
Banks, Rosa T
Chough, Kwang Rim
Dale, R L
Gorton, Robert
Patterson, Gary B
Rosete, Simeon
Young, Samuel

Director, Asian and South Pacific Affairs,
Pacific Union

AFM Coordinator, Michigan Conference

Director, Korean Work, S California Conference

Pacific Press Publishing Association

Pastor, Central Phil Church, S Calif Conference

ADCOM/92SM/GCDOUP92AC/92AC/92YE to ACM

**613-92N TRANSFER OF LIBERTY TO THE NORTH
AMERICAN DIVISION**

In consideration of recent worldwide events that can impact upon the religious freedom of God's people, it is important to affirm the mission and message of the primary periodical dealing of the Church with religious freedom and Liberty magazine. Liberty will continue to promote religious freedom in the context of the unique message of the Seventh-day Adventist Church. Liberty will continue to promote the unique message of the Seventh-day Adventist Church, in the context of religious freedom, to members and nonmembers alike.

Liberty has been for many years the vehicle through which the Church has communicated the crucial principles of religious freedom. Liberty has primarily dealt with these principles from a North American, particularly United States, perspective. However, because religious liberty issues in the United States do impact upon the world field, and although Liberty magazine is primarily circulated to the North American Division, due to the import of church and state issues in our eschatology, Liberty magazine will continue to function as a major world journal. However, since it primarily serves North America, it is

VOTED, 1. To accept the transfer of Liberty from the General Conference to the North American Division.

2. To consider the transfer of the Liberty Editor to the North American Division at the time of the election of a new editor.

3. The following are the terms under which this transfer will take place:

- a. Liberty will be produced under the direction of the Liberty editorial board.
- b. The Liberty editor and staff will be transferred to the North American Division budget.
- c. The Liberty editor will be appointed through the normal process—recommended by North American Division Committee to the General Conference Executive Committee for approval.
- d. The Liberty editor will serve as an adjunct to the General Conference Public Affairs and Religious Liberty department.

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e. The Liberty editorial board will be chaired by the North American Division Public Affairs and Religious Liberty Director.

f. The General Conference Public Affairs and Religious Liberty Director and associate directors will serve as members of the Liberty editorial board.

g. Liberty publishing policy will focus primarily on the religious liberty issues of the United States and Canada with the understanding that significant world religious liberty issues will also be dealt with as seems appropriate.

h. Liberty will continue to be published and promoted primarily for the non-Seventh-day Adventist.

i. The General Conference will contribute annually to assist in defraying the cost of the editorial office.

NADOUP/AHA/AHA/OGC/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Na CRITERIA FOR DETERMINING DENOMINATIONAL
STATUS AND INCLUSION IN THE SEVENTH-DAY
ADVENTIST YEARBOOK - POLICY DELETION**

VOTED, To delete NAD C 47, Criteria for Determining Denominational Status and Inclusion in the Seventh-day Adventist Yearbook, which reads as follows:

**C 47 Criteria for Determining Denominational Status and
Inclusion in the Seventh-day Adventist Yearbook**

C 47 05 Control, Ownership and Dissolution—1. The institution, as hereinafter defined, must be wholly under the control of and operated by the Seventh-day Adventist Church.

a. The buildings and equipment must be wholly denominationally owned and the land owned or secured by a lease of at least 25 years, or

b. The use of the property shall be assured on a continuing basis over an extended period of time and the Church shall have full responsibility for the policies, administration, finance and the freedom to operate the institution according to Seventh-day Adventist beliefs and standards.

c. If separately incorporated, its Articles of Incorporation and Bylaws shall provide:

1) That it is an integral part of the Seventh-day Adventist Church with its primary purpose in relationship to the mission of the Church clearly stated.

2) That a minimum of two thirds of the members of its corporate body be composed of members from specific denominational constituencies, boards or executive committees of organizations that are listed in the Seventh-day Adventist Yearbook.

3) In case of dissolution, the net owned assets of the institution will be transferred to a Seventh-day Adventist organization which qualifies as a tax exempt organization described in section 501 (c) (3) of the Internal Revenue Code, if permitted by state law.

C 47 10 Remuneration—The remuneration of employees of the institution shall be in harmony with the denominational wage scale for the North American Division. If, because of unusual conditions, an exception to this provision is needed, it must be approved by the North American Division Committee.

C 47 15 Application for Denominational Status—1. When requesting denominational status, new institutions shall apply to the following organizations in the order listed below:

- a. Educational institutions
 - 1) Local conference committee
 - 2) Union conference committee
 - 3) NAD K-12 Board/Board of Higher Education
 - 4) NAD Treasury
 - 5) North American Division Committee for Administration
 - 6) North American Division Committee
 - 7) General Conference Committee
- b. Institutions within Adventist Health Association
 - 1) Health-care Corporations
 - 2) Union conference officers
 - 3) Adventist Health Association
 - 4) NAD Treasury
 - 5) North American Division Committee for Administration
 - 6) North American Division Committee
 - 7) General Conference Committee

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- c. Institutions not included in a. or b. above
 - 1) Local conference committee
 - 2) Union conference committee
 - 3) NAD Officers
 - 4) NAD Treasury
 - 5) North American Division Committee for Administration
 - 6) North American Division Committee
 - 7) General Conference Committee

C 47 20 Institutions in the United States—1. The following provisions shall apply to institutions in the United States:

a. Institutions in the United States shall be required to comply with the provisions of sections C 47 05, C 47 10, and C 47 15 above in order:

1) To have their names listed in the Seventh-day Adventist Yearbook and

2) To be included under the United States Internal Revenue Code 501 (c) (3) group exemption of the General Conference and participate in the Seventh-day Adventist Retirement Plan for North America or the Seventh-day Adventist Hospital Retirement Plan.

b. The following types of institutions in the United States which comply with the provisions of sections C 47 05, C 47 10, and C 47 15 above may be listed in the Seventh-day Adventist Yearbook:

1) Institutions that operate under the 501 (c) (3) group exemption of the Seventh-day Adventist Church but do not participate in the Seventh-day Adventist Retirement Plans referred to in paragraph C 47 20-1-a-2) or

2) Institutions that have secured their own 501 (c) (3) tax exemption and may or may not be participating in the Seventh-day Adventist Retirement Plans referred to in paragraph C 47 20-1-a-2) or

3) Institutions that are operated for profit referred to in paragraph 1-a-2) above.

c. Institutions participating in the Seventh-day Adventist Retirement Plans shall secure the approval of the General Conference before withdrawing.

d. Institutions that operate under 501 (c) (3) group exemption of the General Conference shall obtain approval of the General Conference before applying for their own 501 (c) (3).

C 47 25 Periodic Review—The North American Division shall conduct a periodic review of the institutions that are approved.

PREn/NADCOA/NADO/OGC/AHA/AHA/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Nb DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA (Authority) -
NEW POLICY**

VOTED, To adopt a new policy NAD C 47, Denominational Status for Seventh-day Adventist Organizations—Criteria, section C 47 05, Authority, to read as follows:

**C 47 Denominational Status for Seventh-day Adventist
Organizations—Criteria**

C 47 05 Authority—The North American Division Committee holds the authority to determine, confer, and evaluate denominational status for organizations within its territory in accordance with this policy. So long as an organization retains denominational status, it shall be:

1. Listed in the Seventh-day Adventist Yearbook;
2. Eligible to participate in the appropriate Seventh-day Adventist Church retirement plan, if not-for-profit; and
3. Eligible, if not-for-profit, to be included within group tax exemption that is held and administered by the General Conference of Seventh-day Adventists.

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PREn/NADCOA/NADO/OGC/AHA/AHA/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Nc DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA
(Organizational Structure, Governance, and Operation) -
NEW POLICY**

VOTED, To adopt a new policy NAD C 47 10, Organizational Structure, Governance, and Operation, to read as follows:

C 47 10 Organizational Structure, Governance, and Operation—Organizations included in the Seventh-day Adventist Yearbook must be affiliated with, and subject to, the general supervision or control of the Seventh-day Adventist Church, and must comply with the following requirements to hold denominational status:

1. Governing Documents—The governing documents of the organization (i.e., articles of incorporation, constitution, bylaws, articles of association, trusts, etc.) shall provide for the following:

a. Relation to Denomination—The organization shall be affiliated with and/or be an integral part of the Seventh-day Adventist Church, and its primary purpose shall be in harmony with, and supportive of, the mission of the Church.

b. Corporate Membership—All persons who serve as corporate members, members of the constituency or shareholders of the organization shall be members of the Seventh-day Adventist Church. Not less than a majority of the corporate membership, constituency, or shareholders shall be comprised of persons who are members of specific denominational constituencies, boards, or executive committees of organizations that are listed in the Seventh-day Adventist Yearbook.

c. Board—The board of directors or trustees (or comparable governing body if not a corporation) shall serve by appointment of the corporate membership, constituency, or shareholders, who shall have the right to elect, appoint, or remove any member of the board. A majority of the board shall be members of the Seventh-day Adventist Church, although the corporate membership, constituency, or shareholders may make an exception in unusual, limited cases where it can be assured that the best interests of the organization and the mission of the Seventh-day Adventist Church can be protected and served.

d. Dissolution—In case of dissolution, the net owned assets of the organization shall be transferred to an organization holding Seventh-day Adventist

denominational status which qualifies as a tax-exempt organization described in Section 501 (c) (3) of the Internal Revenue Code or Section 149.1 of the Canadian Income Tax Act, consistent with state or provincial law.

2. Operation—The organization shall function in accordance with Seventh-day Adventist beliefs, standards, and working policies through its bylaws, policies, administration, and financial practices.

3. Property—The organization shall own or otherwise control all its assets in order to assure continuous use over extended periods of time without undue interference or restriction.

PREn/NADCOA/NADO/OGC/AHA/AHA/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Nd DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA
(Compensation) - NEW POLICY**

VOTED, To adopt a new policy NAD C 47 15, Compensation, to read as follows:

C 47 15 Compensation—The organization shall compensate its employees not in excess of the appropriate North American Division denominational wage scale that is applicable to the type of organization. The North American Division has approved several separate wage scales, such as for higher education or health care. In the event an organization needs an exception to this provision due to unusual circumstances, it shall obtain approval from the North American Division Committee.

PREn/NADCOA/NADO/OGC/AHA/AHA/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Ne DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA (Procedure to
Obtain and Maintain Denominational Status) - NEW POLICY**

VOTED, To adopt a new policy NAD C 47 20, Procedure to Obtain and Maintain Denominational Status, to read as follows:

C 47 20 Procedure to Obtain and Maintain Denominational Status—1. The following items are reviewed in the evaluation of qualification of an organization for denominational status:

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a. Governing documents, such as articles of incorporation, constitution, and/or bylaws, and articles of association or trust.

b. All subsequent name and address changes, and changes in or amendments to the purpose, structure, or documents affected by NAD C 47.

c. Such other information and documents as the North American Division may reasonably request.

2. Application—a. The application for denominational status shall be accompanied by the items enumerated immediately above. The application shall first be submitted for approval to the next higher organizational body and, subsequently, to each higher intervening organizational level until it reaches the Secretary of the North American Division, where final action shall be taken.

b. After denominational status has been approved by the North American Division, any further submissions and actions regarding obtaining and maintaining denominational status may be made directly between the organization and the North American Division.

PREn/NADCOA/NADO/OGC/AHA/AHA/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Nf DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA (Participation
in or Withdrawing from Retirement Plans) - NEW POLICY**

VOTED, To adopt a new policy NAD C 47 25, Participation in or Withdrawing from Retirement Plans, to read as follows:

C 47 25 Participation in or Withdrawing from Retirement Plans—1. Organizations participating in the Seventh-day Adventist retirement plans administered by the Retirement Plan Office of the North American Division shall secure the approval of the North American Division before withdrawing.

2. Denominational organizations which do not participate in the Seventh-day Adventist retirement plans shall be listed in the Seventh-day Adventist Yearbook with a notation explaining the nonparticipation.

3. For-profit organizations shall not participate in the Seventh-day Adventist retirement plans administered by the Retirement Plan Office of the North American Division.

PREn/NADCOA/NADO/OGC/AHA/AHA/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Ng DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA (Tax
Exemption Status) - NEW POLICY**

VOTED, To adopt a new policy NAD C 47 30, Tax Exemption Status, to read as follows:

C 47 30 Tax Exemption Status—1. Organizations that operate under the 501 (c) (3) group exemption held and administered by the General Conference shall obtain the approval of the North American Division before applying for their own 501 (c) (3) tax exemption.

2. Denominational organizations that do not operate under the 501 (c) (3) group exemption held and administered by the General Conference shall be listed in the Seventh-day Adventist Yearbook with a notation explaining the tax status of the organization or institution.

3. Denominational organizations in Canada shall be responsible for obtaining and maintaining tax exempt status under Section 149.1 of the Canadian Income Tax Act.

PREn/NADCOA/NADO/OGC/AHA/AHA/NADOUP/NADUn&GCO92YE/92YE to HWB

**503-92Nh DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA (Periodic
Review) - NEW POLICY**

VOTED, To adopt a new policy NAD C 47 35, Periodic Review, to read as follows:

C 47 35 Periodic Review—The North American Division may conduct a periodic review of organizations on which it confers denominational status.

PREn/OGC/NADCOA/NADUn&GCO92YE/92YE to HWB

**503-92Ni DENOMINATIONAL STATUS FOR SEVENTH-DAY
ADVENTIST ORGANIZATIONS—CRITERIA (Exceptions) -
NEW POLICY**

VOTED, To adopt a new policy NAD C 47 40, Exceptions, to read as follows:

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C 47 40 Exceptions—If indeed it is clear that the best interests of the organization and the mission of the Seventh-day Adventist Church will be protected and served, the North American Division Committee may make limited exceptions to specific requests regarding portions of this policy. Any requests for exceptions shall be processed from the requesting entity to the next higher organizational body, and subsequently to each higher organizational level until it reaches the North American Division Committee.

AVn/92YE to HWB

**606-92N DENOMINATIONAL AVIATION (Administration) -
POLICY AMENDMENT**

VOTED, To amend NAD C 65, Denominational Aviation, section C 65 05, Administration, paragraph 2, to read as follows:

2. Authorization—The purchase or rental and operation of aircraft by denominational organizations and the use of privately owned aircraft for denominational work other than by an approved Flight Training Center shall be authorized by the North American Division Aviation Committee. All pilots, employees, or volunteers are to have the administrative approval of the employing organization, the organization receiving volunteer service, or on whose behalf flights are made, subject to the approval of the chief pilot or his designee prior to engaging in any flying activities for said organization.

AVn/NADUn&GCO92YE/92YE to HWB

**607-92N DENOMINATIONAL AVIATION (Administration) -
POLICY AMENDMENT**

VOTED, To amend NAD C 65, Denominational Aviation, section C 65 05, Administration, paragraph 10, to read as follows:

10. Approval of Pilots—The chief pilot (or his designee) appointed by the North American Division Aviation Committee shall have the ~~power~~ authority to approve or disapprove all pilots who are asked to fly aircraft on behalf of denominational entities in addition to those who are denominationally employed. A document of certification is to be completed by the chief pilot or his designee and distributed to the pilot being certified, the authorizing organization, Risk Management Services, and the North American Division chief pilot or designee. A copy of this certification and pilot record form is to be completed

annually and must accompany the annual report to the North American Division, as indicated in paragraph 8. above.

AVn/NADUn&GCO92YE/92YE to HWB

**608-92N DENOMINATIONAL AVIATION (Air Drops) -
POLICY AMENDMENT**

VOTED, To amend NAD C 65, Denominational Aviation, section C 65 15, Airdrops, to read as follows:

C 65 15 Air Drops—Preparation for Air Drops—a. Pilots - No change

b. Extra Crew ~~Member~~ Members—An One or more extra crew ~~member~~ members shall be on board to make the drop at the pilot's signal if:

1) The drops are to be made from an open door or with the door removed;

2) The cargo is too heavy or bulky for the pilot to handle with one hand.

c. Pilot and ~~Single Crew Member~~ Members—The pilot and ~~one~~ required crew ~~member~~ members shall be the only occupants aboard the aircraft if the drop is made below 100 feet AGL or below surrounding obstacles.

d. Packaging of Cargo for Drop - No change

2. Conducting the Air Drop - No change

3. Discipline for Air Drops - No change

AVn/NADUn&GCO92YE/92YE to HWB

**609-92N DENOMINATIONAL AVIATION (Pilot Requirements—
Airplane) - POLICY AMENDMENT**

VOTED, To amend NAD C 65, Denominational Aviation, section C 65 16, Pilot Requirements—Airplane, paragraphs 1 and 2, to read as follows:

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1. Category I—A denominational employee or any pilot who flies on behalf of the denomination where highly developed regulations and flight services exist, who as a pilot carries passengers on a limited but denominationally authorized or requested basis, and who uses nonrestricted airports meeting minimum government standards when carrying such passengers, shall meet the following requirements:

a. Have been duly authorized by the employing organization, the organization receiving volunteer service, or on whose behalf flights are made, subject to the approval of the chief pilot of the North American Division or his/her designee.

~~a-~~ b. Have approval of the chief pilot for the North American Division or his designee.

~~b-~~ c. Hold at least a current commercial pilot certificate and/or instrument rating. The chief pilot or his designee may exempt the pilot from this requirement.

~~e-~~ d. Hold a current medical certificate appropriate to the pilot certificate held.

~~d-~~ e. Have at least 200 hours of flight time, including 50 hours of cross-country. When operating under Visual Flight Rules, the pilot shall be current, having three hours in flight and three takeoffs and landings in the airplane to be flown within the previous 60-day period.

~~e-~~ f. Have, when operating at night under Visual Flight Rules, 25 hours of nighttime cross-country flight as pilot in command and three takeoffs and landings at night within the previous 60 day period.

~~f-~~ g. Have, when operating under Instrument Flight Rules, an instrument rating and at least 75 hours of flight time as pilot in command in actual or simulated instrument conditions; six hours instrument flight, at least three of which are in actual flight; and six instrument approaches within the preceding six months.

~~g-~~ h. Have at least 50 hours in class of airplane (e.g. multi-engine land, single-engine sea), and 25 hours in make and model of airplane to be flown (e.g. Cessna 172, Piper Twin Aztec).

~~h-~~ i. Have insurance as required by the denomination (C 65 30).

i. j. Have adequate training or experience for the geographical area where operations are conducted (i.e. mountain flying, density altitude, traffic density, unique local weather conditions, etc).

2. ~~Category II:~~ Category II—A denominational employee who is employed professionally as a pilot or who pilots an airplane on a regular basis shall meet the following minimum requirements:

a. Have been duly authorized by the employing organization, the organization receiving volunteer service, or on whose behalf flights are made, subject to the approval of the chief pilot of the North American Division or his/her designee.

a. b. Hold a current commercial pilot certificate with instrument rating.

b. c. Hold a current airman's second-class medical certificate or its equivalent.

e. d. Have, when restricted to carrying passengers under Visual Flight Rules only, at least 500 hour of flight time as pilot in command, including 100 hours of cross-country flight time; 25 hours of night flight; and at least three hours in flight and three takeoffs and landings in the airplane to be flown within the previous 60-day period.

d. e. Have, when approved to carry passengers under Instrument Flight Rules, at least, 1200 hours of flight time as pilot in command, with a minimum of 500 hours of cross-country flight time. Seventy-five hours of actual or simulated instrument flight time, 50 of which were in actual flight; and have six hours actual or simulated instrument flight time (three hours in actual flight) and six instrument approaches during the previous six-month period.

e. f. Have in addition to d. above, when night Instrument Flight Rules flying is required, at least 100 hours of night flying time.

f. g. Have 50 hours in class of airplane to be flown (e.g. multi-engine land, single-engine sea), and 25 hours in type of airplane to be flown (e.g. Cessna 185 Piper Twin Aztec).

g. h. Have a proficiency flight check which meets denominationally-approved standards every six months.

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h. ~~i.~~ Have a periodic denominational pilot checkout.

i. ~~j.~~ Have insurance as required by the denomination (C 65 30).

AVn/NADCOA/NADUn&GCO92YE/92YE to HWB

507-92N DENOMINATIONAL AVIATION (Insurance Requirements) - POLICY AMENDMENT

VOTED, To amend NAD C 65, Denominational Aviation, section C 65 30, Insurance Requirements, paragraph 1, to read as follows:

C 65 30 Insurance Requirements—1. Privately Owned Aircraft—Denominational employees or volunteers piloting privately owned aircraft in denominational service shall carry the following minimum insurance coverage for the aircraft:

\$1,000,000 combined single limits for bodily injury and property damage with no per passenger limit of liability.

\$5,000 medical payments coverage for the pilot.

\$5,000 medical payments coverage for each additional passenger seat.

AVn/NADUn&GCO92YE/92YE to HWB

610-92N DENOMINATIONAL AVIATION (Insurance Requirements) - POLICY REVISION

VOTED, To revise NAD C 65, Denominational Aviation, section C 65 30, Insurance Requirements, paragraph 3, to read as follows:

3. Pilots—Denominational employees and volunteers engaged in flying for the denomination shall be covered with an accidental death and dismemberment policy with a minimum death benefit of \$50,000 and endorsed for coverage as a pilot or crew member. Premiums for this policy shall be paid by the organization extending employment or to which the volunteer services are rendered. If the pilot is flying exclusively on a personal basis, and is already insured by the employing organization with an accidental death and dismemberment policy, the endorsement for coverage as a pilot or crew member will be allowed; however, the additional premium for this endorsement shall be at the expense of the individual.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

**551-92N EDUCATION—DEPARTMENTAL POLICIES -
POLICY DELETION**

VOTED, To delete NAD F, Education—Departmental Policies, because the material will be revised, reorganized, and renumbered in NAD F, NAD FG, and NAD FH.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

552-92Na K-12 EDUCATION POLICIES - NEW POLICY

VOTED, To adopt a new policy NAD F, K-12 Education Policies, to read as follows:

F K-12 EDUCATION POLICIES

F 05 Philosophy of Education

F 05 05 Mission Statement—The Seventh-day Adventist Church in North America operates a system of elementary and secondary education that began in 1872. The unique philosophy of Christian education of the Church is based on the Scriptures and the writings of Ellen G White. All children and youth have been entrusted by the Church to the education system for spiritual nurture and educational excellence.

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world.

The education program is predicated on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the Church.

F 05 10 Seventh-day Adventist Education Philosophy—The Seventh-day Adventist Church recognizes that God, the Creator and Sustainer of the earth and the entire universe, is the source of knowledge and wisdom. God created a perfect man in His own image. Because of sin, man lost his original state. The total process of Seventh-day Adventist education seeks to renew faith in Christ, to restore in man the image of His Maker, to nurture in man an intelligent dedication to the work of God on earth, and to develop in man a practical preparation for conscientious service to his fellow man.

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Seventh-day Adventists believe that knowledge of this personal God can never be derived by human reason alone, but that God has communicated His nature, purposes, and plan through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men, and they constitute for the Church the only unerring rule of faith and practice. The church membership accepts the gift of prophecy as manifested through special revelation to the Seventh-day Adventist Church in the life and ministry of Ellen G White. In this respect, Seventh-day Adventists accept divine revelation as the guiding principle in their philosophy of education. They believe that their teachers are servants of God, and their students, children of God.

The Church operates a school system to ensure that its youth may receive a balanced physical, mental, spiritual, social, and practical education in harmony with denominational standards and ideals, with God as the source of all moral value and truth. The stated interest of the Church is in the optimum development of the whole child for both this life and the life hereafter.

Seventh-day Adventists conduct their own schools, elementary through university, for the purpose of transmitting to their children their own ideals, beliefs, attitudes, values, habits, and customs. The government maintains a highly developed public school system for making citizens; but in addition to being patriotic, law-abiding citizens, Seventh-day Adventists want their children to be loyal, conscientious Christians. There is peculiar to the Church a body of knowledge, values, and ideals that must be transmitted to the younger generation in order that the Church may continue to exist. In this process the Biblical principle of social transmission is recognized: "Tell ye your children of it, and let your children tell their children, and their children another generation"—(Joel 1:3).

A true knowledge of God, fellowship and companionship with Him in study and service, likeness to Him in character development, are to be the source, the means, and the aim of Seventh-day Adventist education.

The Seventh-day Adventist Church desires, through all its educational program, to help prepare the youth for effective citizenship on this earth and for rewarding citizenship in the New Earth.

The educational program of the Church gives primary emphasis to character building and to the spiritual foundation of the life of its children and youth. Moreover, it makes abundant provision for the acquisition and interpretation of that which is appropriate from the store of general knowledge, and skills for mental, social, vocational, and physical development.

Recognizing that all human beings are children of God, the Seventh-day Adventist schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

F 05 15 Objectives of Seventh-day Adventist Education—The Seventh-day Adventist Church desires to provide for all its youth an education within the framework of the science of salvation. The fundamentals and common branches of knowledge are to be studied so that proficiency is achieved and a high quality of teaching is maintained.

The Seventh-day Adventist elementary school will assist each child to develop 1. a love and appreciation for the privileges, rights, and responsibilities guaranteed each individual and social group, and 2. a wholesome respect and attitude for each unit of society—home, church, school, and government. The elementary school will offer an organized program to ensure adequate development leading toward total spiritual, physical, mental, and emotional health and a basic core of skills and knowledge for everyday living.

The Seventh-day Adventist secondary school, predicated on the results obtained through the elementary school with character building as an undergirding structure, will endeavor to operate realistically for each student in the upgrading and maintenance of health, in the command of fundamental learning processes, in the teaching of worthy home membership, vocational skills, civic education, worthy use of leisure, and ethical maturity. The secondary school implementing the church philosophy will seek for objectives of spiritual dedication, self-realization, social adjustment, civic responsibility, and economic efficiency.

F 05 20 The Seventh-day Adventist School As An Integral Part of the Seventh-day Adventist Church—Seventh-day Adventist schools are an integral part of the Seventh-day Adventist Church in the following ways:

1. “To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life.”—(ED 15, 16)
2. The commission given in Matthew 28:18-20 states that the basic task of the Church is an educational task.
3. The Seventh-day Adventist school system has as its basic evangelistic task the education and redemption of the children and youth of the Church. Its object is to promote

the development of character and to direct the youth to a "knowledge of God, the Creator, and of Christ, the Redeemer, as they are revealed in the sacred word." (ED 17) In pursuing this task the school system has a greater continuing influence than any other aspect of the church program.

4. The school is concerned about the whole person—body, mind, and soul—and seeks to ensure that youth receive a balanced physical, mental, moral, social, and practical education.

5. The school system emphasizes the principle of service to God and man. It prepares youth for a life of service whether as employees of the Church or as active, contributing lay members.

a. The students generally come from Seventh-day Adventist homes and/or are baptized members of the Seventh-day Adventist Church.

b. In addition, the school may also serve as a mission outreach to the community. When a school desires to recognize this potential ministry to the community, non-Seventh-day Adventist youth may be enrolled in larger numbers. This type of program carries additional responsibility as detailed in F 45 10.

c. In some instances a church may operate a "mission" school which is an evangelistic outreach program to families in the community. A mission school is not limited in the number of non-Seventh-day Adventist students that may be enrolled.

6. The members of the school boards and conference board of education are members of the Seventh-day Adventist Church.

a. The school board is composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education.

b. The conference and union conference boards of education are composed of representatives of various church institutions and/or conferences, lay members of the church, and church officials.

7. Educational employees must be active members of the Seventh-day Adventist Church in good and regular standing, and committed to the program of the Church. Employment qualifications, licenses and credentials, salary and wages, benefits, and retirement are all established and regulated by the policies which cover all other denominational workers.

8. The uniquely designed curriculum in Seventh-day Adventist schools is developed by church educators who ensure that the educational objectives of the Church are achieved.

a. It is based on a distinctive Seventh-day Adventist philosophy with a strong commitment to academic excellence.

b. It utilizes the best in current curricular research.

c. It reflects an awareness of the principles of human growth and development and the worth and dignity of each student.

d. It emphasizes a process which encourages, guides, and sustains the learner as he seeks to relate to the Creator and to his fellow human beings.

9. The title to school buildings and property is held by the conference association which is the legal corporation that holds title to all church and school properties.

F 05 25 Nondiscrimination Policy—Admission of Students—The Seventh-day Adventist Church in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, creed, color, ethnic background, country of origin or sex in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

F 05 30 Nondiscrimination Exception—Employment—For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Adventist. The creation and maintenance of such institutions require that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the Church.

School boards shall, officially and in practice, abide by the following policies relating to employment:

1. Equal employment opportunities shall be afforded to all on the basis of qualifications, without regard to race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status (single, married, or widowed), or prior military service.

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2. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist principles.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

552-92Nb DIVISION EDUCATION STRUCTURE - NEW POLICY

VOTED, To adopt a new policy NAD F 10 Division Education Structure, to read as follows:

F 10 Division Education Structure

F 10 05 North American Division Office of Education—Identity—The Office of Education in the North American Division is responsible to the North American Division Board of Education, K-12 and the North American Division Committee (NADCOM).

F 10 10 North American Division Office of Education—Personnel—The personnel of the North American Division Office of Education, K-12 shall be as follows:

1. Director
2. Associate Director(s)

F 10 15 North American Division Office of Education—Functions—The functions of the North American Division Office of Education are to:

1. Develop and coordinate a cohesive program of Seventh-day Adventist education throughout the K-12 system.
2. Provide leadership in acquainting the Church with the imperatives of Adventist education and to report educational progress, strength and needs to the Church.
3. Provide leadership in developing and implementing division-wide educational policies.
4. Supervise the production and publication of textbooks and other Seventh-day Adventist educational materials.
5. Prepare job descriptions and establish areas of responsibility for each staff member of the Office of Education.

6. Provide leadership for school evaluation in cooperation with the North American Division Commission on Accreditation.
7. Develop and supervise certification policies for educational personnel.
8. Provide leadership for union offices of education in coordinating curriculum development and in-service education programs.
9. Serve as consultants in all areas pertaining to education.
10. Maintain liaison with governmental agencies and other entities which deal with private and church educational institutions.

F 10 20 North American Division Board of Education, K-12—Identity—The North American Division shall establish a Board of Education, K-12, to serve as a central planning body and coordinating council for Seventh-day Adventist education from kindergarten to grade 12.

F 10 25 North American Division Board of Education, K-12—Membership—1. The North American Division Board of Education, K-12, shall be composed of the following members:

President of the North American Division

Vice president of the General Conference, Education Advisor

Director, General Conference Department of Education and/or department liaison for North America

Executive Secretary of the Board of Education, K-12

Secretary of the North American Division

Treasurer of the North American Division

Associate Secretary of the North American Division

Associate Treasurer(s) of the North American Division

Assistant to the President of the North American Division

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Vice presidents of the North American Division

Field Secretaries of the North American Division

Associate Director(s), Office of Education, NAD, K-12

Union Conference Presidents or Designees

1 Union Conference Treasurer

Union Conference Directors of Education

2 Conference Presidents who are Academy Board Chairs

Executive Secretary of the Board of Higher Education

Up to 5 others including 2 lay persons

2. The membership of the Board of Education, K-12, shall be designated by NADCOM at the time of the Year-end Meeting following the General Conference Session. The Director and Associate Director(s) of the Office of Education, with the regular North American Division Year-end Nominating Committee, shall serve as the Nominating Committee to nominate the membership of this Board.

3. Board members shall hold office until the North American Division Year-end Committee Meeting after the General Conference Session, at which time elections will take place.

4. The officers of the Board shall be as follows:

Chair—President of the North American Division

Vice-chair—Vice presidents of the North American Division

Secretary—Executive Secretary of the Board of Education, K-12

Treasurer—Treasurer of the North American Division

F 10 30 North American Division Board of Education, K-12 Meetings—1. The Board shall hold meetings at least once each year and at such times and such places as may be called by the chair.

2. A vacancy on the Board shall be filled by the Board for the unexpired term.

3. A quorum shall consist of one third of the regular membership.

F 10 35 North American Division Board of Education, K-12—Functions—The functions of the Board of Education, K-12, shall include, but shall not be limited to, the following:

1. To develop and maintain the system of K-12 education.
2. To authorize research on the needs and outcomes of K-12 education.
3. To develop and maintain a comprehensive long-range master plan subject to regular updating and revision.
4. To authorize the establishment of new secondary schools.
5. To recommend and adopt academic, administrative, and financial policies, and guidelines for all educational institutions.
6. To implement any approved financial program to assist the school system.
7. To supervise the application of salary and perquisite schedules in accordance with policy and recommend personnel policies for the institutions.
8. To approve teacher certification requirements for teachers in North American Division Adventist schools.
9. To review new and existing programs of curriculum development and textbooks.
10. To keep the division informed of the needs and accomplishments of education through periodic reports, releases, conferences, and other means.
11. To adopt and implement policies dealing with K-12 education including applicable recommendations of NADCOM.

F 10 40 United States and Canadian Board of Education, K-12—Executive Committee—The Executive Committee of the Board shall meet as necessary between the sessions of the Board. It shall operate within the powers delegated to it by the Board. A majority of the membership shall constitute a quorum. Its membership shall consist of the following:

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Chair—President of the North American Division

Vice-chair—Vice presidents of the North American Division

Secretary—Executive Secretary of the Board of Education, K-12

Associate Director(s), NAD Office of Education, K-12

Associate Director, General Conference Department of Education (NAD Advisor)

Secretary of the North American Division

Treasurer of the North American Division

Executive Secretary of the Board of Higher Education

2 Union Directors of Education

1 Union President

F 10 45 North American Division Board of Education, K-12—Executive Secretary—The Executive Secretary shall be the Director of the Office of Education, K-12, recommended for nomination by the Board and elected by the General Conference. The Executive Secretary, subject to the approval of the Board, shall:

1. Implement actions of the Board.
2. Serve as the secretary of the Board and have custody of its official minutes and statistical information.
3. Administer all educational policies as authorized by the Board.
4. Make an annual report to the Board and issue such other reports as the Board may request.
5. Operate the Office of Education, K-12 within the budget provided by NADCOM.

F 10 50 North American Division Board of Education, K-12—Minutes—A copy of the minutes of the North American Division Board of Education shall be provided to each board member and a permanent minutes file shall be maintained at the North American Division Office of Education.

F 10 55 Right of Appeal—Any action of the Board of Education, K-12, involving a specific institution or unit may be appealed by the same in writing within 60 days of notification of such action. Such an appeal may be supported by a representation of no more than three persons before a meeting of the Board of Education, K-12. The Board in closed session shall then render its decision. Further appeal may be made to NADCOM.

F 10 60 Changes and Amendments—Any changes or amendments to the organization or Working Policy regarding the Board of Education, K-12, must have two-thirds vote of the members present at any duly called meeting for which the members have had at least a thirty-day notice. A recommendation to change or amend must then be sent to NADCOM for approval.

F 10 65 North American Division Union Directors of Education Council (UDE)—The North American Division Union Directors of Education Council is an advisory body on educational planning and policies for the North American Division.

F 10 70 North American Division Union Directors of Education Council—Membership—All members of the North American Division Union Directors of Education Council are ex-officio and include the North American Division Director and Associate Director(s) of the Office of Education, K-12, and the union directors of education.

F 10 75 North American Division Union Directors of Education Council—Meetings—The North American Division Union Directors of Education Council shall meet at least three times each year.

F 10 80 North American Division Union Directors of Education Council—Functions—The functions of the North American Division Union Directors of Education Council are to:

1. Consider requests from union offices of education and boards of education.
2. Receive reports and recommendations and study educational issues, trends, pilot programs, and innovative practices which affect the educational program.
3. Initiate, review, and revise policies and proposals, and submit recommendations to the NAD Board of Education, K-12.

F 10 85 North American Division Curriculum Committee (NADCC)—Identity—The North American Division Curriculum Committee, a standing committee appointed by NADCOM upon recommendation by the North American Division Office of Education, studies and plans for curriculum needs from kindergarten through twelfth grade. It develops and updates curriculum to ensure that each discipline is taught in such a way as to be distinctly Seventh-day Adventist.

F 10 90 North American Division Curriculum Committee—Membership—The members of the North American Division Curriculum Committee are nominated by the North

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American Division Office of Education staff and appointed by NADCOM and shall be composed of the following:

1. North American Division Office of Education
 - a. NAD Director of Education, Chair
 - b. NAD Associate Director of Education, Executive Secretary
2. Union conference associate directors or directors of education responsible for curriculum development.
3. Instructors in curriculum and methods from university schools of education and college departments of education appointed by the union offices of education.
4. Advisory Personnel
 - a. The General Conference Associate Director of Education with advisory responsibilities for North America.
 - b. Union directors of education.

F 10 95 North American Division Curriculum Committee—Meetings—The North American Division Curriculum Committee shall meet at least once each year.

F 10 100 North American Division Curriculum Committee—Functions—The functions of the North American Division Curriculum Committee shall include, but shall not be limited to, the following:

1. Be responsible for the development, articulation, and revision of the K-12 curriculum throughout the North American Division.
2. Review recommendations, proposals, projects, and curriculum materials received from union curriculum committees and union offices of education.
3. Provide for North American Division Office of Education initiated curriculum development through summer workshops.
4. Outline a proposed timetable for the development or revision of textbooks and curriculum materials.
5. Assign special tasks to union curriculum committees.

6. Encourage and coordinate the exchange and sharing of curriculum materials developed by the various unions.
7. Conduct periodic needs assessment to determine curriculum needs and priorities.
8. Provide for in-service workshops for new textbooks and curriculum materials.
9. Classify curriculum materials submitted to the NADCC.

F 10 105 North American Division Curriculum Committee—Subcommittees—1. The North American Division Committee for Elementary Curriculum (NADCEC) and the North American Division Committee for Secondary Curriculum (NADCSC) meet prior to and during the annual NADCC meeting with at least one additional meeting during the year.

2. The representatives from university schools of education and college departments of education meet as a committee during the annual North American Division Curriculum Committee meeting.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

**552-92Nc UNION EDUCATION STRUCTURE -
NEW POLICY**

VOTED, To adopt a new policy NAD F 15, Union Education Structure, to read as follows:

F 15 Union Education Structure

F 15 05 Union Office of Education—Identity—The union conference office of education is an administrative entity operating within a structure authorized by the union conference executive committee. The policy-formulating body for the educational program within the union conference is the union conference board of education which operates under the delegated authority of the union conference executive committee. North American Division policies and guidelines are to be followed in the operation of all K-12 schools.

F 15 10 Union Office of Education—Personnel—The personnel of this office may include the following:

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Director of education
Associate directors of education
Certification registrar

F 15 15 Union Office of Education—Functions—The administrative and supervisory functions of this office include the following:

1. Develop and maintain a cohesive program of K-12 education, involving school and conference education personnel.
2. Develop and administer the union-approved budget for K-12 education.
3. Provide leadership in acquainting the constituency with the imperatives of Seventh-day Adventist Christian education.
4. Establish and maintain regularly scheduled education councils.
5. Advise the union conference board of education on educational policies, standards, practices, and problems.
6. Cooperate with the North American Division Office of Education in developing and coordinating the curriculum in K-12 schools.
7. Provide assistance in the supervision of instruction.
8. Participate with the conference offices of education and academies in providing in-service education programs.
9. Participate in the program of on-site school evaluations.
10. Apply North American Division standards as guidelines in processing applications to teach secondary subjects in junior academies.
11. Act as the denominational certification agent for educational personnel.
12. Process applications for the establishment of new junior and senior academies.
13. Develop job descriptions for each member of the office of education staff.
14. Provide leadership in the development and maintenance of an education code.

15. Assume responsibility for the development and annual publication of a list of approved textbooks and other curriculum materials.

16. Prepare and submit statistical and financial reports as required by the North American Division Office of Education.

17. Submit copies of minutes of the union conference board of education and other major councils and committees to the North American Division Office of Education.

F 15 20 Union Board of Education, K-12—Identity—The union board of education, K-12, is the policy-formulating body for the education program. It derives its authority from the union conference executive committee.

F 15 25 Union Board of Education, K-12—Membership—The membership of the Union Board of Education, K-12, may include representation from the following personnel:

Union conference president, chair
Union conference director of education, executive secretary
Union conference secretary and treasurer
Union conference associate directors of education
College president and department of education chair
Conference presidents
Conference secretaries
Conference treasurers
Conference superintendents of schools
Elementary school, junior academy, and secondary school principals
Additional members as identified in the union conference education code

F 15 30 Union Board of Education—Meetings—The board of education shall meet at least once each year.

F 15 35 Union Board of Education—Functions—The functions of the board of education are to:

1. Establish policies for the union education code.
2. Review applications for establishing new senior academies.
3. Authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education.

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4. Authorize terms of approval for nine- and ten-grade junior academics.
5. Authorize the teaching of secondary subjects in nine-and ten-grade junior academics.
6. Establish guidelines for conference school calendars.
7. Authorize curriculum development.
8. Review progress reports of the educational program.
9. Approve wage scales in harmony with North American Division and union executive committee actions.
10. Approve a budget for the distribution of K-12 funds.

F 15 40 Union Board of Education—Executive Committee—An executive committee may be appointed by the board of education and shall meet as necessary between the sessions of the board. It shall operate within the powers delegated to it by the board.

F 15 45 Union Education Council—Identity—The union education council serves as an advisory body on educational planning and policies for the union conference office of education and board of education.

F 15 50 Union Education Council—Membership—The membership of the union education council may include:

Union conference director of education, chair

Union conference associate directors of education

Union conference treasurer

Conference superintendents of schools, associates, and assistants

Conference treasurers

North American Division Office of Education personnel, as available

Academy principals

Junior academy and elementary principals as designated by the conference superintendents of schools.

College president, vice-president for academic affairs and department of education chair

F 15 55 Union Education Council—Meetings—The education council shall meet at least once each year.

F 15 60 Union Education Council—Functions—The functions of the union education council are:

1. To receive reports and recommendations.
2. To study educational issues, trends, pilot programs, and innovative practices which affect the educational program.
3. To initiate, review and revise policies and proposals.
4. To submit recommendations to the union conference office of education and board of education.

F 15 65 Union Curriculum Committee—Identity—The union curriculum committee is a standing committee which gives direction and guidance regarding curricula within the K-12 educational system.

F 15 70 Union Curriculum Committee—Membership—The members of the union conference curriculum committee shall be appointed by the union conference board of education upon the recommendation of the union conference office of education and may be composed of:

Director of education, chair
Associate directors of education
Elementary and secondary classroom teachers
Conference office of education curriculum personnel
Elementary, junior academy, and senior academy principals, as appointed
College department of education/university school of education, curriculum specialists

F 15 75 Union Curriculum Committee—Meetings—The union curriculum committee shall meet at least once each year.

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F 15 80 Union Curriculum Committee—Functions—The union conference K-12 curriculum committee is the central organization within the union conference office of education designed to:

1. Assist in the development and implementation of a distinctive Seventh-day Adventist K-12 curriculum.
2. Promote curricular innovation.
3. Review curriculum proposals, projects, and practices.
4. Identify and research curriculum needs.
5. Establish ad hoc committees for special curriculum studies.
6. Approve the elementary and secondary textbook lists.
7. Structure an effective program of pupil assessment and reporting.
8. Develop procedures to assure the articulation of the K-12 curriculum.
9. Make recommendations to the North American Division Curriculum Committee.
10. Review recommendations from the elementary and secondary curriculum subcommittees.
11. Review recommendations from the small schools committee.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

552-92Nd CONFERENCE EDUCATION STRUCTURE - NEW POLICY

VOTED, To adopt a new policy NAD F 20, Conference Education Structure, to read as follows:

F 20 Conference Education Structure

F 20 05 Conference Office of Education—Identity—The conference office of education is an administrative office operating within a structure approved by the constituency and/or conference executive committee.

F 20 10 Conference Office of Education—Personnel—The administrative personnel of the conference office of education may include the following:

1. Superintendent of schools
2. Associate and Assistant Superintendent(s) of schools

F 20 15 Conference Office of Education—Functions—The administrative and supervisory functions of the conference office of education are the responsibility of the Superintendent.

The Administrative Functions are to:

1. Serve as executive secretary and agent of the conference board of education in administering and supervising the conference system of K-12 education in accordance with the educational policies of the union board of education.
2. Serve as the agent of the conference board of education in the coordination and implementation of recruitment, placement, transfer, termination, and/or dismissal of education personnel in consultation with school administration, committees, and/or boards. This includes responsibility regarding all calls for the employment of education personnel.
3. Prepare job descriptions and establish areas of responsibility for each member of the office of education staff.
4. Counsel school boards in their selection of teacher assistants (aides) as necessary.
5. Provide leadership in the development of long-range plans for education in areas such as budgeting, school evaluation, curriculum, facilities, personnel, establishment of new schools, or consolidation of existing schools.
6. Provide leadership for in-service education programs.
7. Provide for annual in-service education for principals, head teachers, and new personnel.
8. Foster positive relationships between home and school and actively promote the Home and School Association.
9. Implement the approved education wage scale.

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10. Ensure that all education personnel are properly certified.
11. Develop and maintain effective working relationships with the local, state or provincial offices of education and regional accrediting associations.
12. Maintain an effective working relationship with the conference administration and the constituency.
13. Prepare a master calendar providing for activities such as school visitation, teacher counseling, in-service meetings, board meetings, and school evaluations.
14. Acquaint the constituency with the imperatives of Seventh-day Adventist Christian education.
15. Assume responsibility for the maintenance and safekeeping of attendance and scholarship records.
16. Be responsible for the preservation of all records of discontinued schools.
17. Place the union and North American Division Office of Education and college department of education on the mailing list for bulletins and other professional materials.
18. Assume responsibility for the development and maintenance of an adequate school health and safety program.
19. Supply each school with essential record-keeping materials.
20. Provide teachers with the approved list of textbooks and other curriculum materials.
21. Provide The Journal of Adventist Education to certified education personnel.
22. Encourage professional growth for education personnel.
23. Gather and process reports required by the union and North American Division Office of Education.
24. Compile and present requests to the union conference for permission to teach secondary subjects in junior academies.

25. Consider applications for the establishment of new elementary schools in consultation with the conference board of education.
26. Process requests for the establishment of junior and senior academies and make recommendations to the union conference board of education.
27. Arrange periodic in-service meetings for school board personnel.
28. Develop long-range educational plans for the conference K-12 school system.

The Financial Functions are to:

1. Counsel with the school boards in the preparation of their annual budgets and prepare an annual conference education budget which is to include items such as salaries and wage-related expenses, school subsidies, allowances for in-service education, workshops, curriculum development, and contingencies.
2. Develop an annual K-12 budget in cooperation with the conference treasurer and submit for approval and funding to the conference board of education, K-12, and conference executive committee.
3. Work with the conference treasurer to ensure that schools are audited annually in accordance with General Conference policies and that copies of the audited statements are filed in the conference office of education.
4. Ensure that monthly financial statements and annual audited statements of academies are sent to the union conference office of education.

The Curricular Functions are to:

1. Provide leadership for and maintenance of a program of curriculum development, involving the board of education, administrators, teachers, and constituent members.
2. Consider recommendations of the union conference curriculum committee and implement curriculum policies adopted by the union conference board of education.
3. Approve and evaluate experimental programs in terms of specific needs.
4. Conduct or participate in pilot studies in cooperation with the union conference office of education.

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5. Initiate and conduct research projects and surveys as needed.
6. Participate in curriculum study committees at the local conference, union conference, and North American Division levels.
7. Participate in the supervision and evaluation of educational personnel in harmony with employment policies.
8. Inform schools of current state, provincial, or federal legislation pertaining to educational requirements.

F 20 20 Conference Board of Education K-12—Identity—The conference board of education is the body authorized by the constituency, and/or the conference executive committee to administer the conference K-12 school system in accordance with the policies adopted by the union conference board of education.

Members of the conference board of education shall be elected by the constituency and/or the conference executive committee for specified terms of office.

F 20 25 Conference Board of Education—Membership—The membership of the conference board of education may include:

1. The conference president or designee, chair
2. The superintendent of schools, executive secretary
3. The conference secretary
4. The conference treasurer
5. Conference education associates and assistants
6. Three additional members from the conference committee
7. Union conference director of education or designee
8. Senior academy principals
9. A minimum of eight additional members selected from the following categories: pastors, laity, school board chairs, elementary/junior academy principals, and teachers representing K-12.

F 20 30 Conference Board of Education—Meetings—The conference board of education should meet at least twice each year.

F 20 35 Conference Board of Education—Functions—The functions of the conference board of education are to:

1. Assume general administrative authority for long-range planning of the conference K-12 school system.
2. Approve the annual budget for the school system and recommend same to the conference executive committee for its consideration and approval.
3. Consider and act on the recommendations of the superintendent of schools in the employment, transfer, and dismissal of education personnel.
4. Review wages of education personnel to determine compliance with the approved wage schedules.
5. Receive data annually from the conference office of education regarding elementary school evaluations, evaluate the data, and determine approved and nonapproved schools, including term and conditions.
6. Adopt a school calendar which meets union conference and state or provincial requirements.
7. Arbitrate school-related appeals and grievances.
8. Evaluate facility needs and project an overall long-range plan for school plant development.
9. Receive and consider applications from elementary schools and junior academies requesting permission to teach secondary subjects as submitted by the superintendent of schools and make recommendations to the union conference.
10. Consider applications for the establishment of new schools, the expansion of existing schools to higher grade status, and the consolidation of schools.
11. Appoint subcommittees as needed to expedite the work of the conference board of education.

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12. Review and make provision for implementation of curriculum policies approved by the union board of education.

13. Approve local school operating budgets.

F 20 40 Education Executive Committee—The conference board of education should designate an education executive board or committee in order to expedite the transaction of official business between regular sessions. The executive committee of the board shall operate within the powers delegated to it by the board of education, K-12.

F 20 45 Local Conference Curriculum Committee—Identity—The local conference curriculum committee is a standing committee which gives direction and guidance regarding curricula at the local conference and school level.

F 20 50 Local Conference Curriculum Committee—Membership—The members of the local conference curriculum committee shall be appointed by the conference board of education upon recommendation of the superintendent of schools and may be composed of:

1. Superintendent of schools, chair
2. Associate superintendent(s)
3. Elementary and secondary classroom teachers
4. Elementary and junior academy principals
5. Curriculum committee chairs of senior academies

F 20 55 Local Conference Curriculum Committee—Meetings—The local conference curriculum committee shall meet at least once each year.

F 20 60 Local Conference Curriculum Committee, K-12—Functions—The functions of local conference curriculum committee are to:

1. Explore and identify ways of organizing resources for the purpose of improving learning opportunities.
2. Develop appropriate performance objectives for the various subject areas or disciplines.
3. Evaluate and authorize proposals for innovative programs which may be initiated by individual schools.
4. Provide leadership in conducting in-service education.

5. Explore ways of achieving an articulated curriculum in designated subject matter areas. Resource personnel for this program should include representation from K-16.
6. Make recommendations to the union K-12 curriculum committee.
7. Cooperate with the union conference curriculum committee in providing leadership for and maintenance of an ongoing program of curriculum development.
8. Implement curriculum policies of the union conference board of education.
9. Conduct pilot studies in cooperation with the North American Division Office of Education and the union conference office of education.
10. Initiate and conduct research projects and surveys.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

**552-92Ne SCHOOL ORGANIZATION AND STRUCTURE -
NEW POLICY**

VOTED, To adopt a new policy NAD F 25, School Organization and Structure, to read as follows:

F 25 School Organization and Structure

F 25 05 Establishing a School—In establishing a school it is the responsibility of the local church to determine its specific goals and objectives in terms of the needs and interests of its constituency and in harmony with policies of the union conference board of education. Basic to all other requirements for the establishment of a school the church shall:

1. Give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy.
2. Indicate a willingness to assume responsibility for the educational process.
3. Indicate a willingness to cooperate with other denominational agencies in the achievement of broad objectives of the school and the Seventh-day Adventist Church.
4. Assume the financial responsibility for the support of professionally qualified educational personnel appropriate to their positions.

F 25 10 The School—Identity—A school is a group of students pursuing defined studies at specific levels and receiving instruction from one or more teachers. Seventh-day Adventist schools are structured as follows:

1. Kindergarten—A conference-authorized kindergarten is an integral part of the conference system of education and should be sponsored, controlled, and financed as a part of the elementary education program.

2. Elementary School—An elementary school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which may be structured in a variety of ways in terms of community needs such as K-6, 1-6, K-8, 1-8.

3. Nine-Grade Intermediate School—A nine-grade intermediate school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which is structured to offer grade 9 in combination with and as an extension of grades 7 and 8.

4. Junior Academy—A junior academy is a unit authorized by the union board of education and administered by the conference office of education. The organizational plan for a junior academy is to be based on one of the following options:

- a. The multigrade classroom grades 7 through 9
- b. The standard program grade 9
- c. The standard program grades 9 and 10
- d. The subject alternation program grades 9 and 10.

In selecting one of the options, consideration is to be given to the number of students, the needs of the students, and the ability of the community and the local conference to support the program.

5. Senior Academy—A senior academy is a school authorized by the North American Division Board of Education, K-12, to offer an education program to meet the needs of students in grades 9 through 12. It is operated by a school board within the guidelines or constitution of the supporting constituency and in accordance with the policies of the union and conference boards of education.

6. Mission School—A mission school is a denominationally organized and operated school primarily for non-Seventh-day Adventists.

F 25 15 Guidelines for Establishing Senior Academies—Permission to open a senior academy is contingent upon approval of conference and union conference boards of education and the North American Division Board of Education. (Additional criteria for establishing senior academies are available from the union or division office of education.)

1. Application by the proposed constituency is to be submitted to the conference office of education for consideration by the conference board of education and the conference executive committee.

2. If approved, the application will be presented to the union conference office of education. The union conference office of education shall request of the North American Division Office of Education an on-site evaluation committee that should include the following:

- a. A representative from the NAD Office of Education, chair
- b. The union conference director of education or designee, secretary
- c. President of the local conference or designee
- d. Local conference superintendent of schools
- e. A representative of the administrative staff of the college.

3. This committee shall report its findings to the union conference board of education. The union conference board of education shall take action upon the conference request and include the report of the on-site visit in the decision-making process.

4. Union conference board of education approval shall be granted only upon assurance by the conference board of education that the proposed school will, within two years, meet the standards for accreditation approval established by the General Conference Board of Regents and the North American Division Commission on Accreditation, and identified in the Evaluative Criteria for Secondary Schools.

5. If approved by the union conference board of education, the application with supporting data will then be forwarded to the North American Division Board of Education, K-12 for final consideration and action.

6. Initial approval to operate a senior academy (grades 9 through 12) shall be for a two-year probationary period. Within the second year of operation the school will be scheduled for an evaluation by the Board of Regents.

F 25 20 Guidelines for Establishing Junior Academies—Authorization to operate a junior academy is granted by the union conference board of education. After initial authorization has been granted, annual progress reports are to be submitted to the union

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conference office of education. Contingent upon satisfactory annual progress reports, authorization will be continuous.

1. Procedures for Authorization to Operate a Junior Academy—a. Application is made by the school constituency to the local conference board of education. This application necessitates an on-site evaluation of school facilities and programs by a committee appointed by the union conference director of education.

b. If approved by the conference board of education, the application will be presented to the union conference office of education for consideration by the union conference board of education.

c. Schools making application for junior academy status are to meet the following general standards.

1) A demonstrated educational need not currently met by presently established schools.

2) An adequate physical plant and equipment for a secondary school program, grades 9 and 10.

3) Demonstrated financial support for secondary education which will not weaken the elementary school program.

4) Adequate budget control.

5) Curricular offerings approved by the union conference board of education.

6) A faculty of sufficient size and training to provide effective instruction.

7) Adequate curricular materials for the proposed offerings.

8) A prospective continuing enrollment adequate for the financial and curricular needs of a strong educational program.

9) Adequate library materials for the size and type of school as defined by the union education code.

2. Minimum Criteria for the Operation of a Junior Academy—a. A minimum of two full-time teacher equivalents with valid denominational certification shall be employed for the combination junior academy, grades 7 through 10.

b. The curriculum shall be structured in accordance with the policies of the union conference board of education.

c. Departmentalization of the junior academy program should not be considered below grade 7 in the core subject areas except where the teacher(s) are appropriately certificated.

d. Student permanent records shall be kept in accordance with the policies of the union conference board of education.

F 25 25 Guidelines for Establishing K-9 Intermediate School—The expansion of an elementary program to include grade nine requires authorization by the conference board of education subsequent to an evaluation by a committee appointed by the superintendent of schools, including representation from the union conference office of education.

1. Rationale—The purposes for adding a ninth grade to an approved elementary school include provision for:

a. An additional year of Seventh-day Adventist education in the student's home environment.

b. The potential of reducing expense to the student.

c. Consideration for the age of the student.

2. Criteria—When a school is structured in a K-9 pattern, the following criteria will be met:

a. A demonstrated educational need shall exist which is not currently met by already established Seventh-day Adventist schools in the area.

b. An adequate physical plant shall be provided with sufficient instructional equipment, library, and multi-media materials as defined by the union education code.

c. It shall be demonstrated by adequate budget control that financial support for the ninth grade will not weaken the school program in grades K-8.

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d. A prospective continuing enrollment is adequate for the operation of a K-9 program.

e. Where a kindergarten is included in the school organization, a kindergarten teacher should be added with responsibilities for the kindergarten program.

f. The school may be departmentalized in terms of teacher preparation and special skills.

g. The curriculum shall be approved by the conference office of education, and the grade 9 offerings shall be an extension of those for grades 7 and 8.

F 25 30 Guidelines for Establishing K-8 Elementary Schools—Authorization to operate an elementary school is granted by the conference board of education.

1. Procedures for Authorization to Operate an Elementary School—a. Application is made to the conference office of education by the constituent church(es) proposing the establishment of an elementary school.

b. Initial application necessitates a study of the proposal (including building plans), the planned program, and an on-site evaluation of existing school facilities by a committee appointed by the conference superintendent of schools.

c. The recommendation of the on-site evaluation committee shall go to the conference board of education for approval.

2. Criteria for the Establishment and Operation of an Elementary School—a. A demonstrated educational need not currently met by presently established schools.

b. An adequate physical plant and equipment for an elementary school.

c. Proof of ability to provide adequate financial support.

d. Adequate budget control.

e. Curricular offerings approved by the union conference board of education.

f. A denominationally certificated faculty of sufficient size to provide effective instruction.

- g. Adequate curricular materials for the proposed offerings.
- h. A prospective continuing enrollment adequate for the financial and curricular needs of an effective educational program.
- i. A principal whose teaching assignment is in proportion to the required administrative duties.
- j. Teacher load in accordance with the policy of the union conference board of education.
- k. Subject offerings and class period time allotments in agreement with policies of the union conference board of education.
- l. Specific policies, in agreement with the conference office of education, regarding administration, finance, curriculum, and personnel.

F 25 35 Guidelines for Establishing Mission Schools—The following guidelines are recommended for the establishment of a mission school:

- 1. A mission school may be established to advance the gospel ministry in an area where a church school may not meet local educational needs.
- 2. Mission schools are not to compete with existing church schools or serve as substitutes for church schools.
- 3. Bible courses are to be given priority in the curriculum, and all students shall be required to complete at least one Bible course each year.
- 4. Classes are to be kept small enough to allow teachers to have a personal influence over each student.

F 25 40 Home School—A home school is defined as a formal school program (curriculum) operated in a home situation. Parents who do not live near a church school and who do not wish to send their children to public school are encouraged to use the resources of Home Study International. Home schools are not considered part of the conference formal school structure.

F 25 45 Annual Reports—All K-12 schools will submit an annual report, through conference and union channels, to the North American Division Office of Education.

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F 25 50 School Evaluation—Evaluative instruments have been designed to provide guidelines by which constituencies and schools may systematically explore their beliefs about school organization, students, curricula, and the unique characteristics of their respective institutions. The use of these instruments should ultimately identify the degree of success with which the school community is meeting its objectives.

It is the responsibility of the union and conference offices of education to implement regularly scheduled programs of conference and K-12 school evaluation, utilizing instruments developed by the North American Division Commission on Accreditation. Accreditation of secondary schools is a function of the Board of Regents.

Approval of elementary schools is a function of the local conference. Data to indicate the approval granted to the school is sent by the union conference office of education to the North American Division Commission on Accreditation.

While the value of state, provincial and/or regional accreditation is recognized, denominational evaluation and subsequent accreditation demands priority consideration.

F 25 55 Records of Discontinued Schools—The conference office of education is responsible for the preservation of all records of discontinued schools. If a new academy succeeds one that is discontinued, the old records are to be transferred to the new school. Otherwise, such records are to be transferred to the conference office of education.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

**552-92Nf SCHOOL CONSTITUENCIES/OPERATING BOARDS -
NEW POLICY**

VOTED, To adopt a new policy NAD F 30, School Constituencies/Operating Boards, to read as follows:

F 30 School Constituencies/Operating Boards

F 30 05 School Constituencies—Definition and Membership—1. The local school constituency consists of the church or churches which operate the school.

2. The boarding school constituency consists of the conference membership.

F 30 10 School Constituencies—Meetings—1. The local constituency shall meet annually or as specified in the school constitution.

2. Between conference constituency meetings the boarding school constituency is the conference executive committee.

F 30 15 School Constituencies—Functions—The functions of the school constituency are to:

1. Receive reports of the school operation.
2. Provide adequate financing for the general operating costs.
3. Approve financial plans for major capital improvements as recommended by the conference board of education or school board.
4. Encourage the organization and maintenance of a Home and School Association.
5. Establish and adopt a constitution, in harmony with denominational policies, which defines the principles and guidelines by which the school shall be operated.

F 30 20 School Operating Board—Identity—In every school there shall be organized a school board elected by the school constituency. (For details of procedure see the union education code.) The school board is responsible for the operation of the school within the guidelines and policies adopted by the conference board of education and the school constituency as stated in the school constitution. The employment, assignment, transfer, retirement, termination, or dismissal of certificated personnel is the function of the conference board of education.

F 30 25 School Operating Board—Membership—The school operating board is composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency. This membership may include:

Chair
Vice Chair
Secretary
Treasurer
Pastor(s)
Home and School Association leader
Union and conference officers and office of education personnel (ex officio)
Other church members as appointed

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The school board members (other than ex officio members) are to be elected by the constituent church or churches in accordance with school constitutions or working policies. Ex officio members on all education/school boards are considered to be voting members of the board.

F 30 30 School Operating Board—Meetings—The school board should meet at a regular time and place.

F 30 35 School Operating Board—Functions—The functions of the school board are to:

1. Ensure the implementation of policies and plans of the conference office of education.
2. Develop a clear, practical set of objectives in harmony with the Seventh-day Adventist philosophy of education.
3. Develop policies in areas of local concern such as:
 - a. Use of school property
 - b. Bus schedules and routes
 - c. Purchasing procedures
 - d. Tuition and/or other methods of support
 - e. Admission requirements (in accordance with state, provincial or conference guidelines)
 - f. Equipment and maintenance of school plant
 - g. Textbook purchases (pupil or school-owned)
 - h. Master planning
 - i. Criteria for selection and use of films and media materials
 - j. Dress and social behavior.

4. Support the principal (or head teacher) in the administration of the school program.
5. Employ classified personnel as needed.
6. Support the Home and School Association.
7. Ensure that official minutes of each meeting of the school board or subcommittees are kept and one copy filed with the conference office of education. Academy boards are to file copies with the union and conference offices of education.
8. Consider appeals and answer questions regarding the operation of the school.
9. Participate in the process of school evaluation.
10. Cooperate with and support the conference office of education in-service education program.
11. Consider a proposed plan of school organization including a constitution and bylaws.
12. Adopt the recommended conference-wide school calendar.
13. Authorize the preparation of a school bulletin.
14. Assume responsibility for the planning and funding of an annual operating budget.
15. Assume responsibility for planning and funding a capital improvements budget.
16. Consult the conference guidelines for construction procedures.
17. Cooperate with the union and conference offices of education in matters of curriculum development.
18. Appoint subcommittees as needed such as personnel, finance, etc.

F 30 40 Home and School Association—An active Home and School Association should be maintained by the parents and teachers of the community for the purpose of advancing the cause of Christian education in the home and school.

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F 30 45 Church Education Secretary—Each church should appoint an individual to serve as Education Secretary. The Education Secretary's duties may include:

1. Maintaining an up-to-date census of all the children and youth of the church.
2. Assisting in contacting all Seventh-day Adventist homes where there are school-age children or young people to encourage attendance at the local church school, or at a Seventh-day Adventist secondary school, college, or university, and to suggest solutions to possible problems.
3. Contacting members who have no school-age children, encouraging them to provide financial aid to needy Seventh-day Adventist students.
4. Maintaining contact with students from the church who are in attendance at Seventh-day Adventist schools away from the home church.
5. Making sure that all students are actively integrated into the program of the church.

It is recommended that the Church Education Secretary serve in an advisory capacity to the local church board and the school board.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

552-92Ng SCHOOL PERSONNEL POLICIES - NEW POLICY

VOTED, To adopt a new policy NAD F 35, School Personnel Policies, to read as follows:

F 35 School Personnel Policies

F 35 05 School Administrative Personnel—The organization for administrative services will depend on the size and type of school. Responsibilities of administrative personnel are to be assigned by the school board.

F 35 10 Principal—The principal is the chief administrator of the school with responsibilities and other functions as may be assigned by conference office of education and school board policies. The principal should hold a valid Administrator's Certificate with proper endorsement(s). The responsibilities and functions are to:

1. Serve as executive secretary of the board.
2. Serve as agent of the school board in administering the school in accordance with the union conference education code, and any additional policies adopted by the conference board of education and the school board.
3. Provide leadership to the religious program and activities, and in the development and maintenance of a positive spiritual climate.
4. Be responsible for the organization of the school program.
5. Serve as fiscal manager and operate the school on a sound financial basis.
6. Maintain a record-keeping system to ensure the security of all school, student, and board records.
7. Provide leadership in preparing for the school evaluation process.
8. Assume responsibility for school marketing and the recruitment of students.
9. Provide leadership for the instructional program.
10. Provide direction for co-curricular programs and off campus activities and tours.
11. Serve as agent of the school board in working with the conference office of education in the employment of school personnel.
12. Maintain discipline in accordance with Christian principles.
13. Develop and maintain positive community relations.
14. Ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency and to provide for safety of operation throughout the school plant, with regularly conducted fire and disaster drills.

F 35 15 Teaching Principal—In the operation of some elementary schools or junior academies, it is the practice to appoint a teaching principal who is charged with the responsibility of performing the duties of a principal in addition to the teaching assignments as established by the school board. The teaching load of this individual will be reduced proportionately to the administrative responsibilities assigned.

F 35 20 Head Teacher—In small schools of one to three teachers, one teacher may be appointed as head teacher. Responsibilities will be detailed and defined by the superintendent of schools in consultation with the school board.

F 35 25 Instructional Personnel—Instructional personnel are those persons employed as classroom teachers in kindergarten through grade 12. They are to be members of the Seventh-day Adventist Church and exemplify standards of Christian conduct. Instructional personnel are to:

1. Maintain a valid denominational certificate applicable to the position held.
2. Give evidence of physical and mental health which qualifies them to instruct and/or associate with children and young people.
3. Maintain membership in a constituent Seventh-day Adventist Church.

F 35 30 Teacher Assistant—Noncertified personnel may be employed to assist a teacher whose class is too large to provide optimal educational experiences. Such persons may assist teachers with instructional activities, but may not assume responsibility for conducting classes.

F 35 35 Noninstructional Classified Employees—Classified employees are noninstructional personnel (nonexempt) employed on an hourly basis. Classified personnel are to be participating and supporting members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct. They will give evidence of physical and mental health which qualifies them to associate with children and youth.

F 35 40 Certification Policy—The North American Division Office of Education establishes certification requirements for elementary and secondary education personnel. It delegates authority to the union conference office of education to issue certificates in its behalf to education personnel who meet the requirements. Teachers are responsible for obtaining the appropriate teaching certificate and maintaining current certification.

F 35 45 Employment Policies—The responsibility for employment and personnel policies of K-12 educational personnel resides with the union conference board of education, K-12. Local conference boards of education, K-12 are responsible for implementing these personnel policies with K-12 educational personnel.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

**552-92Nh HEALTH-SAFETY LEGAL POLICIES -
NEW POLICY**

VOTED, To adopt a new policy NAD F 40, Health-Safety Legal Policies, to read as follows:

F 40 Health-Safety Legal Policies

F 40 05 Student Health Programs—A school health record is to be maintained in the cumulative record folder for each student. Each school is responsible for seeing that state or provincial immunization requirements are met and that proper records are maintained. School personnel are not to assist in giving medication to students unless the parent requests such assistance in writing and a doctor provides written instructions.

F 40 10 Substance Abuse Policies—Each school board, in cooperation with the administration and faculty, should develop clearly stated substance abuse policies and provide preventive education.

F 40 15 Environmental Concerns—Each conference board of education, K-12, or academy board, will develop a procedure for monitoring compliance with the Environmental Protection Agency (EPA) laws and regulations related to protecting the environment and the health of students and teachers. In states or provinces with environmental policies that are different from federal laws, the state or provincial regulations must also be followed.

F 40 20 Student Safety—Each conference and academy shall make provision for adequate student accident coverage. In each school, the board and administration are required to conduct regular fire, tornado, and other emergency drills in accordance with local, state, or provincial laws. Regular safety inspections of all school buildings and equipment are to be conducted.

F 40 25 Child Abuse Policies—Each conference shall develop a process which complies with the public law for reporting child abuse. Teachers are legally required to report suspected cases of child abuse directly to the local authorities.

F 40 30 Sexual Harassment—See D 70 for complete policy.

F 40 35 Labor Laws in the United States—1. Administrative officers of educational institutions in the United States shall familiarize themselves with federal and state legal requirements concerning wages and hours, child labor, age certification, working conditions,

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labor records, and regulations for health, sanitation, and safety, for the purpose of bringing the institutions into full compliance with such requirements.

2. Administrators of institutions having industries engaged in interstate commerce shall familiarize themselves with all applicable federal and state regulations.

3. Questions concerning the broad application, the general interpretation, establishment of programs, standards and policies of the above laws as pertaining to Seventh-Day Adventist institutions, shall be taken up with the national office of the Department of Labor through the Office of Education of the North American Division. Items concerning specific information and details of day-to-day operations, such as eligibility, number of permits allowed, and working conditions, etc., are to be obtained from the regional offices of the Department of Labor.

4. School administrators shall keep themselves informed in respect to new labor legislation and its application as it is enacted.

NADOE/K12/NADUDE/NADOUP/NADUn&GCO92YE/92YE to HWB

552-92Ni STUDENT POLICIES - NEW POLICY

VOTED, To adopt a new policy NAD F 45, Student Policies, to read as follows:

F 45 Student Policies

F 45 05 Requirements for Elementary School Entrance—Readiness is a basic factor in accepting a child into the formal school program. Readiness varies with children and needs to be given individual attention by parents and by the school administrator. The Seventh-day Adventist educational system accepts children in accordance with compulsory state or provincial requirements. Placement within the system is based upon criteria stated in the union conference education code.

F 45 10 Non-Seventh-day Adventist Student Attendance—Seventh-day Adventist education has a two-fold mission. The school's primary role is to educate and to spiritually strengthen Seventh-day Adventist youth. In addition, the school is to serve as a mission outreach to the community. When a school and its constituency recognize its potential ministry to the community, non-Seventh-day Adventist youth may be enrolled subject to the following considerations:

1. Orientation of church members, teachers, parents, and students to their role as Christian witnesses.
2. Orientation of parents of prospective students to the goals and objectives of Seventh-day Adventist education.
3. Regular pastor/teacher visits in student homes.
4. Seventh-day Adventist curriculum and school standards shall be maintained.
5. Character and scholastic ability should be considered before the student is accepted into the program.

F 45 15 Right of Privacy—Student records should contain only the factual information necessary for the process of education. Cumulative folders must be available for review by a student and his parents if the student is under 18 years of age, but must not be accessible to unauthorized individuals.

Official records will be forwarded to another school system or prospective employer at the written request of the student or his parents if the student is under 18 years of age.

Records pertaining to a student's mental health contain entries made under the direction of the student's physician and should be kept separate from academic records. These records should be released only at the student's or the parents' request if the student is under 18 years of age.

F 45 20 Disciplinary Authority—Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not appropriate in Seventh-day Adventist schools.

The purpose of citizenship development is to learn how to relate in an acceptable manner to others in society and to prepare for life in this world and the world to come. The principal and school board are responsible for establishing disciplinary procedures in consultation with parents and teachers. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by the individual staff members. Repeated offenses or major infractions of school rules are to be handled by the principal, the school government committee, or the board.

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553-92N GENERAL EDUCATION POLICIES - NEW POLICY

VOTED, To adopt a new policy, NAD FG, General Education Policies, to read as follows:

FG GENERAL EDUCATIONAL POLICIES

FG 05 General Educational Administration Outline and Policies

FG 05 05 Board of Regents—1. Purpose—The Board of Regents is the denominational accrediting authority for all tertiary and graduate educational programs and institutions operated in the name of the Seventh-day Adventist Church. It also reviews and endorses the accreditation of secondary schools, as recommended by the Commissions on Accreditation of the divisions and attached unions (see F 05 10). The Board of Regents and the Commissions on Accreditation evaluate the quality of the denominational institutions' programs and their implementation of the Seventh-day Adventist philosophy of education, in order to foster the unity and mission of the Church.

2. Composition of the Board—a. The members of the Board of Regents shall be designated by the first Annual Council following the General Conference Session, upon recommendation from the General Conference Department of Education. The membership of the Board shall be:

- *Chair, Director, GC Department of Education
- *Executive Secretary, an associate director, GC Department of Education
- *General Conference vice presidential advisor for education
- *Associate directors of the GC Department of Education
- *Divisions/attached unions directors of education (attending as authorized)
- 1 college/university board chair
- 1 college/university president
- 1 college/university academic vice president/dean
- 1 college/university registrar or admissions officer
- 1 college/university finance officer
- 1 college/university dean/departement chair of education
- 1 union director of education

* Members of the Executive Committee

1 conference/mission superintendent/director of education
1 person engaged in education not employed by the Church
Ex officio members: General Conference President
General Conference Secretary
General Conference Treasurer

b. Vacancies shall be filled by the Board for unexpired terms.

3. Procedure—The Board of Regents shall, in consultation with the divisions/attached unions directors of education, appoint the accreditation teams responsible for the evaluation of tertiary institutions and act upon their recommendation. These teams shall usually include a member of the General Conference Department of Education staff. In divisions with a Board of Higher Education, the recommendations from the accreditation teams shall be forwarded to the Board of Regents through the respective Board of Higher Education. The Handbook of Accreditation, produced by the Board of Regents, will assist institutions and teams in accomplishing the purposes of denominational accreditation. The decisions of the Board shall be communicated to the chair of the board of the institution involved, to its chief administrator, and to the education director of the respective division/attached union. In the case of secondary institutions, the Board shall endorse the recommendations of the division/attached union Commissions on Accreditation and forward to them a certificate of denominational accreditation. Only those institutions holding current denominational accreditation shall be eligible to receive denominational subsidies.

4. Meetings—
a. The Board of Regents shall hold regularly scheduled meetings at least once a year. A quorum shall consist of one third of the regular membership.

b. The Board may invite consultants to attend as deemed necessary.

c. The Executive Committee of the Board shall consist of those members marked by an asterisk in 2-a. It shall meet as necessary between the sessions of the Board and shall operate within the powers delegated to it by the Board.

5. Appeals—Any action of the Board of Regents involving a specific institution may be appealed by the same in writing within 90 days of notification of such action, following the procedure outlined in the Handbook of Accreditation.

6. Reports—All denominationally operated secondary and postsecondary institutions accredited by the Board of Regents shall be listed in the yearly edition of the World Report of Seventh-day Adventist Education.

7. Budget—The General Conference shall annually appropriate to the Board of Regents the funds necessary to carry out the denominational accreditation process.

FG 05 10 North American Division Commission on Accreditation, K-12—The North American Division shall have a Commission on Accreditation, K-12. The membership of the commission shall be nominated by the North American Division Office of Education and elected by NADCOM. Members of the commission shall serve on a rotating basis, usually three-year terms of office. Replacements shall be nominated by NADOE and approved by NADCOM for the unexpired term.

1. The Commission on Accreditation, K-12 shall report directly to the General Conference Board of Regents.

2. The general functions and duties of the commission will include the following:

a. To establish guidelines, criteria, and procedures for the evaluation of elementary and secondary schools.

b. To receive and evaluate the reports of school accreditation visiting committees and recommend a term of accreditation to the General Conference Board of Regents.

3. Membership:

Group I—Ex Officio

Chair, Director, NAD Office of Education, K-12

Secretary, Associate Director, NAD Office of Education, K-12

Associate Director, General Conference Office of Education with
responsibilities to North America

Vice president, North American Division

Group II—Appointed

3 union conference directors of education

2 union conference associate directors of education

3 conference superintendents of schools

3 secondary principals

1 college/university department of education representative

(Members of Group II shall serve on a rotating basis for a term of three years. Replacements shall be recommended by the NAD Office of Education to NADCOM.)

FG 05 15 Reimbursements of Participants at Committees and Commissions—Individuals serving on Office of Education committees and commissions are reimbursed as follows:

1. The General Conference Board of Regents—Members of the General Conference Board of Regents authorized to attend regularly called meetings of the Board of Regents shall be reimbursed for the expenses of travel, lodging, and meals by their employing organizations.

2. Commission on Accreditation—When meetings of the commission on Accreditation are called the same financial provisions apply as outlined in paragraph 1. In the case of members of the Commission who are not denominationally employed, reimbursement for authorized expenses will be provided by the North American Division.

3. Inspection Teams—When inspection teams are appointed to evaluate, accredit, inspect, or recommend new programs in institutions of higher learning, the expenses of the members are provided as follows:

a. General Conference representatives shall be reimbursed by the General Conference.

b. The institution being visited shall reimburse the other members of the team for their travel expenses, and provide room and board, and local transportation as may be necessary.

When an academy is inspected, the travel expenses of the inspection team members are reimbursed by the employing organization and the academy provides room and board.

4. Ad Hoc Committees—Committees for special surveys, etc., which are appointed by the North American Division and whose memberships consist mainly of North American Division personnel, shall have their expenses reimbursed by the North American Division.

FG 05 20 Tenure, Call, and Transfer of Education Employees—1. College and University Teachers—The minimum term of service shall be three years. When an employee is hired by another organization, prior to the three-year minimum period, existing policies shall apply to unamortized educational and moving expenses. An additional \$10,000 replacement expense fee, for each family unit, shall be paid by the calling institution.

Change of rank or assignment within an institution in no way alters the definition of the three-year term of employment.

2. Secondary Teachers—A secondary teacher in one of the regular twelve-grade academies, after receiving a year's leave for graduate study (or financial assistance for three summers of graduate study in harmony with regular policy), cannot be called by another employing organization within three years, except by agreement with the institutional boards involved, which shall include provision for the unamortized portion of the allowance granted.

3. Elementary Teachers—An elementary school or junior academy teacher, after receiving financial assistance for three quarters (or equivalent) of graduate study in harmony with the regular policy, cannot be called by another employing organization within three years, except by mutual agreement between the conferences involved, which shall include provision for the unamortized portion of the allowance granted.

4. May 1 Deadline—An organization placing a call for a teacher or any salaried school employee, including teachers in hospital schools of nursing and nursing school staffs in collegiate schools of nursing, after May 1 of each year shall first obtain the consent of the individual's employing organization.

5. Interdivision Service—These regulations do not apply in cases of appointment to interdivision service.

FG 05 25 Association of Seventh-day Adventist Educators—The Association of Seventh-day Adventist Educators serves the education professionals of the Seventh-day Adventist Church. This professional organization is open to all Seventh-day Adventist educators. Information regarding membership, services, and establishment of local chapters is available from executive secretary of the Association of Seventh-day Adventist Educators in the General Conference Department of Education.

FG 05 30 Journal of Adventist Education—The Journal of Adventist Education is the official publication of the Department of Education of the General Conference and of the Association of Seventh-day Adventist Educators. Employing organizations (conferences, academies, colleges, and universities) are to provide the Journal of Adventist Education for all teachers at all levels.

FG 05 35 Relationship of Home Study International to Other Schools—Academies and colleges shall accept the credits of the Home Study International as of comparable academic value to credits earned in the regular classroom. In bulletins and other publicity media, denominational schools should avoid statements that could be interpreted by students as being unfavorable to correspondence work given by the Home Study International.

Home Study International may refuse to enroll any student already enrolled in academy or college classes if application is made without a statement from the academy principal or college registrar indicating that the student had arranged to carry such work during the current school year. It shall hold all secondary school students who enroll during the summer to one unit of work, and urge the student to complete the unit before the opening of the school year in the autumn.

FG 05 40 Tours Abroad—1. Interdivision tours sponsored by Seventh-day Adventist institutions or organizations shall be coordinated through the General Conference Department of Education.

2. Tours which need to be coordinated include the following:
 - a. Tours organized or sponsored by secondary schools, colleges, and universities.
 - b. Tours of school organizations at the secondary or tertiary level and which have received an official invitation from an overseas denominational, cultural, or government organization.
3. All tours abroad must have prior approval by the respective institutional or organizational board or committee and, if required by conference or union policy, the approval of the higher organization's board or committee.
4. Notification of approved tours shall be submitted to the General Conference Department of Education four months in advance of the date for the tour.
5. The following tour information is required:
 - a. Name of sponsoring organization.
 - b. Name of governing board or committee that has approved the tour and date of approval.
 - c. Full travel itinerary including name of tour, schedule of dates, and locations.
 - d. Name of tour director or directors.
 - e. List of Seventh-day Adventist churches and institutions to be visited, if any.

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6. Upon receipt of the above information the General Conference Department of Education shall fully inform the education director of the divisions to be visited in their respective territories.

7. All detailed arrangements are to be made by the sponsoring organizations with those who will be involved in the area to be visited.

8. The touring group should be careful to uphold Church standards at all times in conduct, Sabbath observance, dress, etc. The political sensitivity of the area visited should be considered at all times, and great caution should be exercised in reporting or writing about the tour.

9. Groups and individuals should be advised of their personal responsibility for expenses incurred while visiting denominational institutions and/or personnel. No tour groups or individuals should expect denominational institutions or organizations to care for their entertainment gratis.

10. Tour guides must ensure that individual participants are provided adequate insurance for personal liability, injury, accident, or sickness.

11. All tours must have complete liability coverage to protect the denomination from liability risks. (It is recommended by the General Conference Risk Management Services that sponsoring institutions or organizations require all participants to sign an "Assumption of Risk Form" and all travel agents to sign a "Travel Agent's Indemnity Agreement" which are available from The Legal Services Division of Risk Management Services.)

FG 05 45 Interschool Sports—Rationale—The Seventh-day Adventist Church is opposed to interschool league play (commonly known as varsity athletics) in its educational system. The major rationale for this is:

1. The inherent hazards of competitive rivalry have the potential to be exaggerated in interorganizational events.

2. The commitments of time, personnel, and finances are usually disproportionate to the number of individuals able to participate.

Conclusions—1. Christians should function with the highest of motives in their quest for athletic excellence.

2. Occasional friendship games or matches involving institutions at joint social gatherings are not classified as intermural or interschool athletics.

3. All people have talents—some more, some less. God expects faithfulness in service regardless of talents or pay (Matt. 20:1-16). Even though talents are distributed differently, God expects individuals to develop what they have to the best of their ability; and they will be given responsibility according to their faithfulness. The scriptures remind us, “Whatever you are doing, put your whole heart into it, as if you were doing it for the Lord and not for men, knowing that there is a Master who will give you your heritage as a reward for your service”—(Col 3:23, NEB).

NADOE/BHE/NADUn&GCO92YE/92YE to HWB

554-92N HIGHER EDUCATION POLICIES - NEW POLICY

VOTED, To adopt a new policy, NAD FH, Higher Education Policies, to read as follows:

FH HIGHER EDUCATION POLICIES

FH 05 North American Division Board of Higher Education

ARTICLE I

1. **Definition**—The North American Division shall establish a Board of Higher Education to serve as a central planning body and coordinating council for Seventh-Day Adventist higher education on the undergraduate, graduate, and professional school levels.

2. **Duties of Board**—It shall be the duty of the Board of Higher Education to initiate and develop long-range planning for the system of higher education (colleges and universities) as a whole in the North American Division; establish general guidelines for the governance of the separate institutions; coordinate the activities of the individual institutions which, taken together, comprise the system of Seventh-day Adventist higher education in the North American Division; and maintain general overview of the system of higher education and related approvals.

3. **Additional Duties**—The Board of Higher Education shall:

a. Conduct research on the needs and outcomes of higher education;

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- b. Develop and maintain a comprehensive long-range master plan subject to regular updating and revision;
- c. Recommend or approve the establishment or discontinuance of universities, colleges, schools, college divisions, programs, majors, institutes, departments, branches, campuses, and other units as may be indicated by the master plan;
- d. Recommend minimum admission standards applicable to all institutions of higher education, except that nothing in this shall be construed to prevent individual institutions from establishing higher minimum admission requirements as may be approved by the college or university board;
- e. Provide minimum standards for all institutions of higher education for degree granting, approve new programs and degrees and recommend and/or approve discontinuance of degrees and educational programs, et cetera, as required for coordination and complementary offerings throughout the North American Division. However, nothing in this authorization shall be construed to prevent individual institutions from establishing higher minimum standards for degree granting. ("Programs" as used in this subparagraph means areas or fields in which degrees or nondegree certificates might be granted and shall not include individual courses nor course content nor shall it include the course composition of areas or fields).
- f. Provide for visitation at institutions of higher education to ascertain their manner of conducting their affairs and their implementation of the recommendations of the Board of Higher Education.
- g. Receive annually all special grant requests from the institutions and allocate funds when available.
- h. Supervise the application of salaries and perquisite schedules in accordance with North American Division policy and recommend general board personnel policies for the institutions of higher education.
- i. Encourage a harmonious and cooperative relationship between and among the institutions of higher education.
- j. Review periodically existing programs of instruction, research, and training for denominational service in the institutions of higher education, and advise them regarding desirable change.

k. Keep the division informed of the needs and accomplishments, both qualitative and quantitative, of higher education through periodic reports, releases, conferences, and other means.

1. Require from institutions of higher education such reports as will enable the Board to perform its duties and functions.

4. Composition of Board—The Board of Higher Education shall be composed of the following members:

a. Ex Officio. Ex officio members shall serve as long as they retain their elective office:

- 1 President of the North American Division
- 1 General vice president of the General Conference
- 1 Secretary of the North American Division
- 1 Treasurer of the North American Division
- 1 Associate Secretary of the North American Division
- 1 Associate Treasurer of the North American Division
- 1 Assistant to the President of the North American Division
- 2 Vice presidents of the North American Division
- 1 Field Secretary of the North American Division
- 1 Director of the GC Department of Education
- 1 Executive secretary of the Board of Higher Education
- The president, secretary, and treasurer of the General Conference
- College and university presidents, board chairs, and North American Division union conference presidents.

b. Appointive Members—Appointive members shall serve until the election of the new members at the Annual Council following each General Conference session:

- 1 Union conference director of education
- 1 Principal, secondary school
- 5 Lay members
- 3 Others
- 1 Finance officer from higher education
- 1 Member of the North American Division Public Affairs and Religious Liberty Department.

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The following may sit as consultants:

Other members of the General Conference Department of Education.

3 Academic deans

1 Student affairs dean

1 Registrar

2 Finance officers from SDA colleges or universities.

5. Membership—a. The membership of the Board of Higher Education shall be designated by the North American Division Committee at the time of the Year-end Meeting, including representation from the ethnic minorities. The director of the Department of Education and the executive secretary of the Board, with the regular Annual Council Nominating Committee shall serve as the nominating committee to nominate the membership of this Board.

b. A quorum shall consist of one third of the regular membership.

6. Officers—The officers of the Board shall be as follows:

Chair—President of the North American Division

Vice-chair—Vice president(s) of the North American Division

Secretary—Executive Secretary of the Board of Higher Education

Treasurer—Treasurer of the North American Division.

The Board shall hold regularly scheduled meetings at least once each year and at such times and such places as may be called by the chair.

The Board shall be called by the chair to organize at its regular meeting during the Annual Council following the General Conference Session. Officers shall serve until their successors are elected and qualified. Vacancies on the Board shall be filled by the Board for the unexpired term.

7. Executive Committee—The executive committee of the Board shall meet as necessary between the sessions of the Board of Higher Education. It shall operate within the powers delegated to it by the Board of Higher Education. Its membership shall consist of the following:

Chair—President of the North American Division

Vice-chair—Vice president(s) of the North American Division

Secretary—Executive Secretary of the Board of Higher Education

1—Associate Director, General Conference Department of Education

Secretary of the North American Division
Treasurer of the North American Division
Associate Secretary of the North American Division
Associate Treasurer(s) of the North American Division
Field Secretary of the North American Division
5 others chosen by the Board from among its members, including
representation from the ethnic minorities

A quorum shall consist of a majority of the membership.

8. Duties of Executive Secretary—The executive secretary, subject to the approval of the Board, shall:

- a. Perform, exercise, and discharge the functions, powers, and duties of his/her office.
- b. Administer all rules and regulations prescribed by the Board.
- c. Organize the work of his/her office in such ways as are consistent with the provisions of his/her office and in such ways as he/she may determine to be necessary for efficient and effective operation.
- d. Issue and promulgate, in the name of the office, such rules and regulations as may be authorized by the Board.
- e. Formulate and promulgate rules and regulations for the efficient conduct of the work and general administration of the office.
- f. Make an annual report to the Board and issue such other reports as the Board shall from time to time request or as may be required.
- g. Coordinate effectively the activities of the office in a manner designed to eliminate overlapping and duplicating functions.
- h. Integrate within the office, so far as practicable, higher education services as provided for in the Working Policy regarding the Board of Higher Education.
- i. Perform such other functions as may be prescribed by the Board;
- j. Serve as the secretary of the Board and have custody of its official minutes and seal.

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k. Delegate to subordinate officers or employees in the office such of his/her powers as he/she may deem desirable, to be exercised under his/her supervision and direction.

l. Encourage cooperative programs by institutions of higher education.

m. Maintain an inventory of data and information.

9. Scholarships—As funds become available, the Executive Secretary shall establish a scholarship program for Seventh-day Adventist students who meet certain qualifications as are approved by the Board.

10. Budget—The Executive Secretary shall operate the functions of his/her office within the budget provided by the North American Division Committee (NADCOM).

ARTICLE II—MEMBER COLLEGES AND UNIVERSITIES

1. Colleges Maintained—Seventh-day Adventist colleges, universities, or professional schools officially maintained for the purpose of providing higher education in the liberal arts, sciences, various professional areas including the science of education, the art of teaching, as well as education in the vocational and technical arts, shall hold membership on the Board.

2. Board Minutes—A copy of the minutes of the institutional board of trustees and its various committees shall be filed with the Board of Higher Education.

3. Board Responsibilities—The government, control, conduct, management, and administration of each of the institutions shall continue to be vested in the board of trustees of such college or university.

ARTICLE III—FINANCES

All appropriations and other moneys available and to become available to the Board of Higher Education shall be used for the objects and purposes for which appropriated, subject to any terms, restrictions, limitations, or other requirements imposed. These funds shall be allocated by the Board.

ARTICLE IV—RIGHT OF APPEAL

Any action of the Board of Higher Education involving a specific institution may be appealed by the institution in writing within sixty days of notification of such action. Such

an appeal may be supported by a representation of no more than three persons from such institution before a meeting of the Board of Higher Education. The Board in closed session shall then render its decision. Further appeal may be made to the North American Division Committee.

ARTICLE V—CHANGES AND AMENDMENTS

Any changes and/or amendments to the organization or Working Policy regarding the Board of Higher Education must have a two-thirds vote of the members present at any duly called meeting for which the members have had at least a thirty-day notice.

A vote to change or amend must then be sent to NADCOM for confirmation.

FH 05 05 Objectives for Higher Education—The Seventh-day Adventist Church operates institutions of higher education for the purpose of providing special opportunities for Seventh-day Adventist youth who have satisfactorily completed secondary school instruction, and who are desirous of pursuing academic disciplines in the liberal arts, obtaining associate or baccalaureate degrees, preparing for lifework, or entering professional or graduate schools.

The church-related institutions in their custodial, creative, and evaluative roles help develop within the students ethical, religious, and social values compatible with Church philosophy and teachings, values which prepare the graduate for his/her lifework or vocation inside or outside denominational employ. These institutions also help develop in their students a higher concept of service to God and man.

FH 05 10 Objectives for Graduate Education—Seventh-day Adventist education is integrative; that is, it regards man and life as a whole. Human works, institutions, and history are viewed from the point of man's divine origin and destiny as revealed in the Word of God. Freedom in man, academic as well as personal, provides a progressive pursuit and discovery of truth which existed first in the mind of God and which man has been permitted to rediscover by revelation, study, reflection, and research. The end product must be, not a detached intellectual but a mature and committed Christian.

The essential business of a Seventh-day Adventist university or college on the graduate level is the mastery, critical evaluation, discovery, and dissemination of knowledge, and the nurture of wisdom in a community of Christian scholars. The Church supports graduate education in order to make effective, in teacher and student alike, the insights and values which Christian faith and doctrine provide as a vertical dimension in the study of the arts and sciences and of man and his institutions.

To a greater degree than in undergraduate education, the graduate school must concern itself with the discovery, critical evaluation, and application of knowledge to human thought and behavior. In these communities of scholars, special efforts will be made to foster an inquisitive spirit that is not content to master the broad reaches of the known but diligently explores the unknown; Seventh-day Adventist scholars participate in the enlargement of the island of knowledge existing in the immense seas of the unknown that surround man. Graduate education requires the application of techniques of investigation and evaluation as found in the laws of evidence. The Christian educator and advanced student alike utilize the systems of evidence of reason and science, but also recognize the validity of divine revelation, which is accorded a paramount position.

Finally, all Seventh-day Adventist graduate education concerns itself with the nurture and training of leaders for the Church and its enterprises, and for those service-centered vocations and professions wherein they may effectively witness for God, and promote both the good name and worldwide mission of His Church.

FH 05 15 Establishing New or Elevating Existing Colleges or Universities—In order to coordinate the denomination's educational effort, and to avoid misunderstandings, plans to establish new or expand existing schools shall not be implemented or publicized prior to final approval and receipt of official notice of the same by the North American Division Board of Higher Education.

The recommendation of the General Conference Department of Education and the approval of the General Conference Committee are required for locating, establishing, or raising to a higher educational level, all denominationally operated junior colleges, senior colleges, or universities.

Unions desiring to establish a college, or to elevate an existing school to advanced status, shall appoint a survey committee to make an on-site study of the proposal. This survey committee shall include representation from the General Conference Department of Education and the North American Division Office of Education. Requests to the General Conference Department of Education for authorization to establish a college or to elevate an existing school to advanced status, shall be accompanied by a report from the survey committee and shall include a description of the purposes of the proposed educational institution, the constituency it is to serve, and the plans for financing and staffing. When the request is for a proposed change in organization or function of an established college, the projected changes should be clearly indicated in the inspection report along with present and projected scholastic levels expected of students attending the school.

Recommendation to NADCOM by the North American Division Board of Higher Education and General Conference Department of Education for approval of this request to

establish or upgrade an existing educational institution shall, if granted, constitute permission to operate within the described limitation for a two-year probationary period. During the school year immediately following the two-year probationary period the administrative officers of the college or university will make application through channels for accreditation and/or approval by the General Conference Board of Regents.

FH 05 20 Conditions of Employment in Colleges and Universities—Terms of Employment—All policies pertaining to the employment of faculty members shall be listed in a systematic fashion in a faculty handbook. Such statements shall include, among others, the following policies; (local conditions may require greater elaboration of details or greater stringency in procedures):

1. **Contracts—**The contract is a conditional statement of mutual obligation between the institution and the employee in accordance with policies of the institution. If the board, after being advised by the president, does not reappoint a full-time teacher who does not have continuous appointment or an uncompleted multiple-year appointment, the administration shall notify that teacher in writing at least three months before the end of the school year unless the decision is based on personal causes as described in paragraph 5.

2. **Appointments—**Appointment periods are not contractual periods but are an indication of length of time between routine reviews of the status of the teacher as follows:

a. A one-year renewable appointment is generally given to a new teacher. The status of such a person is reviewed before a new contract is issued. The institution has no further obligation to the person if the contract is not renewed, provided that notification is performed as stated in the faculty handbook.

b. A multiple-year appointment may be voted for a professor, associate professor, or assistant professor who has had one or more one-year appointments or has served satisfactorily in other institutions. In the usual case, a person with a multiple-year appointment will not be subjected to a status review until the end of the appointment period. The institution has no further obligation to the person if the contract is not renewed at the end of the appointment period, provided that notification is performed as stated in the faculty handbook.

c. A continuous appointment may be voted by the board for a professor or associate professor upon the recommendation of the president, after a period of at least six years of service. The institution may determine what types of previous service will provide eligibility. A teacher having associate or professor rank with six or more years of service in another Seventh-day Adventist institution of higher learning, or a person who has been given continuous appointment in such an institution, may be considered by the Board of Trustees

for continuous appointment at the time of hiring, or as soon as the hiring institution is satisfied that the teacher is providing quality service. A teacher with continuous appointment will receive one-year contracts even though the status is not reviewed annually. The status of such a teacher may be reviewed at multiple-year intervals or as necessary. The continuous appointment of a teacher is not interrupted if granted leave. Great care shall be exercised in the selection of a new faculty member in order to avoid early separation, either because of personal deficiencies or because of over-hiring. Employment security is desirable, but it must be earned by demonstrating teaching effectiveness and support of the mission of the institution. The North American Division/General Conference policy pertaining to calls from one institution or field to another, shall apply to teachers, including those on continuous appointment.

3. Department Chairs—Appointment, Tenure—The chair of an instructional department is appointed for a definite period by the board on nomination by the president. Each college or university shall determine the length of the appointment period and policies on early termination in cases where the service of the chair is unsatisfactory.

4. Continuous Appointment—Administrators—Administrative officers and associates in administration of the institution and its schools are not eligible for continuous appointment, except as teaching faculty in an academic department, or as may be determined by institutional policy.

5. Separation—a. A teacher with an uncompleted multiple-year appointment or with continuous appointment may be separated from the institution by the board for personal causes such as gross and inexcusable inefficiency, neglect of duty, misconduct, or for repudiation, defiance, or subversion of the standards and the teachings of the Seventh-day Adventist Church as set forth in the Seventh-day Adventist Yearbook and in the Seventh-day Adventist Church Manual. Separation may also be voted for institutional causes such as reorganization or discontinuance of academic programs, enrollment reduction, or financial exigency.

b. When the president has decided to recommend separation of a teacher having an uncompleted multiple-year appointment or continuous appointment, he shall notify the teacher in writing of the reason(s) and the basis for the reason(s). This shall be done in sufficient time so that if the teacher chooses, there may be appeal to a faculty review committee and so that the committee will have adequate time for considering the appeal and reporting its findings to the president. If the committee supports the president's decision, or if the committee does not submit adequate reasons for retaining the teacher, the president shall then recommend to the Board of Trustees that the employment of the teacher be terminated. The action of the board shall be final.

c. A teacher with an uncompleted multiple-year appointment or continuous appointment or an administrator or administrative associate who is relieved of his employment for institutional cause may receive full salary and benefits for a maximum of twelve months from the day of final notification of separation or until the person has other employment, if that should occur in less than the specified compensation period. The amount of the period of terminal compensation for qualified persons shall be related to the length of service and the type of appointment. The institution shall determine the types of service to be considered.

d. Formulas for calculating the extent of terminal payments shall be published in the institutional policy handbook. The college or university has no obligation to make terminal payments to a teacher who is separated for personal causes. It must be clearly stated in the notification of termination whether the separation is for personal or for institutional cause.

6. Financial Exigency—An institution may define itself as in a state of financial exigency when careful analysis shows that the institution cannot operate within its income during the foreseeable period ahead unless there is a reduction in teaching expenses even after all reasonable economies have been effected.

7. Procedures in Institutional Personnel Decisions—
a. Appointments of new teachers, promotion of teachers in academic (or special) rank, or dismissals of teachers shall be proposed to the board by the president. Before the president makes his decision, consultation shall have taken place that will enable at least the following to offer advice: the vice president for academic administration, the dean of the school, and the chair of the department. The vice president for academic administration may consider the advice of the Rank and Tenure Committee if such is included in the governance system before making recommendations to the president. The president may, in special circumstances, suspend the services of a teacher who is under contract if it is perceived that the presence of that person on campus would not be in the best interest of the institution. The suspended person will retain the right of review as stated in paragraph 5-b if that option is chosen.

b. Appointment of the chairs of the instructional departments shall be proposed to the board by the president. Before the president makes his decision, consultation shall have taken place that will enable all members of the department, as well as the dean(s) of the school(s) in which the department functions, and the vice president for academic administration to offer advice. The vice president for academic administration may consider the advice of the Rank and Tenure Committee if such is included in the governance system before making recommendations to the president.

c. Appointment of the administrative officers and deans of the institution shall be proposed to the board by the president. Before the president makes his decision,

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consultation shall have taken place that will enable department heads of the administrative area to offer advice. Other personnel may be consulted as it seems appropriate on a given campus.

d. Appointment of a president is made by the board after consideration by a committee on nominations within the membership of the board. This committee on nominations shall give administrative officers, the full professors, and the department chairs an opportunity to offer advice before a decision is made.

FH 05 25 College and University Teachers' Section Meetings—1. The North American Division Committee Year-end Meeting authorizes section meetings for the heads of departments of junior and senior colleges. Colleges and universities may authorize other department staff members to attend.

2. Each section or department shall meet once in four years, subject to approval at the previous North American Division Committee Year-end Meeting.

3. Those authorized to attend receive per diem allowances, reimbursement for accommodation and travel expense as authorized by the employing organization, and are continued on salary.

FH 05 30 Reimbursement of Expense for Doctoral Degrees—In making arrangements with prospective faculty members who have earned the doctoral degree at their own expense, or with those who have secured their doctoral degrees by having a portion paid by the denomination, colleges may make financial reimbursements to such individuals on the following basis:

1. Underlying Philosophy—Reimbursement for doctoral expenses is an institutional option which encourages recruitment and retention of excellent teachers. It is not an entitlement of the same nature as medical and educational perquisites and may vary with discipline and campus needs.

Doctoral reimbursement will depend upon many factors: a formal request by the prospective teacher, documentation of expenses and income during doctoral studies, availability of teachers with similar training, institutional needs, institutional finances, professional promise of the candidate, and other circumstances which may be reflected in the negotiations.

There shall be a candid discussion with all prospective teachers relative to the doctoral reimbursement provisions, and all reimbursement matters shall be agreed upon prior to employment of the teachers. Unless prior understanding has been provided in writing by the

institution, doctoral reimbursement is not available for a teacher who commences doctoral studies while employed by the school.

Reimbursement shall be made only for doctoral studies at universities or seminaries which are accredited with their regional accrediting associations. Accreditation by professional accrediting associations is not in itself necessarily sufficient.

2. Amortization—A maximum of five years of full-time service will amortize full reimbursement. A prorated scale will establish amortization time for less than full reimbursement. Employment of a prospective teacher, between the conferral of the doctorate and employment by the school, will normally reduce the total amount granted by the school for doctoral reimbursement.

3. Financial Limits—Full reimbursement will be equal to seventy (70) percent of the annual remuneration factor of Category A as voted annually by the Church. The remuneration factor in effect at the time of the agreement will apply over the full period of the reimbursement. Any assistance which an institution may provide a teacher for doctoral studies will reduce on an actual basis the amount of doctoral reimbursement which would otherwise be provided.

FH 05 35 In-service Development Policy—1. The General Conference looks with favor upon the development of plans to give assistance to educational institutions in divisions outside the North American Division who undertake to send teachers or school administrators to another division for teaching or for a combination of teaching and further study on a short-term basis.

a. A married teacher or school administrator sent to another division under the provisions of this policy shall be accompanied by the spouse.

b. The travel expenses of the spouse shall be paid on the same basis as that of the teacher or administrator.

c. The question whether children are to accompany their parents at denominational expense shall be negotiated between the division and the General Conference in each case.

2. Contractual arrangements shall be made in each case obligating the teacher or administrator to return to his/her own field to continue his/her service.

3. The sending division (including the institution involved) shall bear two-thirds and the General Conference one-third of the transportation expenses, while the receiving

institution shall bear the responsibility of providing full or partial salary according to the services rendered.

4. The respective divisions outside the North American Division shall be authorized to select teachers or administrators who are considered eligible to come under the provisions of this policy, and shall then refer their names to the General Conference Department of Education for negotiation and placement, it being understood that arrangements under this plan shall be finalized by the General Conference Committee.

FH 05 40 In-Service Training Assistance—1. Master's Degree—Teachers studying for a Master's degree shall receive financial assistance during a leave of absence from a Seventh-day Adventist college in harmony with the union conference policies. When such assistance is granted it is usually on a part-time basis, such as during summers, or during the regular school year while teaching.

2. Service Obligation—A teacher in this category will be obligated to serve his institution for one year after receipt of his degree. Whatever graduate expense has not been amortized by previous service will be amortized by this one year of service or it shall be the liability of the teacher or the calling organization. A summer's leave of absence for study for a Master's degree shall be amortized by one year of service following the study.

3. Scholarships—Scholarships may be provided for teachers on leave to advance their education, for teachers attending summer sessions, and for supervisory teachers in college demonstration schools to secure advanced degrees.

4. Doctoral Degree—A college teacher who is approved by his/her board for leave of absence for advanced study toward a doctorate degree shall receive a maximum allowance (for which in all cases a written contract shall be entered into) an amount covering (a) full salary and allowance, (b) tuition, fees, and research expenses or travel expense, whichever is greater. If the teacher who attends an institution of higher learning on a leave of absence for advanced study is separated from his family, thus increasing the family's living expense, a special living allowance of up to one-half of the General Conference per diem allowance may be granted by the sending organization. Assistance may also be given toward the additional cost of housing.

5. Accounting Records—The financial assistance that is provided to doctoral candidates shall be charged to operating expense each year. All assistance given toward the graduate program, including paragraphs 4. (a) and (b) above less any grants-in-aid allowance received from other than the sponsoring institution, shall also be entered in the account, Unamortized Graduate Study Expense. The same amounts shall be credited to the account, Allowance for Unamortized Graduate Study Expense.

6. **Amortization**—The total doctoral study expense shall be amortized annually in an amount equivalent to eight times the Category A remuneration factor or one seventh of the total expense, whichever is greater, for each full year of service. This amount shall be credited and debited to the respective accounts referred to in paragraph 5.

7. **Aborting of Study Program**—If after a certain amount of graduate study on a doctoral program the teacher decides that he/she will no longer pursue such a program, he/she must then acknowledge such decision to the administration in a letter. In such a case amortization of expenses would begin no earlier than at the beginning of the fiscal year in which the decision not to continue the doctoral program is reached, as recorded in a letter to the teacher. For a part-time leave of absence, a similar proportionate arrangement shall apply. At the time when a teacher who has been on study leave returns to his/her institution, the college administration and the teacher shall come to a written and itemized understanding regarding the total amount to be amortized, and the teacher shall sign a note or notes based on the terms of the contract as it concerns payment or amortization.

8. **Call to Another Organization**—When a teacher with an unamortized graduate expense is called to another organization, it shall be mutually agreed upon in writing by the two organizations, before the call is actually passed on to the teacher as to whether this amount is to be paid in one sum or over a period of time.

9. **Termination of Denominational Employment**—The unamortized balance in the unamortized graduate study expense account is the responsibility of the teacher if he/she leaves denominational employment.

10. **Mission Service**—In case of a call to foreign mission service, the college may waive the unamortized portion of the obligation.

11. **Leave of Absence Without Financial Assistance**—A faculty member who, during a leave of absence, receives from nondenominational sources a scholarship, fellowship, or grant-in-aid covering a full program of graduate study and whose stipend is greater than regular full salary, shall return to the college a sum equal to regular full salary and receive a regular full salary as if teaching on the college campus. Health-care assistance is granted for the period involved. Denominational service credit shall be granted during this time provided he returns immediately to denominational service. A teacher in this case would have a service obligation but not a financial obligation to the institution.

12. **Partial Assistance**—If the stipend is less than regular full salary, the faculty member shall return to the college an amount equivalent to the stipend received and in return receive from the college the regular full salary which would be allowed for a full program of

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teaching, including health care assistance. Denominational service credit shall be granted during this time, provided he returns immediately to denominational service.

13. Service Obligation—Faculty members who have been granted leave of absence for graduate study as indicated above must agree to return for further service to the institution granting the leave. He/she/they shall not be eligible for a call from a sister institution until they have served for a period equal to three times the length of the study leave. In no case shall the required term of service be less than one year or more than five years. In case of a call to mission service or a call to major administrative responsibility, this provision may be waived.

14. Other Professions—Professional nurses, dietitians, and other qualified specialists who are approved by their respective boards for leave of absence for advanced study beyond the basic course or postgraduate study, shall be dealt with according to the provisions outlined above.

FH 05 45 Affiliation Procedures—North American Division and Educational Institutions Outside of North America—When arranging for an affiliation of a Seventh-day Adventist post-secondary school outside North America with a Seventh-day Adventist educational institution in the North American Division, the following procedure shall be implemented:

1. Upon authorization of its Board of Trustees, a post-secondary school or college outside of the North American Division, desiring affiliation for recognition of academic credits leading to a degree, an upgraded program, or quasi-accreditation for recognized certificates and diplomas, should request the division education advisory committee and/or commission concerned, to study the need and proposal.

2. If the education advisory committee or commission concerned recommends such an affiliation, and the division committee approves it, then the division secretary of education shall correspond with the General Conference Department of Education for counsel.

3. The General Conference Department of Education shall:

a. Study the application for affiliation.

b. Study the substantiated needs of the overseas school.

c. Survey possible opportunities for a parent or sponsoring school in the North American Division.

d. Initiate and coordinate the possible affiliation between the two institutions.

e. Recommend to the North American Division Board of Higher Education contractual arrangements involving organizations, program, services, finance, and personnel.

4. The two institutions concerned shall work out all the details and incorporate them into a contract to be signed by the chief administrators of the two institutions, the Executive Secretary of the Board of Higher Education, and the Director of the General Conference Department of Education. Among the items that should be taken into consideration in drawing up the affiliation contract are the following:

- a. The organization of the program
- b. An outline of the program to be established
- c. Services to be rendered by both institutions
- d. Personnel to be involved.

1) The term of service should be indicated (possibly a period of one or two years). The service record shall remain in the files of the sending college, and credit for the overseas service shall be recorded.

2) Once an affiliation has been approved, travel plans for the personnel involved shall be submitted to the General Conference Administrative Committee for recording.

3) The sending college shall make adequate arrangements with the General Conference or division transportation offices to ensure that appropriate travel and accident insurance has been extended to cover the individuals concerned for the full term that they are abroad, this to be at the expense of the receiving institution.

4) The receiving institution shall pay salaries and allowances of the visiting professors.

5) The receiving division shall be responsible for the visiting professor's social security payments.

6) Policies regarding allowances and other benefits for missionaries do not apply.

7) The policy with regard to the base division deposit does not apply to "exchange professors" in an affiliation program. However the division, where it

deems it advisable, may pay the exchange professor his salary in accordance with its policy in dealing with interdivision employees.

5. The contractual instrument shall be submitted for approval to the boards of the respective institutions concerned, the division committee requesting the affiliation, and to the General Conference Executive Committee. Copies of this affiliation contract shall be filed with the Board of Higher Education, the General Conference Department of Education, Secretariat, and Treasury office.

FH 05 50 Tuition Discounts to Employees From Overseas Divisions—When any division other than the North American Division sends its employees or their dependent children to attend colleges in the North American Division and makes financial payments from denominational funds on behalf of such students directly to the college concerned, the college will match dollar for dollar with the sending division, up to 25 percent of undergraduate tuition. If the person also receives a federal (national) or state (provincial) scholarship, the school may reduce this discount in direct proportion to the amount of such scholarship. Such remittances must come through the division and on approval of the division committee.

FH 05 55 Un-sponsored Students—1. Educational institutions are advised that divisions will contribute financial assistance only for those students selected by the division committee, and whose study and financial plans have been approved by that committee and outlined in a letter addressed to the institution by a division officer.

2. Students not approved by a division committee are understood to be undertaking their study program on their own financial responsibility. Educational institutions shall therefore assure themselves before accepting such students from overseas divisions, that they have a satisfactory financial plan for meeting school and living expenses.

FH 05 60 Distribution of Denominational Books Through College Bookstores—College and university bookstores are authorized to distribute denominational books as follows:

1. College and university bookstores shall purchase direct from the publishing house with a discount of 20 percent on trade books and 10 percent on textbooks. An additional 2 percent discount will be granted for cash in 30 days. The publishing house will credit the Adventist Book Center for its commission on such sales.

2. College and university bookstores shall not promote sales to churches or church members. Adventist Book Centers and their branches shall continue to serve all churches in their respective conferences, including all bulk orders for churches or groups.

3. College and university bookstores shall sell at authorized current retail prices.

NADOUP/NADUn&GCO92YE/92YE to HWB

**597-92N PURPOSE (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) - POLICY REVISION**

VOTED, To revise NAD H, Church Ministries—Departmental Policies, division H 05, Purpose, to read as follows:

H 05 Purpose

The Department of Church Ministries was created in 1985 with the merger of the former Departments of Lay Activities, Sabbath School, Stewardship and Youth, and the Home and Family Service. The purpose of the new Church Ministries Department is to provide a support system for the local congregation, including information, resource materials, training services and consultant services that will enable the local church to effectively make disciples for Christ, sharing the everlasting gospel, in the context of Revelation 14:6-11, with men and women, teens and young adults, boys and girls of every race and culture in North America. The aim of the department is to enlist every member into active soul-winning service for God.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Na ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Bible Evangelism) -
POLICY AMENDMENT**

VOTED, To amend NAD H 10, Activities, section H 10 05, Bible Evangelism, to read as follows:

H 10 Activities Ministries

There are five special areas of missionary activities many specialized ministries sponsored by the Department of Church Ministries. Because the Holy Spirit, as God wills, equips and calls individual believers, small groups and congregations to ministry, the department will add to the list of specialized ministries as indicated by the needs of the local churches in the division and/or the strategic plan voted by the North American Division Committee.

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H 10 05 Bible Evangelism—The Department of Church Ministries encourages every member to engage, individually or in church groups, in personal or public evangelism—giving Bible studies, conducting meetings, holding public lay efforts, ~~organizing Adventist Men's Service companies and training them in lay preaching, prison evangelism, church leadership and community services~~ and conducting Bible seminars. The department promotes lay evangelism through training courses, seminars and congresses, and in-service training programs, presenting methods of witnessing, giving Bible studies, and gaining decisions for Christ and His truth.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nb ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Literature Distribution) -
POLICY AMENDMENT**

VOTED, To amend NAD H 10, Activities, section H 10 10, Literature Distribution, to read as follows:

H 10 10 Literature Distribution—The Department of Church Ministries ~~counsels with~~ coordinates and aids the publishing houses in the preparation of missionary literature, including periodicals, and It promotes, trains, and guides the laity in the use of these evangelistic tools and shares with them the individual and group methods for literature distribution, which includes the systematic house-to-house distribution, mailing programs, the use of tract racks, and tract-a-day distribution plans, individual or church lending libraries and various campaigns of distribution, such as the complete city or county coverage plans.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nc ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Community Services) -
POLICY REVISION**

VOTED, To revise NAD H 10, Activities, section H 10 15, Community Services, to read as follows:

H 10 15 Adventist Community Services—The Department of Church Ministries sponsors the establishment and operation of Adventist Community Services projects, shelters, soup kitchens, van ministries, inner city programs, and Dorcas Societies, through local churches and Centers.

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**598-92Nd ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Ingathering) -
POLICY AMENDMENT**

VOTED, To amend NAD H 10, Activities, section H 10 20, Ingathering, to read as follows:

H 10 20 Ingathering—The Department of Church Ministries organizes and promotes the annual Ingathering appeal which involves making millions of personal contacts for Christ, and helps to supply funds for educational, medical, welfare and evangelistic work, both at home and abroad.

The annual Ingathering appeal is part of a many-sided evangelistic program fostered by the ~~church~~ Church to reach neighbors. Its spiritual ministry is intended for every home. It also comprehends a healing ministry for the sick, the feeding of the hungry, the clothing of the naked, and the education of children and youth. This work is ~~is-for~~ promotes the wholeness of life and the wholeness of man as a final result.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Ne ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Bible Correspondence
School Applications) - POLICY AMENDMENT**

VOTED, To amend NAD H 10, Activities, section H 10 25, Bible Correspondence School Applications, to read as follows:

H 10 25 ~~Bible Correspondence School Applications~~ Media Ministry—The Department of Church Ministries encourages church members to secure applications by telephone, visitation, and surveys for all Bible correspondence schools; and make follow-up contact with each interested person referred to the local church by the media ministries, and counsels with ~~It coordinates the media ministries, the Adventist Information Ministry (AIM) and the Department of Communication in the preparation of methods and tools for securing these applications~~ a collaborative soul-winning strategy with the local church.

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**598-92Nf ACTIVITIES, (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Prison Ministries
Organizations) — POLICY AMENDMENT**

VOTED, To amend NAD H 10, Activities, section H 10 30, Prison Ministry Organizations, to read as follows:

H 10 30 Prison Ministry ~~Organizations~~—The Department of Church Ministries encourages church members to join in efforts to reach out to prisoners and their families.
For the sake of unity, prison ministry organizations wishing to work within the North American Division shall be recognized by the local conferences where the organizations wish to work and shall be coordinated by the local conferences.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Ng ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Sabbath School) -
POLICY ADDITION**

VOTED, To add a new section to NAD H 10, Activities, section H 10 35, Sabbath School, to read as follows:

H 10 35 Sabbath School—The Department of Church Ministries supports local churches in the operation of Sabbath Schools, including Branch Sabbath Schools. The purpose of the Sabbath School is to encourage the spiritual growth of children, teens, and young adults, and adults through Bible study, fellowship, involvement in ministry and support of the world-wide mission of the denomination.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nh ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Small Group Ministries) -
POLICY ADDITION**

VOTED, To add a new section to NAD H 10, Activities, section H 10 40, Small Group Ministries, to read as follows:

H 10 40 Small Group Ministries—The Department of Church Ministries encourages local churches to develop small groups for outreach, Bible study, and evangelism. It coordinates the development and distribution of study guides and other resource materials for small groups through the publishing houses and appropriate resource centers.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Ni ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Family Life Ministries) -
POLICY ADDITION**

VOTED, To add a new section to NAD H 10, Activities, section H 10 45, Family Life Ministries, to read as follows:

H 10 45 Family Life Ministries—The Department of Church Ministries encourages local churches to organize a Family Life Committee and sponsor educational events for parents, marriage-strengthening retreats, and other seminars, workshops and support groups to help church members honor the sanctity of Christian family relationships and make their homes all that God intended them to be.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nj ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Singles Ministries) -
POLICY ADDITION**

VOTED, To add a new section to NAD H 10, Activities, section H 10 50, Singles Ministries, to read as follows:

H 10 50 Singles Ministries—The Department of Church Ministries sponsors Adventist Singles Ministries (ASM) and encourages local conferences and local churches to sponsor ASM chapters and events that will bring together single adults who desire fellowship, spiritual help, and guidance, as well as reach out to single adults outside the Church in soul-winning ministry.

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**598-92Nk ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Stewardship and
Offering Education) - POLICY ADDITION**

VOTED, To add a new section to NAD H 10, Activities, section H 10 55, Stewardship and Offering Education, to read as follows:

H 10 55 Stewardship and Offering Education—The Department of Church Ministries encourages local churches and local conferences to actively educate church members concerning the joy of giving and the responsible management of their health, time, environment, and money. It works with responsible entities in clearly communicating to church membership the needs of the local and world church, as well as reporting to church members how their tithe and offerings are being utilized to further God's work.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92NI ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Leadership Development) -
POLICY ADDITION**

VOTED, To add a new section to NAD H 10, Activities, section H 10 60, Leadership Development, to read as follows:

H 10 60 Leadership Development—The Department of Church Ministries enables local church leaders to become more effective in their ministries, focus on the mission of the Church, identify the spiritual gifts God has poured out upon their congregation, and realize church growth. It works to achieve this goal through training events, planning tools, helpful information, resource materials, and consultant services.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nm ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Disaster Relief) -
POLICY AMENDMENT**

VOTED, To amend NAD H 10 40, Disaster Relief, to read as follows:

H-10-40 H 10 65 Disaster Relief—It is the policy of the Seventh-day Adventist Church in the North American Division to respond to the needs of people in time of disaster through the volunteer network organized by Adventist Community Services. In response to the command of Jesus Christ to feed the hungry, shelter the homeless, clothe the naked, help the poor, heal the sick, and comfort the widow and orphan, Seventh-day Adventists in North America cooperate in the Adventist Disaster Service program in Bermuda, Canada, and the United States, giving their time, talents, money, and goods to serve the victims of disaster in cooperation with the appropriate government and other voluntary agencies.

1. **Services to Be Provided**—In the event of a disaster, the Adventist Disaster Service shall provide the following services to the victims, their families, and others in need:

a. **Distribution Centers**—Services include collecting, processing, and distributing of clothing, bedding, groceries, and household and personal items. An immediate supply of prearranged materials should be ready for distribution within 24 hours of the disaster.

b. **Visitation of Victims and Their Families in Order to Minister to Their Emotional and Spiritual Needs**—This includes a drop-in or incidental listening-post-program at the site of the disaster, as well as an organized process of systematic contact at temporary shelters and door-to-door visits in the community around the disaster site or where disaster victims have been relocated. Volunteers who have had training in listening skills shall be used and, where a need for counseling or therapy arises, referrals to designated professionals shall be made. This service shall provide for a minimum of two contacts with each victim household, an initial visit at the time of the disaster, and a follow-up contact 30 to 90 days later.

c. **Mass Feeding Activities**—This includes preparation and distribution of sack lunches or hot meals and the operation of temporary soup kitchens and mobile kitchens. These activities in some cases may be done in cooperation with other agencies.

d. **Temporary Child Care**—This includes the operation of emergency child-care centers with the Cooperative Disaster Child-Care Program.

e. **Personnel**—This includes providing personnel to assist with clean up, repair efforts, medical services, information to staff, and social work activities.

2. **Spiritual Emphasis**—A strong spiritual emphasis is to pervade the disaster relief program of the Seventh-day Adventist Church. In order to facilitate this spiritual emphasis:

a. The North American Division Church Ministries Department shall provide resource materials for a theology of disaster.

b. Prayer response shall be part of each Adventist Disaster Service project. Conference disaster coordinators shall have the responsibility of organizing a prayer network in each local conference which can be activated at the time of a disaster. Division and union Church Ministries Department directors, in counsel with their administration, shall make decisions as to when a wider network of prayer is needed in a major disaster, and when special days of prayer and fasting in churches across the division need to be arranged.

c. Resources for church pastors outlining how they can function as chaplains during disaster projects shall be developed as a joint effort between the North American Division Church Ministries Department and the North American Division Ministerial Association. Sermon and worship material suitable for community liturgies at the time of a disaster and devotional materials suitable for disaster personnel shall be included.

d. Disaster volunteers shall be encouraged to take the Friendship Evangelism Seminar in order to develop listening and sharing skills which will aid them in engaging in appropriate personal witnessing to the victims of disaster, their families, and disaster personnel.

e. Spiritual counseling shall be offered in each Adventist Disaster Service project. A specific role for pastors and lay Bible ministers shall be established as part of the organization of the program.

f. Suitable literature shall be prepared for use at the time and location of a disaster, including an adaptation of the Power to Cope Bible lessons specifically designed for use in connection with a disaster. Local conferences should maintain a supply of this literature to be made available for use in each disaster service project.

3. Organization—The local conference departmental staff shall maintain an adequate level of readiness. In the event of a disaster it will be necessary to recruit a much larger network of volunteers than the Community Services Centers or Federations provide. Because of the great need:

a. Adventist Disaster Service shall be developed as a separate program from the Community Services Centers. Although the programs may sometimes include some of the same people, these programs should not depend on the same core group. The Adventist Disaster Service and Adventist Community Services Centers shall be encouraged to have a separate identity. Each local conference shall decide the role of its Federations.

b. Each local conference shall designate a disaster coordinator. The coordinator shall qualify within one year, at the appropriate level of training, for the designated task as determined in the Adventist Disaster Service training system. The disaster coordinator may be a conference departmental employee, a pastor, or a lay church member. This function shall be considered a volunteer assignment. The local conference shall cover the cost of communication, travel, incidental materials, and supplies associated with the assignment of the disaster coordinator from Ingathering Reversion funds.

c. Each local conference shall establish one or more Disaster Response Committees depending on the size, location, and population covered by the local conference. The Disaster Response Committee shall be a lay project under the supervision of the local conference Church Ministries Department. Volunteers shall supplement the limited time available for this project by the departmental staff. This committee, under the leadership of its chairperson and secretary, shall meet two or three times a year to develop and update a Disaster Preparedness Plan, sponsor training events, and recruit volunteers.

d. Where two or more local conferences share a portion of a major metropolitan area, it is recommended that the union conference Church Ministries Department coordinate a joint Disaster Response Committee in that metropolitan area.

e. The Disaster Response Committee shall sponsor Disaster Preparedness Days at local churches in strategic locations. These programs shall include personal stories by laypersons regarding their experiences with disasters and disaster service, community-building fellowship activities, and other features to create a vision for disaster ministry. The North American Division Church Ministries Department shall provide a video and program helps for a Disaster Preparedness Day.

f. The NAD North American Division Church Ministries Department shall publish a quarterly disaster bulletin. It will be supplied to the local conferences in a camera-ready format for distribution.

g. The union conference Church Ministries Department shall develop a computerized data base of volunteers in its area. This data base should be accessed in the event of a disaster. Emergency information will be shared with the local conferences in an electronic format.

4. Youth Emergency Service Program—The Church Ministries Department shall work with the Department of Education and appropriate school administrators to organize a student disaster volunteer program entitled Youth Emergency Service (YES). It shall be organized on each Seventh-day Adventist college and academy campus in the North American Division as follows:

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a. The basic purpose of YES is to provide 10 to 25 students to each Adventist Disaster Service project within a 500-mile area of the campus for up to five days. This help shall be requested by the local conference disaster coordinator, the assigned disaster consultant, or the union or NAD North American Division Church Ministries Department Director.

b. In order to recruit and train students for disaster service, as well as maintaining a degree of readiness, YES shall be organized on each campus as a club. A faculty sponsor shall be assigned and students who wish to participate will sign up. Officers shall be elected by the students.

c. The local conference or union conference shall appoint a qualified representative from the local Adventist Community Services to be the off-campus adult advisor to the club.

d. At the beginning of each school year the faculty advisor and Adventist Community Services representative shall meet to plan activities for the year.

e. To launch the YES Program on each campus, initial projects that will involve a large number of students shall be planned. A project might be finding a widow or elderly couple with a house in need of paint and repair, which would require a day to paint, clean, and do the necessary repairs. The Adventist Community Services representative can assess local needs and assist in finding a suitable project. This may be done in conjunction with a Week of Prayer, which has a service theme or a Community Service Emphasis Sabbath. This work-day schedule would be the climax of the week or weekend.

f. A debriefing meeting of a YES Club shall be held within ten days after completing the special project. All those interested in joining the program shall be encouraged to attend. The agenda shall include an evaluation of the project completed, affirmation to all who participated, information regarding the purpose and function of YES, the expectations of members, and the future plans for the regular weekly or monthly meetings of the club. At the end of the meeting, applications should be distributed.

g. The YES Club shall be included in the regular weekly or monthly schedule of campus club meetings.

h. The YES Club shall have a written disaster plan on file with the school administration and conference disaster coordinator. It shall include the following:

- 1) Chain of command
- 2) Backup personnel for emergency contact
- 3) Method for determining who will go on each project

- 4) List of equipment and vehicles needed
- 5) Available faculty
- 6) How logistics will be coordinated with the school cafeteria, etc.

i. The NAD North American Division Church Ministries Department shall make available to YES Clubs a T-shirt and/or a sweatshirt imprinted with the YES title and Adventist Disaster Service logo which should be worn by students who are members of YES. The name of the school could be included. These are especially designed for use at a disaster site and should be provided at a reasonable cost.

5. Training System—A training system shall be developed to prepare leaders and skilled volunteers for disaster response as follows:

a. The NAD North American Division Church Ministries Department shall develop a multi-step training ~~curriculum~~, curriculum, which integrates core modules written by ~~Adventists~~ Seventh-day Adventists on technical subjects borrowed from the Red Cross and other generally recognized sources. Completion of each training step shall qualify a person for a specific role in disaster response. Each person shall be given an identification emblem as indicated in the outline below:

Step 1. Introduction to Disaster Service—This two-hour module is designed to give an overview of the purpose, organization, and function of the Adventist Disaster Service program. This includes types of disasters, services rendered, fundamental principles for involvement, supplies and equipment needed, training instruction, response procedures, chain of command, names and functions of cooperating agencies, and sources of supplies and funding. Upon completion of this module an individual will be qualified to serve as a general volunteer. Emblem: Adventist Disaster Service cloth patch.

Step 2. Option A—Emergency Clothing and Bedding Operations—This six-hour module is designed to teach the basic procedures for establishing a temporary disaster service center and/or utilizing disaster mobile units to distribute clothing, bedding, personal items, and groceries; and to receive, sort, dispense, and dispose of the in-kind gifts from the general public at a disaster site. Upon completion of this module, an individual will be qualified to help set up and operate a temporary distribution center. Emblem: Photo ID badge.

Option B—Emergency Feeding Operations—This six-hour module is designed to teach the basic procedures for making and distributing sack lunches or hot meals to both victims and disaster personnel. Upon completion of this workshop an individual will be qualified to help set up and operate an emergency feeding operation. Emblem: Photo ID badge.

Option C—Emergency Visitation Operations—This six-hour module is designed to teach the basic principles and procedures of ministering to the emotional and spiritual needs of the victims of a disaster. Upon completion of this module an individual will be qualified to help set up and conduct a drop-in listening center and/or visitation program. Emblem: Photo ID badge.

Option D—Disaster Child Care—This seminar is designed by the Cooperative Disaster Child-Care Program. Upon completion of this workshop, an individual will be qualified to assist in the operation of temporary day-care facilities for children of disaster victims. Emblem: Photo ID badge.

Step 3. Disaster Preparedness—A minimum of ten hours of instruction is given in the necessary procedures for planning, organizing, and developing internal and interagency communications in advance of a disaster. Upon completion of this module, an individual will be qualified to serve as a disaster coordinator at the local church or Federation level. Emblem: Men's or women's cap with an Adventist Disaster Service cloth patch.

Step 4. Supervisor/Specialist Skills—Completion of 20 to 30 hours of training in specialized skills is given such as the Red Cross course for Shelter Managers or Mobile Kitchen Supervisors, First Aid and Rescue training, listening lab, etc. Upon completion of this workshop, an individual will be qualified to supervise a particular service function in a disaster project. Emblem: Jacket or windbreaker imprinted with an Adventist Disaster Service logo.

Step 5. Disaster Leadership—This six-hour module is designed to qualify a person to serve as a state or conference disaster coordinator. Topics such as identifying and developing resources, networking strategies, government relationships, protocol with Red Cross and other voluntary agencies, needs assessment, disaster information systems, denominational policies, recruitment, and supervision of volunteers are included. Upon completion of this workshop, an individual will be qualified to teach Step 1 of the curriculum. Emblem: Blazer pocket badge and magnetic vehicle ID emblem.

b. The NAD North American Division Church Ministries Department shall provide a series of training videos relating to Steps 1, 2, and 3 of the curriculum as well as publish and distribute instructor's guides for all levels of the curriculum. These shall be distributed through the North American Division Distribution Center.

c. The union conference Church Ministries Department shall train instructors to staff the curriculum being offered in its territory for conference departmental personnel, pastors, and church members. A training event shall be provided to train instructors for Steps 1, 2, and 3 at least once during the quinquennium for each union

conference. Union conferences may choose to provide these training sessions in conjunction with neighboring unions or at more than one location within its territory, utilizing the most cost effective logistics available for its constituency.

d. The union conference Church Ministries Department shall work together with the NAD North American Division Church Ministries Department to conduct an annual Disaster Leadership Development Satellite Teleconference. These directors shall encourage participation by appropriate volunteer and departmental personnel from the local conferences at interagency training events such as the National Voluntary Organizations Active in Disaster (NVOAD) Regional Seminars in the United States.

e. Local conferences shall provide training for interested church members as follows:

Step 1—_x At least twice a year.

Step 2—_x At least one option a year so that the full range of four options is offered every 4 years.

Step 3—_x A least once every two or three years.

f. Local conferences shall conduct debriefings with key personnel involved following each disaster relief project. A written evaluation shall be filed with the union conference Church Ministries Department within 90 days following involvement in a disaster relief project.

6. Communications—The NAD North American Division Church Ministries Department shall maintain an up-to-date electronic communication system for Adventist disaster response in North America. It shall include the following elements:

a. A centralized information system shall be based in the NAD North American Division Church Ministries office. It shall be linked directly to the local conference disaster coordinators with a collateral system to the union conference Church Ministries offices. In the narrow area of disaster response, the union conferences have given the NAD North American Division Church Ministries staff direct access to the local conferences outside of the regular channels of denominational procedures and communications.

b. Needs assessment data which can be obtained through the computerized network of cooperating disaster agencies and Adventist disaster response will be based on the

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pooled needs assessment data of the cooperating agencies. The Adventist Disaster Service Program shall establish guidelines for graded levels of response based on the needs assessment received.

c. Disaster announcements will normally be transmitted by ~~E-mail~~ E-Mail, FAX, direct computer linkages, and telephone conversations. The NAD North American Division Church Ministries Department shall also develop arrangements with the Adventist HAM radio network to provide an additional back-up system for communication.

7. Disaster Consultants—There is a need to provide highly skilled consultants to local conferences and churches at the time of a disaster. The field of disaster relief is becoming increasingly complex and sophisticated, and it is unrealistic for each local conference to be expected to keep one of its departmental staff fully trained and proficient as a disaster consultant. At considerably less cost, a consultant specialist can travel immediately to the scene and provide expertise when needed. The NAD North American Division Church Ministries Department shall organize a network of disaster consultants, utilizing departmental personnel, pastors, and laity from across the NAD North American Division who are specialists in disaster relief as follows:

a. The consultants shall be volunteers. NAD North American Division shall pay for their travel to a disaster from the Disaster and Famine Relief Offering Fund. No volunteer shall be asked to serve more than once a year, and each period of service shall be five to ten days in length. Denominational and nondenominational employers will be asked to release their employees with continued remuneration as is customary in most commercial organizations.

b. Each consultant shall be asked to attend one training event a year in order to maintain a high degree of skill and up-to-date knowledge in the disaster relief field. One year this shall be a meeting of consultants conducted by the NAD North American Division Church Ministries department in conjunction with the National Disaster Response Committee's consultant training event. During alternate years each consultant will choose the event he/she wishes to attend. NAD North American Division Church Ministries Department shall be responsible for the cost of this annual training and travel expense which shall be paid from the Disaster and Famine Relief Offering Fund.

c. The consultant's roll shall be determined by each local conference in each disaster project. At the time a disaster is declared, the NAD North American Division Church Ministries Coordinator shall contact the local conference disaster coordinator and offer the availability of a consultant. At that time the conference disaster coordinator together with his/her administration shall determine if they wish a consultant to assist.

d. Each union conference shall establish a list of trained volunteers which may be accessed by the local conference disaster coordinators, union conference Church Ministries staff, and the NAD North American Division Church Ministries coordinator.

8. Equipment and Supplies—Mobile units fully equipped with an initial supply of materials to distribute to victims, identification work clothing for volunteers, communication equipment, first-aid gear, and the signs and office supplies necessary to organize service facilities in the field shall be provided. Because of the high capital expense involved and low usage at the local conference level, these mobile units shall be maintained at the union conference. It is recommended that they be rented as needed rather than being denominationally owned. The equipment, supplies, and personnel shall be as follows:

a. Each union conference shall arrange for at least one disaster base to be established in its territory and maintained at an acceptable level of readiness. The base shall include full identification markings and basic field equipment for 50 volunteers; full sets of clothing, blankets, and personal kits for at least 250 disaster victims including a storage facility ~~adequate~~ adequate to supply and make operational a vehicle and its contents.

b. The base and its equipment shall be made available to a cluster of local conferences or the entire union territory.

c. The base may be funded by the union conference or by a local conference. A subsidy will be granted equivalent to the extent that the base is used by other local conferences. Local conferences served by a particular base may use a portion of their Ingathering Reversion funds to underwrite the operation of the base.

9. Funding—The Adventist Disaster Service program shall be funded from Ingathering Reversion funds, the annual Disaster and Famine Relief Offering, and designated gifts. Each local conference that receives a mini-grant for a disaster project shall match it from its Disaster Reserve Fund. The local conference disaster coordinator shall have authority to spend these funds immediately. Designated gifts to local union conferences and the division shall be placed in special accounts for specific disaster projects. These funds shall be utilized as follows:

a. To underwrite the cost of providing disaster relief services. (They are not to be contributed to other disaster agencies.) Acceptable expenditures include travel expense of disaster personnel, operating costs of mobile units, purchase of supplies that cannot be obtained through in-kind donations, necessary equipment, and materials necessary to recruit, train, and organize volunteers.

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b. To provide a mini-grant from the ~~NAD~~ North American Division Church Ministries disaster office (NAD-ADRA) as seed money for each Adventist Disaster Service project at the time a disaster is announced. The mini-grants shall be disbursed as follows:

\$1,000	Minimum grant
\$2,500	For a declared, national disaster
\$5,000	In consultation with NAD administration

c. To provide the travel expense for the disaster consultant assigned to the project.

10. Accounting Procedures—A financial statement shall be attached to the evaluation report of each disaster project. Unused portions of local conference disaster mini-grants shall be deducted from the following year's Ingathering Reversion funds and returned to the NAD-ADRA disaster fund.

11. Relationships With Cooperating Agencies—~~NAD~~ The North American Division administration and Church Ministries Department shall maintain and update written agreements with the American Red Cross, the United States Federal Emergency Management Agency (FEMA), and the National Voluntary Organizations Active in Disaster (NVOAD). From time to time similar written agreements shall be developed with appropriate agencies in Bermuda and Canada.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nn YOUTH-DEPARTMENTAL POLICIES—
POLICY DELETION**

VOTED, To delete NAD J, Youth—Departmental Policies, which will be revised and renumbered in NAD H.

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**598-92No ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Teen and Young Adult
Ministries) - POLICY ADDITION**

VOTED, To add a new section to H 10, Activities, section H 10 70, Teen and Young Adult Ministries, to read as follows:

H 10 70 Teen and Young Adult Ministries—The Department of Church Ministries works for and through youth ages 16 to 30 inclusive. Its purpose is to help them develop to their full potential physically, mentally, spiritually, and socially. To reach this objective the department is responsible for developing resource materials and providing support services for a strong youth program. This includes Youth Ministry Training Courses and seminars, witnessing activities, volunteer service programs, devotional, social, and education plans. The department also provides support services to academy and college campus chaplains.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Np ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (The Adventist Youth
Council) - POLICY ADDITION**

VOTED, To add a new section to H 10, Activities, section H 10 75, The Adventist Youth Council, to read as follows:

H 10 75 The Adventist Youth Council—The Adventist Youth Council is the local church youth organization. It has three major objectives:

1. To work for the salvation of young people within the Seventh-day Adventist Church, helping them to grow spiritually, physically, mentally, and socially.
2. To provide fellowship for Seventh-day Adventist youth and to organize them to work for the salvation of other young people who are not of our faith.
3. To train Seventh-day Adventist youth for leadership roles within the church and harness their energies for involvement in all branches of church activities.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nq ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Adventist Youth
Task Force) - POLICY ADDITION**

VOTED, To add a new section to H 10, Activities, section H 10 80, Adventist Youth Task Force, to read as follows:

H 10 80 Adventist Youth Task Force—Adventist Youth Task Force (AY Task Force)

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H 10 80 Adventist Youth Task Force—Adventist Youth Task Force (AY Task Force) is a volunteer service program in which a youth (16 to 31) called a "Task Force Volunteer" may serve from a minimum of 12 weeks to a maximum of 15 months in specified projects to answer service opportunities in local churches, institutions, conferences, or ASI organizations which qualify for AY Task Force assistance.

The Department of Church Ministries sponsors the Adventist Youth Task Force program in the North American Division and works directly with local conference AY Task Force Committees and the Seventh-day Adventist senior colleges and universities in receiving, listing, and processing calls.

The local conference AY Task Force Committee administers the program within the local conference. It receives, screens and compiles a list of service opportunities from local churches, institutions, and Adventist Laymen's Service and Industries (ASI) organizations in the conference. It also works with the Seventh-day Adventist colleges and universities in matching and assigning Task Force Volunteers to service opportunities.

The campus AY Task Force Committee, formed on the campus of each Seventh-day Adventist college and university, works with the local conference Task Force Committee in recruiting, screening, and placing applicants for service opportunities which it receives in the call bulletin from the division AY Task Force Committee.

The financial policy of the AY Task Force program shall be as follows:

1. The AY Task Force Volunteer shall be responsible for round-trip transportation from his/her home to the place of service.
2. The local church or institution receiving the services of the AY Task Force Volunteer shall provide board, room, and authorized local transportation expenses. Where a AY Task Force Volunteer is required to use his own automobile for transportation, and since no automobile depreciation is allowed, a monthly mileage budget shall be established as agreed upon by the volunteer and the calling organization.
3. The AY Task Force Volunteer shall be provided with a stipend of up to \$15 per week.
4. The local conference organization administering the program to which the AY Task Force Volunteer is assigned shall provide, where applicable, the following insurance coverage: hospitalization, personal accident, personal effects floater, and workers' compensation.

5. When an automobile or other vehicle is driven by a AY Task Force Volunteer in fulfillment of his service assignment, the vehicle shall be insured in harmony with the General Conference policy. When there is any difference between existing coverage and General Conference requirements, the expense shall be met by the conference, church, or institution to which the AY Task Force Volunteer is assigned. The AY Task Force Volunteer who is 21 years of age or older (parent or legal guardian if under 21) shall sign a release of liability absolving the denomination from any liability arising from any loss, injury, disability, or damage sustained while serving in the program.

6. When the organization is an ASI member the AY Task Force Volunteer shall be covered with insurance or workers' compensation similar to that provided by the conference for other AY Task Force Volunteers. The cost of such shall be cared for by the ASI member.

7. The local conference/church/institution/ASI organization administering the program to which the AY Task Force Volunteer is assigned shall furnish the AY Task Force Volunteer with a written description of the financial arrangements designating responsibility for funding the following:

- a. Round-trip transportation
- b. Stipend
- c. Board and room
- d. Local transportation expense
- e. Insurance
- f. Automobile insurance

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Nr ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Children's Ministries) -
POLICY ADDITION**

VOTED, To add a new section to H 10, Activities, section H 10 85, Children's Ministries, to read as follows:

H 10 85 Children's Ministries—The Department of Church Ministries encourages local churches to meet the needs of the children in church-related homes and in the surrounding community through activities such as the Sabbath School divisions for children, Vacation Bible Schools, Neighborhood Bible Clubs, Adventurer Clubs, Pathfinder Clubs, and other programs. The goal of all these programs is to bring boys and girls to know Jesus

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Christ, accept Him as their Savior, grow into the fullness of His stature, and know His will for their lives. A full range of curriculum resources and other materials are provided under the coordination of the department.

NADOUP/NADUn&GCO92YE/92YE to HWB

**598-92Ns ACTIVITIES (CHURCH MINISTRIES—
DEPARTMENTAL POLICIES) (Camping Ministries) -
POLICY ADDITION**

VOTED, To add a new section to H 10, Activities, section H 10 90, Camping Ministries, to read as follows:

H 10 90 Camping Ministries—The Department of Church Ministries provides support services to local conferences that operate camp facilities and outdoor ministries for children and youth ministries. These camping ministries have the goal of bringing children and youth to Christ, helping them to learn an appreciation for His creation, and develop skills for missionary service and environmental stewardship.

TREn/GC&NADUnTre92YE/Fin92YE/92YE to GHC

601-92N ADVENTIST REVIEW - NAD EDITION

VOTED, 1. To continue the North American Division edition of the Adventist Review for 1993 by providing \$320,000, as follows:

\$160,000	from the General Conference
<u>160,000</u>	from the North American Division

Total	<u>\$320,000</u>
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2. To request that study be given to provide funds in the 1994 North American Division Budget to make available a quarterly Adventist Review in the French language.

NADO/NADOUP/NADUn&GCO92YE/Fin92YE/92YE to RLD

**566-92N DEVELOPMENT AND MARKETING OF RESOURCE
MATERIALS FOR LOCAL CHURCHES**

The local churches in the North American Division look to the denomination to provide resource materials for local leaders and programs. A major responsibility of the division staff is the publication and distribution of these materials.

Since 1979 a North American Division committee has given interdepartmental oversight to this important function. First the "Tools Subcommittee" of the Faith Action Advance Committee; later the Caring Church Committee; and more recently the Materials Development and Marketing Executive Committee (M&MEx). These committees have presided over the production of hundreds of items and developed a wide partnership with the publishing houses, union conference staffs, and independent producers.

No funding provision has ever been made for this important function. With the reduction of departmental budgets, the separation of the North American Division from the General Conference funding sources, and increasing costs, financing for the development of resource materials has reached crisis proportions. In fact, North American Division expenditures for development of resource materials have in several recent years been less than that of one of the nine union conferences.

One alternative is for the North American Division to simply withdraw from this responsibility and allow private organizations to take over the development and distribution of resource materials. Because unity and focus on mission are vital to the strength of the Seventh-day Adventist Church, this would be an unwise option. It would not provide the strong leadership needed in the North American Division, although it would be the less costly approach.

In order to meet the current crisis in funding resource materials, the following strategic plan is presented.

VOTED, 1. To adopt the following "Strategic Plan for Development and Distribution of Resource Materials for Local Churches."

2. To request that the Materials Development and Marketing Executive Committee (M&MEx) to negotiate the interdepartmental and interorganizational arrangements as soon as possible.

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3. To direct the North American Division Administration to give study to funding for the new plan without making any reductions in the departmental special projects funds.

4. To direct the North American Division Committee for Administration (NADCOA) to prepare the necessary changes in terms of reference for the Materials and Development and Marketing Executive Committees (M&MEx) and its subcommittees.

Strategic Plan for Development and Distribution of Resource Materials for Local Churches

Assumptions

1. Because local churches and individual leaders must purchase the resource materials they use, the system is market-driven.

2. The North American Division and its institutions cannot afford to produce large quantities of resource materials that are not purchased by local churches and individual leaders. In 1989, the old Central Departmental Services (CDS) unit at the General Conference had \$800,000 of inventory, much of which it could not sell. The North American Division cannot afford for this kind of situation to occur again.

3. The market this plan serves is the 45,000 active members of church boards and other local leaders in the 4,600 local churches across the North American Division. This is a specialty market which is not the primary focus of the marketing departments of the publishing houses.

4. The church resources market, consistent with market realities in the larger society in North America, is a segmented market. It consists of many smaller micro-markets. For example:

3,100	pastors	3,000	Community Services leaders
10,000	elders	800	Pathfinder Club directors
4,000	SS superintendents	12,000	children's leaders
12,000	adult SS class teachers	500	family life coordinators
3,500	personal ministries leaders	300	prison ministry directors
2,000	stewardship leaders	1,500	youth ministry leaders
500	Women's Ministries leaders	2,000	Health-Temperance leaders

(Each of these can be further segmented by church size, ethnicity, urban/rural, white collar/blue collar, and regional issues that determine precisely what a local church is willing to purchase.)

5. Large-scale production technology and mass marketing techniques cannot be cost effective in this specialized cluster of micro-markets. It is possible to be profitable supplying these micro-markets, but only with the use of new marketing techniques developed in recent years by the computer software industry. These techniques have come about because of the "information age" which has revolutionized marketing, communications and training. They include:

- a. Targeted promotion and advertising
- b. Data base marketing
- c. 800 toll free access number
- d. High-tech/high-touch combinations
- e. Just-in-time inventory and manufacturing technology
- f. Research-driven product development
- g. Rapid product obsolescence
- h. A regular flow of new products
- i. Provision of support services with products
- j. Networking with specialists, researchers
- k. Networking among users

6. Market research and market tests conducted in the last three years have demonstrated that these new marketing techniques can be used effectively in serving the local churches and individual leaders in the North American Division.

7. A partnership is needed to combine the best abilities and contributions of the North American Division departmental staff, the union conference staffs, the publishing houses, the North American Division Distribution Center, free-lance producers, researchers at the Seventh-day Adventist universities, specialists in various ministries, and representatives from the field. This kind of network-based, noninstitutionalized organization is essential to provide the most flexible, cost effective response to changes in the market. The costs involved in permanent staff positions, institutional overhead, etc., introduce inefficient economics that make it difficult to serve fast-changing micro-markets and remain profitable.

8. Use of these information-age marketing approaches with partnerships among entities can enable the North American Division to provide the best possible resource materials for its local churches, pastors, and lay leaders while making the minimum leveraged investment necessary to insure unity, sound doctrine, and a basic strategy for church growth and mission. That is the goal of this strategic plan.

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North American Church Resources Consortium

The North American Church Resources Consortium (NACR) will be established as a partnership of the North American Division departments, the union conferences and other organizations. It is requested that the unions cooperate with the North American Division in funding this project on a matching basis (as funds are available). Ten percent of gross sales of all products financed by the fund will be returned to it.

The Materials Development and Marketing Executive Committee (M&MEx) would serve as the board of directors for the NACR. It would provide appropriations for new products based on needs assessments, market research, and screening by (M&MEx) subcommittees. The appropriations would be limited to the costs of creative services or prototype development. Inventory production costs would be paid for by the North American Division Distribution Center or one of the affiliated resource centers.

Inventory and Customer Services— North American Division Distribution Center

Although there will continue to be a role for a number of inventory and customer service entities, this strategic plan will build on the very successful operation already in place at the North American Division Distribution Center and make this the "one-stop shopping center" for local church leaders. The Distribution Center will fund the manufacturing and inventory acquisition costs of most products, although some will be funded by affiliated resource centers. The Distribution Center will participate in product development to insure the most cost effective manufacturing and packaging methods.

New products will be developed with a 40 percent retail price margin so that the Adventist Book Centers can distribute them. This retail margin will also be made available to affiliated resource centers for sales at their seminars, etc.

Marketing and Support Services— Product/Resource Centers

American industry today has realized that monolithic enterprises are doomed to failure in a very competitive, segmented market. They create small, flexible product development and marketing units. The North American Division would do the same by creating an (M&MEx) Subcommittee and one or more affiliated resource centers for each of the following market segments:

1. Stewardship
2. Public Evangelism

3. Outreach*
4. Lay Training*
5. Baby Boomer Ministries*
6. Women's Ministries*
7. Children's Ministries*
8. Health & Temperance
9. Youth Ministries*
10. Family Life Ministries
11. Community Services
12. Urban Ministries
13. Ministerial Association.

NOTE: Those categories marked with an asterisk (*) were voted as priorities for the 1991-95 period by (M&ME_x).

The "customers" for resource materials in local churches demand that these products be delivered as are all top-quality software products today—with support services. The customer expects telephone hotlines for questions to be answered, assistance in learning to use the resource materials, consultant services to help them install new programs in their local church, updated information from other users of the product, etc. Since this is being provided by interdenominational organizations such as Win Arn's Church Growth Institute, Seventh-day Adventists who do not receive this kind of service with the products they purchase will turn to non-Seventh-day Adventist providers.

North American Division cannot afford to fully fund the information, training, and support services that must be associated with these products. Affiliated resource centers can help to provide these support services because they are largely made up of networks of volunteers and field-based specialists. The affiliation arrangements will involve these trainers and consultants in product development so that they "own" the new products and will help sell them as well as service them. Word-of-mouth promotion, sales at seminar book tables, and telemarketing are some of the most powerful marketing tools available today, and the affiliated resource centers will mobilize these tools.

The resource centers will be funded by a mix of income from the 40 percent retail margin on items they sell, fees for training and consultant services they provide, contracts for research and creative services as needed on specific new products, as well as a strong element of volunteerism. They will be "free-standing" in the sense that they will not become the financial responsibility of the denomination or denominational institutions, while at the same time they will be "franchised" by the North American Division with their affiliation dependent on adherence to specific policies, standards, and strategic goals. Most resource centers will have not more than one or two paid employees, and will remain small, flexible,

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and market responsive. As market trends change they can be folded and new resource units created.

Each of the (M&MEx) subcommittees will be small and flexible, and able to function by teleconference. Each will provide oversight for a specific resource area and only one or two resource centers. They will spend quality time in brainstorming, research, and creative work on new product ideas. They will be required to develop careful proposals for the North American Church Resources Consortium (NACR) with needs assessment information, market research, and detailed analysis of production and marketing costs as well as projected sales and return on investment.

TREn/NAD&UnTre92YE/Fin92YE/92YE to GHC

**605-92N SPECIAL ASSISTANCE FUND - ALLOCATIONS
FOR 1993**

VOTED, To approve the following schedule for the Special Assistance Fund for Conferences for 1993:

	Assistance on Basis of Tithe <u>Per Capita</u>	Assistance On Basis of <u>Total Tithe</u>	<u>Special Assistance</u>	<u>Reduction By Policy Limitation</u>	<u>Total Assistance 1993</u>
ATLANTIC UNION					
Bermuda	0	0	40,000	0	40,000
Greater New York	0	0	75,000	0	75,000
@ New York	0	0	25,000 @ 30,000	0	55,000
Northeastern	118,693	0	0	0	118,693
Total	118,693	0	170,000	0	288,693
CANADIAN UNION					
Alberta	0	0	13,700	0	13,700
British Columbia	0	0	13,700	0	13,700
Manitoba-Saskatchewan	0	121,525	12,600	0	134,125
Maritime	0	233,713	0	0	233,711
Quebec	17,868	135,428	70,000	0	223,700
Newfoundland	0	369,340	0	0	369,340
Total	17,868	860,007	110,000	0	987,873

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	Assistance on Basis of Tithe <u>Per Capita</u>	Assistance On Basis of <u>Total Tithe</u>	Special <u>Assistance</u>	Reduction By Policy <u>Limitation</u>	Total Assistance <u>1993</u>
COLUMBIA UNION					
@ Allegheny East	23,259	0	16,670 @	(23,259) +	16,670
Allegheny West	228,181	0	8,330 @	0	236,511
Mountain View	0	162,834	0	0	162,834
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Total	251,440	162,834	25,000	(23,259)	416,015
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LAKE UNION					
Lake Region	631,512	0	0	(5,157) =	626,355
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MID-AMERICA					
Central States	300,403	31,966	0	0	332,369
@ Dakota	0	0	25,000 @	0	50,000
			25,000		
@ Minnesota	0	0	12,500 @	0	12,500
@ Rocky Mountain	3,232	0	70,000	(3,232) &	70,000
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Total	303,635	31,966	132,500	(3,232)	464,869
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NORTH PACIFIC UNION					
Alaska	0	112,884	180,000	0	292,884
@ Idaho	0	0	25,000 @	0	25,000
@ Montana	11,538	125,743	25,000 @	0	162,281
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Total	11,538	238,627	230,000	0	480,165
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PACIFIC UNION					
@ Arizona	79,732	0	0	0	79,732
@ Hawaii	0	0	25,000 @	0	175,000
			150,000		
Nevada-Utah	0	0	30,000	0	30,000
Southern California	190,793	0	0	0	190,793
Union Regional Ministries	0	0	461,591	0	461,591
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Total	270,524	0	666,591	0	937,116
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	Assistance on Basis of Tithe Per Capita	Assistance On Basis of Total Tithe	Special Assistance	Reduction By Policy Limitation	Total Assistance 1993
SOUTHERN UNION					
South Atlantic	1,089,028	0	0	(124,518) =	964,510
South Central	684,221	0	0	0	684,221
Southeastern	276,152	0	0	0	276,152
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Total	2,049,401	0	0	(124,518)	1,924,883
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SOUTHWESTERN UNION					
Oklahoma	23,296	0	0	0	23,296
Southwest Region	286,866	0	0	0	286,866
@ Texico	2,577	0	25,000@ 30,000	(2,577) &	55,000
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Total	312,739	0	55,000	(2,577)	365,162
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Grand Total	3,967,350	1,293,434	1,349,091	(158,743)	6,491,131
	=====	=====	=====	=====	=====

NOTES:

1. Minimum Annual Tithe: \$2,232,000 [1992 factor (\$1,705) divided by 1991 factor (\$1,675) = 101.7910% X \$2,184,000 rounded up to next amount divided by 12 in the thousands column.
2. Tithe Per Capita: \$570.00.
3. For 1993 local conferences and missions will contribute 1% of annual tithe receipts in excess of \$2,232,000.

SPECIAL ASSISTANCE:

- @ Academy assistance per qualifying formula.
S Special nonformula assistance.

LIMITATIONS:

- # 100% of total tithe for previous year if membership less than 1,000.
= 15% of tithe shortage if membership over 10,000.
+ No assistance if tithe in excess of \$4,464,000 unless tithe per capita is less than \$513.00.
& No assistance if assistance calculation result in less than \$5,000.00.
* Reported membership adjusted.

NADUn&GCTre/NADOUP/Fin92YE/92YE to GHC

**527-92N TRANSFER AND RETIREMENT GIFTS - GUIDELINES
AMENDMENT**

VOTED, To amend Transfer and Retirement Gifts - Guidelines (see NADCOM 86-237) to read as follows:

1. Employees who serve in conference offices and institutions and who transfer to another denominational organization, resign, or retire may be granted a farewell gift, calculated as a percentage of Category A rounded off to the nearest \$5, according to the following schedule of service in that organization:

<u>Remuneration Scale %</u>	<u>Amount % Per Year</u>	<u>Maximum Gift %</u>
154% <u>150%</u> and above	\$60 <u>6.0%</u> per year of service	\$240 <u>24%</u>
145 % to 153% <u>149%</u>	\$50 <u>4.5%</u> per year of service	\$200 <u>18%</u>
Below 145 %	\$35 <u>3.0%</u> per year of service	\$140 <u>12%</u>

2. Employees who receive a termination settlement are excluded from this provision.

3. This gift is taxable income.

RMS/NADUn&GCTre92YE/Fin92YE/92YE to HWB

**525-92N HEALTH CARE ASSISTANCE PLAN FOR EMPLOYEES
OF SEVENTH-DAY ADVENTIST ORGANIZATIONS OF
THE NORTH AMERICAN DIVISION - AMENDMENTS**

VOTED, To amend the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations of the North American Division, as presented.

NOTE: The document is being submitted separately in its entirety with additions and deletions noted in the following manner:

Recommended word additions are underlined thus: underlined thus.
Recommended word deletions are crossed out thus: ~~crossed-out~~.

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RMS/NADUn&GCTre92YE/Fin92YE/92YE to HWB

**526-92N HEALTH CARE ASSISTANCE PLAN FOR
PARTICIPANTS IN THE SEVENTH-DAY ADVENTIST
RETIREMENT PLAN OF THE NORTH AMERICAN
DIVISION - AMENDMENTS**

VOTED, To amend the Health Care Assistance Plan for Participants in the Seventh-day Adventist Retirement Plan of the North American Division, as presented.

NOTE: The document is being submitted separately in its entirety with additions and deletions noted in the following manner:

Recommended word additions are underlined thus: underlined thus.

Recommended word deletions are crossed out thus: ~~crossed-out~~.

NADUn&GCTre/NADOUP/Fin92YE/92YE to HWB

**513-92N MINISTERS FROM OTHER DENOMINATIONS
(Financial Support) - POLICY AMENDMENT**

VOTED, To amend NAD L 35, Ministers From Other Denominations, section L 35 25, Financial Support, paragraphs 3 and 4, to read as follows:

3. During attendance at the Seventh-day Adventist Theological Seminary at Andrews University:

a. Salary at 125-140 percent - No change

b. Tuition, matriculation, and library fees up to \$100 per quarter for textbooks and syllabi, travel expense to the Seminary, tuition assistance for dependent children, and health care assistance shall be the responsibility of the local conference. At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.

4. During attendance at NADEI:

a. Salary from 125-140 percent - No change

b. Tuition, basic materials, and travel expense to NADEI, tuition assistance for dependent children, and health care assistance shall be the responsibility of the

local conference. At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.

TRE/Fin92YE/92YE to HWB

**614-92N INVESTMENT POLICY BY DENOMINATIONAL
ENTITY - POLICY AMENDMENT**

VOTED, To amend NAD P 30 50, Investment Policy by Denominational Entity, paragraph 1, to read as follows:

P 30 50 Investment Policy by Denominational Entity—1. Provisions—No change

a. Division/Conference Operating Fund

1) Tithe Funds:

a) P 30 40

b) P 30 45 items ~~a. and c.~~ a., c., and f.

2) Nontithe Funds:

a) P 30 40

b) P 30 45 items a. - d., f., and h. - m. (NOTE: Item j. loans may be for operating and capital purposes.)

b. Association Operating Fund

1) P 30 40

2) P 30 45 items a. - d., f., and h. - m. (NOTE: Item J. loans may be for operating and capital purposes.)

c. Education Fund

1) P 30 40

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- 2) P 30 45 items a. - ~~d.~~ d., and f.
- d. Plant Fund -
 - 1) P 30 40
 - 2) P 30 45 items a. - f., k. l., and m.
 - 3) P 30 45 items g. and o. (AU and LLU only)
- e. Pooled Investment/Loan Fund - No change
- f. Endowment Fund - No change
- g. Charitable Gift Annuities - No change
- h. Agency Funds
 - 1) P 30 40 (Only nonfluctuating items may be used.)
 - 2) P 30 45 items b., c., d., f. j., and m.
 - 3) Funds may be pooled within the agency fund unless prohibited by the owner of such funds.
- i. Union Revolving Loan Fund (see P 20)
 - 1) P 30 40
 - 2) P 30 45 items c., f., and j. (NOTE: Item f. is limited to 40 25 percent of the total Loan Fund.)
- j. Union Revolving Loan Sinking Fund (see P 20) - No change
- k. General Conference and Union Conference Unitized Funds - No change
- l. Union Deposit Funds (including specialized unitized funds) - No change
- m. Retirement Fund - No change

n. Colleges and Universities Operating Funds

- 1) P 30 40
- 2) P 30 45 items a., c., f. h., and k.
- 3) P 30 45 items ~~e. to g.~~; e., g., and o., (AU and LLU) only

o. Academies Operating Funds

- 1) P 30 40
- 2) P 30 45 items a., c., f. k., and n.

p. Home Study International

- 1) P 30 40
- 2) P 30 45 items a. - c., f. h, and j. - m.

q. Media Center

- 1) P 30 40
- 2) P 30 45 items a. - c., f. h., and j. - m.

r. Christian Record

- 1) P 30 40
- 2) P 30 45 items a. - c., f. h., and j. - m.

s. Publishing Houses

- 1) P 30 40
- 2) P 30 45 items a. - c., e., f. h., and j. - m.

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- t. Adventist Book Center
 - 1) P 30 40
 - 2) P 30 45 items a. - c., f. h., k., and n.
- u. General Conference Money Fund - No change
- v. Retirement Homes - No change
- w. Health Care Institutions - No change
- x. Local Churches and Schools
 - 1) P 30 40
 - 2) P 30 45 items c., f. and n.
 - 3) Loans shall not be made to individual church members.
- y. Risk Management Services - No change
- z. Trustee Funds-Pre-1969 and Similar Irrevocable - No change
- aa. Trustee Funds-Unitrusts - No change
- bb. Trustee Funds-Annuity Trusts - No change
- cc. Trustee Funds-Revocable (Pre-1980 Trusts) - No change
- dd. Trustee Funds-Revocable (Post-1979 Trusts) - No change

TREn/NADUn&GCTre92YE/Fin92YE/92YE to HWB

**602-92Na SECURITIES FLUCTUATION FUND -
POLICY AMENDMENT**

VOTED, To amend P 30 90, Securities Fluctuation Fund, paragraph 2, to read as follows:

2. Excluded Investments—~~Short term investments subject to fluctuation purchased with stated maturities of 36 months or less from the date of purchase~~ Obligations of the Federal Government and Federal Agency issues are excluded from the provisions of this section (P 30 90), ~~provided the controlling committee records actions at the times of purchase that the items will be held to maturity.~~

NADUn&GCTre/NADOUP/Fin92YE/92YE to HWB

514-92N MASTER OF DIVINITY SCHOLARSHIPS (Additional Assistance) - POLICY AMENDMENT

VOTED, To amend NAD R 20, Master of Divinity Scholarships, section R 20 15, Additional Assistance, paragraph 3, to read as follows:

3. Health care expense assistance, tuition assistance for children, and survivor benefits as determined by NADCOM. At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.

NADUn&GCTre/NADOUP/Fin92YE/92YE to HWB

520-92N PRINCIPLES AND PROCEDURE IN TITHING (Paid to Local Church) - POLICY REVISION

VOTED, To revise NAD T 05, Principles and Procedure in Tithing, section T 05 20, Paid to Local Church, to read as follows:

T 05 20 Paid to Local Church—It is recognized that the local conference level of denominational organization is the “storehouse” to which all tithe should be sent and from which the gospel ministry is supported. For the convenience of church members, the tithe is turned in to the local conference through the local church where membership is held.

NADUn&GCTre/NADOUP/Fin92YE/92YE to HWB

521-92N HOUSING ASSISTANCE (General Provisions) - POLICY AMENDMENT

VOTED, To amend NAD X 20, Housing Assistance, section X 20 05, General Provisions, paragraph 2, to read as follows:

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2. Denominationally Owned Housing—~~Housing~~ It is recommended that housing provided by the denominational employer should be charged to the employee at current community rates or 30 percent of the employee's remuneration at the Category A rate, plus 100 percent of any cost-of-housing allowance that the employee may be receiving, whichever is less. Any variance to this recommendation is to be approved by the next higher organization. In the case of boarding academy personnel who are requested to live in school-owned houses or dormitory quarters as a condition of employment, the rate of rent charged shall be at least 75 percent of the community rate. This same rate will apply to conference and camp caretakers.

NADCOA/NADUn&GCTre/NADUn&GCO92YE/92YE to HWB

**556-92N UNION REVOLVING LOAN FUND -
POLICY AMENDMENT**

VOTED, To amend NAD P 20, Union Revolving Loan Fund, paragraph 2, to read as follows:

2. Principal Amounts—The principal amount of the revolving fund in a union shall be established by considering the tithe income in the union territory and the overall financial condition of the union and its local conferences. The initial principal amount of the fund, as well as succeeding issues, shall be specifically authorized by the union committee and approved by ~~NADCOM~~ the North American Division Committee for Administration (NADCOA).

PREn/NADCOA/NADUn&GCO92YE/92YE to HWB

557-92N SOLICITATION OF FUNDS - POLICY AMENDMENT

VOTED, To amend NAD P 40, Solicitation of Funds, to read as follows:

P 40 Solicitation of Funds

P 40 02 Denominational Funding—1. Mission of the Church - No change

2. Funding of Plans - No change

3. Direct Solicitation - No change

P 40 05 Solicitation by Organizations - No change

P 40 07 Solicitation by Individuals - No change

~~P 40 09 Contributed Funds—All funds contributed by our members for any cause, including authorized special projects, in response to appeals, shall be passed through the regular channels of the Church.~~

P 40 10 Unauthorized Presentations and Solicitations—1. Use of Pulpit - No change

2. Literature—Literature for solicitation - No change

3. Unauthorized Solicitation - No change

4. Regular Channels—All funds contributed by ~~our people~~ individuals in response to appeals for any cause, including authorized special projects, shall be passed through the regular channels of the Church.

5. Appropriation Adjustment - No change

P 40 15 Ingathering Method - No change

92YE to ACM

ADVENTIST COMMUNICATION NETWORK

A report was given on the proposed Adventist Communication Network, and it was

VOTED, To accept the plan outlined for the development of the Adventist Communication Network which reads as follows:

1. A plan be developed to make churches aware of economical means of securing video cassette recorders, televisions, and video projectors.

2. The Adventist Communication Network (ACN) be established in three phases. Each phase includes plans for hardware and for software:

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Phase One—a. Satellite reception capacity in North American Division (NAD) unions, conferences, and institutions (all churches invited to participate).

b. One hour of programming per month, broadcast at 8:30 a.m. the first Monday of the month.

c. Target for satellite installations is April 1993; Target for broadcast is April 1993.

Phase Two—a. Satellite reception capacity in North American Division large churches (all churches encouraged to participate).

b. Four hours of programming per month, including some regular outreach programming.

c. Target for satellite installations is April 1994; target for broadcast is April 1994.

Phase Three—a. Satellite reception capacity in all NAD churches.

b. Four hours of programming per month, including weekly news broadcast, and regular outreach and children/youth programming.

c. Target for satellite installations is April 1995; target for broadcast is April 1995.

3. International content be steadily increased in the regular programming as additional world divisions become participants in the ACN.

4. The 1995 General Conference Session be broadcast under the auspices of the Adventist Communication Network.

5. The ACN develop an identity as the official broadcast resource of the Church, with programming available to other entities on a tape delay basis.

6. Seminar and videoconferencing interactive capabilities be developed as opportunities and needs present themselves.

7. The ACN staff explore the resources commercially available for remote and regional uplinks and interactive videoconferencing, and provide assistance to NAD entities seeking to make use of these capacities.

8. As ACN develops, the NAD Education Department will explore the potential for distributing curricular material via ACN.

9. As ACN develops, the departments of the North American Division become actively involved in the development of programming appropriate to their respective areas of endeavor.

10. The Adventist Communication Network be headquartered in Silver Spring, Maryland, as a service of the North American Division.

11. Staff producers be assigned to manage the activities of the ACN, and these individuals be employees of the Adventist Media Center assigned permanently to the North American Division headquarters in Silver Spring, Maryland.

12. The Adventist Communication Network be under the direction of an administrative executive committee to be appointed by the North American Division administration and include these representatives:

McClure, Alfred C, Chair
Aufderhar, Glenn
Baptiste, Harold W
Brillhart, David
Crumley, George H
Houghton, Daniel
Judd, Wayne D
Tetz, Ray
Troy, Owen A

M&Ma/M&Me/NADOUP/NADUn&GCO92YE/CMn/92YE to HWB

558-92N MISSIONARY JOURNALS TO NEWLY BAPTIZED MEMBERS - GUIDELINES

There is a need to strengthen the assimilation of new members in order to cut down on the dropout rate and to increase membership support of traditional Seventh-day Adventist programs and institutions. The circulation of our missionary periodicals has, over all, decreased in recent years. Survey research indicates that almost all of the support for these journals come from members who joined the Church prior to 1960. The tens of thousands who have been baptized in the last two decades seem to be unaware of the existence of our missionary journals and the traditional Seventh-day Adventist expectation that they will

purchase copies to give away as well as gift subscriptions for nonmember friends, relatives, neighbors, and work associates. In order to address this need it was:

VOTED, To approve the document, Missionary Journals to Newly Baptized Members - Guidelines, which reads as follows:

1. Objectives—a. Supplement the basic new member assimilation tools which include the book, Welcome To The Family, a video by the same name, and a leader's guide for a seven-week small group or class. The lessons can also be used in the form of a correspondence course. The materials are available in English and Spanish.

b. Make new members aware of Adventist missionary journals and the potential of using these journals in their personal witnessing.

c. Encourage sharing of missionary literature during the crucial months immediately after baptism when new members have the greatest influence on their friends, relatives, neighbors and work associates who are not church members.

d. Build the constituency of direct support for sponsoring gift subscriptions to missionary journals.

e. Improve coordination between the publishing houses, Church Ministries Department at all levels, and the local church in the utilization of the evangelistic potential in missionary journals.

f. Increase the circulation of missionary journals.

2. Strategy—Within 90 days of their baptism, and after receiving the Welcome To The Family book and/or video, each new church member will receive a packet of samples of the missionary journals published for the North American Division, along with a letter of introduction and a brief video telling how to use missionary journals as a tool in their personal witnessing. Included in the packet will be an offering of a free, introductory subscription to one journal of their choice as well as the option of subscribing to additional journals at a reduced rate. Near the end of the introductory subscription, a letter asking for their evaluation and then a series of letters will be sent urging that they renew their subscription (at normal cost).

3. Implementation—a. The sample packets will be assembled and mailed at the North American Division Distribution Center. The publishing houses will provide sample copies of their missionary journals and underwrite that cost. The North American Division will cover the cost of the envelopes, cover letter and assembly. Local conferences will

submit names and cover the cost of postage for mailing to their newly baptized members. The introductory video will be an option for those conferences that choose to underwrite the additional cost of duplication and mailing. The cost of discounting special subscription offers will be underwritten by the publishing houses, as well as the cost of the promotional materials for these offers to be inserted in the sample packet.

b. Local conference Church Ministries Directors will have the responsibility of submitting to the North American Division Distribution Center the names and addresses of newly baptized members within 60 days of the baptism. The lists shall be organized so that packets go one to a household with the children in each Seventh-day Adventist household clearly indicated. A check for the postage cost must be enclosed with each list of names.

c. Local conferences that choose to have a free introductory subscription sent to their newly baptized members, must clearly indicate their willingness to share the cost of these introductory subscriptions on a release form at the time they submit names. The coupon with the free offer will be included only in those sample packets so indicated. The North American Division Distribution Center will code each coupon so that publishing houses will know which local conference to invoice.

d. When the publishing houses receive the free introductory subscription coupons, they will expedite response and invoice the local conference for one half of the actual cost of the introductory subscription. The introductory subscriptions will be for six issues, usually a half year.

e. The publishing houses will take responsibility for and cover the cost of the evaluation letter and renewal letters sent at the end of each introductory subscription.

f. The cost of the production of the introductory video will be divided equally between the marketing budgets of the participating missionary journals and the North American Division Church Ministries Department. The North American Division Church Ministries department will coordinate the production and oversee the production team.

4. Evaluation—The North American Division adult ministries coordinator will be responsible for conducting an evaluation of this program after two years operation and submit a report to the North American Division Officers and Union Presidents (NADOUP) and North American Division Year-end meeting. The evaluation will include data on participation, response rates, renewal rates, and the opinions of the publishing houses, local conferences, and new members who participated.

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This item will be placed on the agenda of a future North American Division Year-end meeting with the evaluation report and an affirmative vote for continuation of the program for a specified period of time will be recorded at that time, or the program will end and these guidelines will automatically terminate.

FOLLETT, PHILIP S—APPRECIATION

The attendees of the 1992 North American Division Committee Year-end Meeting expressed their deep appreciation to Philip S Follett for his years of dedicated service in the North American Division. During the 1992 Annual Council Follett was elected as a general vice president for the General Conference. His main responsibility will be management-education. He will work with the division leaders in identifying their most pressing concerns and then assembling a curriculum and teaching team unique to each situation.

During Follett's nearly 40 years of service in this division, he has served as president of three conferences and as president of the Atlantic Union. His love for and faith in God remain steadfast despite many trials and challenges. He has been a central figure among the union presidents and his insight and contributions will be sorely missed.

CMn/92YE to HWB-NADO

619-92N INGATHERING COMMISSION

There are continuing problems and tensions regarding trends in Ingathering, especially in the ratio between solicited and donated funds. There also seems to be much concern regarding the allocation and use of funds. Study should be given to appropriate statements and/or reorganization of this vital witnessing program. Therefore, it is

VOTED, To request the North American Division Officers to select appropriate personnel from across the division to study the needs of the Ingathering program and to make appropriate recommendations.

92YE to GHC

NORTH AMERICAN DIVISION BUDGET—1993

George H Crumley, North American Division Treasurer, presented the 1993 Budget.

VOTED, To approve the 1993 North American Division Budget as presented. (See pages 317 to 329 of these minutes.)

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget
SUMMARY

1992					1993				
		TITHE S-1XX	NONTITHE S-5XX	INGATHERING S-7XX	TOTAL	TITHE S-1XX	NONTITHE S-5XX	INGATHERING S-7XX	TOTAL
INCOME:									
	NAD Interest Income		260,291		260,291		140,000		140,000
	NAD Allocated Fund Bal	440,937	157,809		598,746				
	GC Appropriations	25,082,500	13,112,900	3,910,000	42,105,400	24,200,000	13,998,100	3,200,000	41,398,100
	GC Tithe Special Approp	1,021,800			1,021,800	2,142,000			2,142,000
	Special Assistance Fund					3,300,000			3,300,000
		26,545,237	13,531,000	3,910,000	43,986,237	29,642,000	14,138,100	3,200,000	46,980,100
TRANSFERS TO OTHER FUNCTIONS:									
Church Programs:									
S-X13	North America - Depts	1,082,762			1,082,762	1,152,907			1,152,907
S-X14	Programs - Alloc by NA	2,241,800	441,000		2,682,800	3,473,000	452,600		3,925,600
S-X15	Programs - Alloc by NA	10,080,000	180,000		10,260,000	10,868,441	180,000		11,048,441
		13,404,562	621,000		14,025,562	15,494,348	632,600		16,126,948
Educational Programs:									
S-X23	North America - Depts	507,904			507,904	540,491			540,491
S-X24	Programs - Alloc by NA		10,450,000		10,450,000		10,981,000		10,981,000
S-X25	Programs - Alloc by NA								
		507,904	10,450,000		10,957,904	540,491	10,981,000		11,521,491
Publishing Programs:									
S-X33	North American - Depts	115,358			115,358	122,751			122,751
S-X34	Programs - Alloc by NA								
S-X35	Programs - Alloc by NA	55,000			55,000	55,000			55,000
		170,358			170,358	177,751			177,751

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NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget
SUMMARY

		1992				1993			
		TITHE S-1XX	NONTITHE S-5XX	INGATHERING S-7XX	TOTAL	TITHE S-1XX	NONTITHE S-5XX	INGATHERING S-7XX	TOTAL
Summary - Continued									
Special Services Programs:									
S-X43	North American - Depts	943,355			943,355	1,028,847			1,028,847
S-X44	Programs - Alloc by NA	1,000,000		3,910,000	4,910,000	1,100,000		3,200,000	4,300,000
S-X45	Programs - Alloc by NA		170,000		170,000		162,500		162,500
		1,943,355	170,000	3,910,000	6,023,355	2,128,847	162,500	3,200,000	5,491,347
Other Programs:									
S-X54	Programs - Alloc by NA	6,300,000	650,000		6,950,000	6,600,000	702,000		7,302,000
S-X55	Programs - Alloc by NA	498,200	1,640,000		2,138,200	526,200	1,660,000		2,186,200
S-X61	Programs - Alloc by NA					20,000			20,000
		6,798,200	2,290,000		9,088,200	7,146,200	2,362,000		9,508,200
Admin Support Functions:									
S-X63	M America - Admin & Aud	3,340,858			3,340,858	3,630,303			3,630,303
S-X64	Functions - Alloc by NA	330,000			330,000	350,000			350,000
S-X65	Functions - Alloc by NA	50,000			50,000	174,060			174,060
		3,720,858			3,720,858	4,154,363			4,154,363
		26,545,237	13,531,000	3,910,000	43,986,237	29,642,000	14,138,100	3,200,000	46,980,100

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget

	Actual	1991	Budget	1992	Budget	1993
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UNALLOCATED TITHE INCOME:						
Schedule 113 Church Programs - North America - Depts:						
13165 CM Church Ministries	795,600		740,661		784,724	
13173 CM Childrens Ministries	60,146		25,000		26,500	
13430 MIN Ministerial Association	197,245		194,829		207,974	
13640 NADMM Multilingual Ministry	157,568		102,272		108,709	
13660 NADMM Jewish Work	50,121		20,000		25,000	
		1,260,680		1,082,762		1,152,907
		<hr/>		<hr/>		<hr/>
Schedule 114 Church Programs -						
14045 AR Adventist Review Subsidy	139,582		125,000		160,000	
14095 CM Sabbath School Offering Promotion	50,000		50,000		100,000	
14460 Tithe Specials	800,000		1,045,000		1,071,000	
14465 Tithe Specials - GC			1,021,800		2,142,000	
14490 MIN PREACH Program	75,000		0		0	
		1,064,582		2,241,800		3,473,000
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	Actual	1991	Budget	1992	Budget	1993
Schedule 115 Church Programs -						
15140 Asian Coordinator					22,000	
15005 ACM Camp Pastors & Servicemen's Centers	197,000		190,000		210,000	
15010 ACM Chaplains' Conference USA	15,752		20,000		20,000	
15030 AMC Ayer Hoy Manana	20,000		0		20,000	
15040 AIM Adventist Information Ministry	176,000		165,000		185,000	
15106 AMC Breathe of Life	185,000		175,000		180,000	
15105 AMC AMC Evangelistic Assoc			75,000		50,000	
15107 AMC It Is Written (Major Cable Networks)	185,000		175,000		180,000	
15190 Evangelism	175,000		175,000		200,000	
15460 Local Church Growth Fund	222,000		0		0	
15480 Media Outreach - Undesignated	50,149		50,000		50,000	
15492 Ministerial Scholarships	2,130,000		2,100,000		2,260,000	
15495 Ministers from Other Denominations	0		19,000		20,000	
15520 NADEI Evangelism Institute	464,000		465,000		485,000	
15530 NADWM NADWM Appropriation/Offering (See Exhibit A)	203,811		265,000		275,000	
15540 NADSP NAD Strategic Plan	381,400		0		210,441	
15630 PREACH	50,000		0		0	
15685 Research & Development	101,591		76,000		76,000	
		4,556,703		3,950,000		4,443,441
15780 Tithe Reversion for Evangelism						
Atlantic Union	556,044		576,800		620,000	
Canadian Union (C\$495,500)	361,634		378,200		396,400	
Columbia Union	743,700		771,200		795,400	
Lake Union	501,300		519,800		524,300	
Mid-America Union	382,900		397,200		408,600	
North Pacific Union	613,700		636,300		675,300	
Pacific Union	1,422,100		1,474,900		1,515,000	
Southern Union	958,600		994,300		1,081,400	
Southwestern Union	367,300		381,300		408,600	
		5,907,278		6,130,000		6,425,000
15830 University Campus Ministers			0		0	
		0		0		0
	<u>10,463,981</u>		<u>10,080,000</u>		<u>10,868,441</u>	

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	Actual	1991	Budget	1992	Budget	1993
Schedule 123 Educational Programs - No. America - Depts:						
23160 EDU Education Department	274,000		234,525		249,360	
23175 EDU Board of Higher Education	299,490		273,379		291,131	
23178 EDU Project Affirmation	46,128					
		619,618		507,904		540,491
Schedule 133 Publishing Programs - No. America - Depts:						
33615 PUB Publishing Department		121,500		115,358		122,751
Schedule 134 Publishing Programs -						
34750 Spanish Bible Commentary	50,000					
34755 Spanish Bible Dictionary	27,000					
		77,000				
Schedule 135 Publishing Programs -						
35180 EL CENTINELA	25,000		20,000		20,000	
35635 PUB Publishing Board	35,000		35,000		35,000	
		60,000		55,000		55,000

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		Actual	1991	Budget	1992	Budget	1993
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Schedule 143	Special Svcs Programs - No. America - Depts:						
43010	ACM Adventist Chaplaincy Ministries	204,735		152,175		143,712	
43025	ASI Adventist Laymen's Svcs & Industries	156,558		135,271		144,508	
43095	COM Communications Department	87,900		98,412		114,745	
43295	H&T Health & Temperance Department	139,913		114,101		129,354	
43575	NEI Narcotics Education, Inc.	0		50,000		50,000	
43600	OMR Office of Human Relations	134,400		129,508		139,995	
43655	PARL Public Affairs & Religious Liberty	80,693		8,533		9,000	
43700	PSI Philanthropic Services for Institutions	230,013		233,355		266,428	
43900	Retiree Liaison			22,000		31,105	
			<u>1,034,212</u>		<u>943,355</u>		<u>1,028,847</u>
 Schedule 144 Special Services Programs -							
44340	Ingathering Supplies		<u>1,026,572</u>		<u>1,000,000</u>		<u>1,100,000</u>
 Schedule 154 Other Programs -							
54745	Special Assistance Fund for Conf (See Exhibit B)	6,468,992		6,300,000		6,600,000	
54755	Special Projects - Undesignated	<u>175,000</u>		<u>0</u>		<u>0</u>	
			<u>6,643,992</u>		<u>6,300,000</u>		<u>6,600,000</u>
 Schedule 155 Other Programs -							
55030	Appropriations, Special	120,000		110,000		115,000	
55140	Donations						
	American Bible Society	81,400		75,000		78,000	
	American United	4,000		3,800		3,800	
	Canadian Bible Society	1,700		1,600		1,600	
	Nat'l Conf of Min to Armed Forces	810		1,800		1,800	
	RIAL/Annual Dues	1,000		1,000		1,000	
	Misc.	900					
55755	Special Projects Undesignated	<u>130,000</u>		<u>305,000</u>		<u>325,000</u>	
			<u>339,810</u>		<u>498,200</u>		<u>526,200</u>

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget

		Actual	1991	Budget	1992	Budget	1993
Schedule 163	Administrative Support Functions - NAD:						
61225	Monetary Exchange					20,000	
63035	AUD Auditing	1,988,832		1,800,000		1,953,000	
63520	NAADM NAD Administration	1,065,208		1,026,843		1,129,103	
63100	Depreciation			198,329		132,500	
63525	NAADM Office Women's Ministry	25,000		30,000		55,000	
63600	Plant			285,686		180,700	
71110	Working Capital					180,000	
			<u>3,079,040</u>		<u>3,340,858</u>		<u>3,650,303</u>
Schedule 164	Administrative Support Functions						
64055	Annual Council-NAD	17,587					
64570	OGC Legal Costs - Court Cases	<u>905,672</u>					
			<u>923,259</u>		<u>330,000</u>		<u>350,000</u>
Schedule 165	Administrative Support Functions						
64530	GC Session	1,343		10,000		20,000	
65520	NAD General Expense	8,102		30,000		30,000	
64550	Data Management Service	35,339				84,060	
64552	DMS Maintenance					20,000	
64560	NAD Year-end Meetings	<u>5,576</u>		<u>10,000</u>		<u>20,000</u>	
			<u>50,360</u>		<u>50,000</u>		<u>174,060</u>

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NAD Year-end Meeting

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget

		Actual	1991	Budget	1992	Budget	1993
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UNALLOCATED MONTITH INCOME							
Schedule 514	Church Programs						
14230	Mission Investment Funds						
	Pacific Union	58,010					
	Mid-America Union	58,010					
	North Pacific Union			58,000			
	Lake Union			58,000			
	Columbia Union					61,300	
	Southern Union					61,300	
14290	Hispanic Church Buildings	206,848		205,000		210,000	
14520	NAD Evangelism Inst - Rent Difference	125,000		120,000		120,000	
			447,868		441,000		452,600
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Schedule 515	Church Programs -						
15440	Large City Church Buildings		190,000		180,000		180,000
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Schedule 524	Education Programs -						
24195	EDU K-12 Reversion 2.35%:						
	Atlantic Union	871,100		903,300		971,300	
	Canadian Union (C\$776,250)	566,630		592,300		621,000	
	Columbia Union	1,165,100		1,207,700		1,246,100	
	Lake Union	785,300		814,100		821,300	
	Mid-America Union	599,900		622,100		640,100	
	North Pacific Union	961,400		996,500		1,057,800	
	Pacific Union	2,228,000		2,309,800		2,373,300	
	Southern Union	1,501,800		1,557,100		1,694,000	
	Southwestern Union	575,400		597,100		640,100	
	NAD K-12 Fund	591,000					
			9,845,630		9,600,000		10,065,000
24195	EDU K-12 Reversion 0.15% (See Exhibit C)				610,000		642,000
24291	Hispanic Scholarships		36,503		35,000		40,000
24750	Regional Scholarships		219,628		205,000		234,000
			10,101,761		10,450,000		10,981,000
<hr/>							

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget

	Actual	1991	Budget	1992	Budget	1993
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Schedule 525 Education Programs -						
25730 SDA Periodical Index		<u>35,000</u>		<u>0</u>		<u>0</u>
 Schedule 545 Special Programs -						
45100 COM Communication Internships	40,000		40,000		40,000	
45625 PSI ADV Academy Advancement	40,000		40,000		50,000	
45630 PSI Educ Inst Develop Fund	30,000		30,000		0	
45635 PSI Hospital Development Fund	50,000		0		0	
45638 PSI Other Projects			30,000		37,500	
45640 PSI Step-Up Program	<u>30,000</u>		<u>30,000</u>		<u>35,000</u>	
		<u>190,000</u>		<u>170,000</u>		<u>162,500</u>
 Schedule 554 Other Programs						
54685 Regional Capital Reversion Fund	<u>658,884</u>		<u>650,000</u>		<u>702,000</u>	
		<u>658,884</u>		<u>650,000</u>		<u>702,000</u>
 Schedule 555 Other Programs -						
55030 Appropriations, Special						
Atlantic Union:						
General	110,000		110,000		110,000	
Church Extension	50,000		50,000		50,000	
		<u>160,000</u>		<u>160,000*</u>		<u>160,000*</u>
Canadian Union						
Canadian Union College (C\$137,500)	108,103		110,000		110,000	
Church Extension (C\$ 62,500)	49,138		50,000		50,000	
		<u>157,241</u>		<u>160,000*</u>		<u>160,000*</u>

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NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget

	Actual	1991	Budget	1992	Budget	1993
Columbia Union:						
Columbia Union College	110,000		110,000		110,000	
Church Extension	50,000		50,000		50,000	
		160,000		160,000*		160,000*
Lake Union:						
General	110,000		110,000		110,000	
Church Extension	50,000		50,000		50,000	
		160,000		160,000*		160,000*
Mid-America Union:						
General	110,000		110,000		110,000	
Church Extension	50,000		50,000		50,000	
		160,000		160,000*		160,000*
North Pacific Union:						
General	100,000					
Walla Walla College	50,000		50,000		50,000	
General	60,000		60,000		60,000	
Church Extension	50,000		50,000		50,000	
		260,000		160,000*		160,000*
Pacific Union:						
General	110,000		110,000		110,000	
Church Extension	50,000		50,000		50,000	
		160,000		160,000*		160,000*

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget

	Actual	1991	Budget	1992	Budget	1993
Schedule 555 Other Programs - (Cont)						
Southern Union:						
Southern College	110,000		110,000		110,000	
Church Extension	50,000		50,000		50,000	
		160,000		160,000*		160,000*
Southwestern Union:						
General	100,000					
Southwestern Adventist College	40,000		40,000		40,000	
Union Office Bldg.	70,000		70,000		70,000	
Church Extension	50,000		50,000		50,000	
		260,000		160,000*		160,000*
		1,637,241		1,440,000		1,440,000

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1993 Appropriations Budget

	Actual	1991	Budget	1992	Budget	1993
Schedule 555 Other Programs - (Cont)						
55100 Contingencies						
AAA & BECA for PSI	1,775					
C L Barbeito, PhD & Assoc	5,791					
Computer Hardware	18,018					
Computer Software	4,221					
John Guy, NADEI	3,218					
"Keepers of the Flame" spanish/Portugese ed	7,392					
NAD Working Policy	3,449					
Operation Impact/PSI Calendar Approp	10,600					
R&H/Jack Calkins, Celebration Magazine	20,493					
Russell Burrill, NADEI	6,324					
SDA Ch in Canada/French Translation SS Qtrly	5,000					
South Pacific Div/Aboriginal Churches	8,000					
Wh Est/OnLine Ed Vol #3: Testimony Countdown III	5,000					
Williamsburg Church Project	12,500					
Youth Cabinet	1,966					
		113,747		200,000		220,000
		1,750,988		1,640,000		1,660,000

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1993 Appropriations Budget

		Actual	1991	Budget	1992	Budget	1993
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TRANSFERS TO OTHER FUNCTIONS							
Schedule 744 Special Service Programs							
44005	ADRA - Canada		254,586		290,000		
44341	Ingathering Reversion						
	Atlantic Union Conference	497,612		409,000		435,000	
	Canadian Union Conference (C\$303,750)	276,661		336,000		243,000	
	Columbia Union Conference	421,981		453,000		378,000	
	Lake Union Conference	326,306		339,000		294,000	
	Mid-America Union Conference	277,909		278,000		249,000	
	North Pacific Union Conference	187,143		185,000		168,000	
	Pacific Union Conference	406,202		419,000		369,000	
	Southern Union Conference	531,844		559,000		477,000	
	Southwestern Union Conference	440,270		442,000		387,000	
		<hr/>		<hr/>		<hr/>	
			3,365,928		3,420,000		3,000,000
44345	Inner City		200,000		200,000*		200,000*
		<hr/>		<hr/>		<hr/>	
			3,820,514		3,910,000		3,200,000
		<hr/>		<hr/>		<hr/>	

* The asterisk on the preceding pages indicates specific dollar amounts to be appropriated.
All other amounts are to be considered as provisions, based on percentages, formulas, or estimates.
Canadian items are calculated at the fixed rate of C\$1.25 to US\$1.00.

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PREn/NADOUP/NADUn&GCO92YE/92YE/AdHoc/92YE to RLD

**564-92N STATEMENT PERTAINING TO ISSUES BETWEEN THE
SEVENTH-DAY ADVENTIST CHURCH AND CERTAIN
PRIVATE ORGANIZATIONS**

VOTED, To endorse the following statement pertaining to issues between the Seventh-day Adventist Church and certain private organizations:

DIVINELY CALLED MOVEMENT

Seventh-day Adventists consider themselves a divinely called movement, raised up to proclaim the good news of Christ's second coming and to help to prepare the world for that glorious event. One of the 27 fundamental beliefs of the Seventh-day Adventist Church states:

"The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness."

—(Ministerial Association of the General Conference of Seventh-day Adventists, *Seventh-day Adventists Believe . . . A Biblical Exposition of 27 Fundamental Doctrines*, Hagerstown, Maryland: Review and Herald, 1988, p 152.)

As Seventh-day Adventists, we pursue our mission in general through an organized structure of churches, local conferences, union conferences, divisions, and the General Conference. Incorporated into these entities are various church-sponsored institutions and ministries dealing with such areas as education, publishing, health care, and broadcast media. In addition, however, a number of "private," "independent," "supporting," or "special" ministries have arisen from time to time whose stated purpose is to assist in fulfilling the mission of the Seventh-day Adventist Church but which function outside the regular church structure.

A BLESSING

Overall, the denomination has been richly blessed by private supporting ministries. They accomplish tasks that the organized Church cannot do because of financial and personnel limitations. Most of these have worked in harmony with the official organization,

usually having denominational leaders or lay members on their boards of directors. We are grateful to the committed men and women who give so unselfishly of their time and means to operate these private supporting ministries.

AT CROSS PURPOSES

In a few cases, however, private organizations have worked at cross-purposes with the denomination, have become destructively critical of the leadership of the Church, have undermined the confidence of members in the organized body of believers, and have drained away funds which could have been used in accomplishing the mission of the Church, thus crippling the evangelistic outreach of the Church. Such behavior presents a serious challenge to the spiritual health of the church body.

After much prayer, study, and repeated discussions with the leaders of Hope International, Hartland Institute, Prophecy Countdown, Steps to Life Church in Wichita, Kansas, and Rolling Hills congregation in Rolling Hills, Florida, it has become apparent to the Church that these private organizations have displayed an unwillingness to operate in harmony with denominational procedures and protocol. This has been evidenced by the materials they produce, verbal presentations, and indepth discussions with many denominational leaders over a long period of time.

In view of this situation the Seventh-day Adventist Church has a responsibility to make clear its relationship to these organizations. In 1980 the Church examined and then rejected the rising dissident views relative to the Sanctuary and to prophetic interpretation. Just as the Church continues to dissociate itself from the Good News Unlimited organization, so it must continue to express its grave concerns regarding groups or individuals who undermine either the doctrine or structure of the Church.

Following the model of Acts 15, church leaders must alert church members to dissidents who either cause dissension in the Church or who undermine the central beliefs of the Church. However, questions regarding individual church membership are processed by the local congregation and are not within the purview of levels of church governance other than the local church.

DIVISIVE ACTIVITIES

These groups identified above continue to exhibit a variety of divisive activities such as:

1. They accuse the Seventh-day Adventist Church of apostasy from the historic faith because the Church does not accept their theological positions as the only valid ones.

2. They accuse denominational leadership of collusion in apostasy because the leaders do not squelch teachings that the private organizations find offensive.

3. They accuse the ministry of introducing worldly, and even immoral practices into the Church and they accuse denominational leadership of approving of these practices.

4. They seek to set up a "church within the Church," which they perceive to be a true and purer remnant that will remain when the apostates (those who disagree with them) will be shaken out.

5. They accuse the Seventh-day Adventist Church of activities which may encourage loyal Seventh-day Adventist members to divert tithe to their private organizations rather than to the Church.

A CHURCH WITHIN THE CHURCH

It is now apparent to the Church that the above named private organizations are in effect establishing a church within the Seventh-day Adventist Church, which includes the following elements:

1. **Authoritative Leadership**—Supporters of Hope International/*Our Firm Foundation*, Prophecy Countdown, Hartland Institute, Steps to Life Church, Rolling Hills Church, or any other churches or groups associated with the above private organizations, or other private organizations promoting similar divisive concepts, look for spiritual guidance and doctrinal integrity to the leaders of these private organizations, rather than to their church pastors and denominational leaders. In this position these leaders pose a rival authority to elected and ordained church leadership.

2. **Organization of Local Congregations**—These private organizations have fostered the organizing of local congregations not associated with the local conferences. Examples are in Rolling Hills, Florida, and in Derby and Winfield, Kansas. In other cases followers of these private organizations have attempted to join existing congregations in large enough numbers to gain control of the local church.

3. **Camp Meetings**—These private organizations hold camp meetings, as well as other meetings, to which their followers are invited through the pages of their publications. These meetings often stand in competition with meetings conducted by the denomination.

4. **Ordination**—The Seventh-day Adventist Church has established certain qualifications for ordination to the gospel ministry (see *North American Division Working Policy* L 45). Among these is approval of the candidate for ordination by the local

conference and union conference committees. Recently, several of these private organizations have ordained ministers without such approval. This action clearly demonstrates an intention to operate a rival organization to the Seventh-day Adventist Church, a "church within the Church."

5. **Written Communications to the Churches**—Much of the New Testament consists of letters written to Christian congregations by duly appointed church leaders. Today Seventh-day Adventist leaders communicate with church membership via various publications, most notably the *Adventist Review* and union papers. *Our Firm Foundation*, the monthly journal published by Hope International, is to the followers of Hope International and Hartland Institute what the *Adventist Review* is to the members of the Seventh-day Adventist Church. It is their rallying point for announcements, theological teaching, and coherence of their organizations. Without this magazine few people in the world would have heard of these private organizations. Many who read *Our Firm Foundation* regularly, consider it their church paper. Every church must be held together by some method of communication. This paper is the glue for the Hope International, Hartland Institute "church within the Church."

The main thrust of the journal seems to be to win support from Seventh-day Adventists for the positions of Hope International and Hartland Institute. Thus the appeal: "We are asking our subscribers and supporters to take this special edition to every member of God's Church. The hour is late, but the Loud Cry cannot sound until every one has heard and understood God's special message for this hour." (Ron Spear, editorial, *Our Firm Foundation* 2, No 10, October 1987, p 6.)" The "church within the Church" concept is here made apparent.

6. **Baptism of Converts**—In the Seventh-day Adventist Church baptism is administered only to those converts who have demonstrated a walk with Christ and who are accepted into the membership of a local congregation. Recently leaders of these private organizations have supported baptizing individuals by their own organizations. Thus again the competitive or rival nature of the movement is demonstrated.

7. **Tithes and Offerings**—According to the Bible plan the Church is supported by tithes and offerings. When these private organizations seek or knowingly accept tithe for themselves, it thrusts at the heart of the individual Christian experience, for they are asking church members to switch loyalties away from God's plan to a rival plan. This decision creates division and a fundamental commitment as to where we will place our support, loyalty and influence. The diversion of tithe from God's storehouse to a private ministry is fundamental to the "church within the Church" concept.

ADMISSION OF THE CHURCH WITHIN THE CHURCH

Evidence has been presented in this statement as well as more fully in the book *Issues: The Seventh-day Adventist Church and Certain Private Ministries* (filed with the original minutes of this meeting in the North American Division Secretariat office, prepared under the authority of the North American Division Officers and Union Presidents, and available from the Adventist Book Centers) that Hope International, with support from certain other private organizations, has developed an atmosphere establishing a rival or competitive church within the Seventh-day Adventist Church. How does this private ministry respond to this charge? A recent article in *Our Firm Foundation* addressed the reason private organizations have arisen in the Church:

“The one main underlying reason is that some of us want to see the third angel’s message go forward. For years we have been stagnant. . . . One other reason these ministries have come into being is our present backsliding as a church, and issues involved with that backsliding. This sad state of affairs has caused an independent backlash. . . . Once again, Independent Ministries are a reaction to the direction in which the Church, as a whole, has been heading for the last forty years.” (Jeff Reich, “The Church and Special Independent] Ministries,” *Our Firm Foundation* 5, No. 3, March 1990, p 12, 13.)

“It is quite evident that there are now *two churches under one church name*. To try to keep both sides satisfied will eventually cause the downfall of the whole denominational structure, spiritually and physically.” (*Ibid*, p 14, Italics supplied.)

In a later issue another writer explains: “When I say *independent*, I mean independent from the control of the denomination.” (John Grosboll, “Has God Ordained Independent Self-Supporting Work?” *Our Firm Foundation* 7, No 2, 1992, p 8)

This is the heart of the problem of the Seventh-day Adventist Church with Hope International/*Our Firm Foundation*, Prophecy Countdown, Hartland Institute, Steps to Life Church, Rolling Hills Church, or any other churches or groups associated with the above private organizations, or other private organizations promoting similar divisive concepts. It is not the fact that these groups call attention to the sins and failures of the Church. No true Seventh-day Adventist—leader or laity—approves of the sins and failings that appear at times within the church body. The real problem is that these private organizations charge the Church with being in a state of apostasy because the Church does not accept their views on certain debatable theological positions. And the sins and failures of the Church are seen as issuing out of this condition as well.

The concern expressed by the Church regarding these private organizations as identified above and as more fully addressed in the supporting book *Issues: The Seventh-day Adventist Church and Certain Private Ministries* is that these interlocking private organizations have created in effect a church within the Seventh-day Adventist Church.

Therefore, the 1992 Year-end Meeting of the North American Division Committee of the General Conference of Seventh-day Adventists considers it necessary to take action calling the attention of all church members in the North American Division, or in any part of the world field affected by these private organizations, to the fact that materials or programs produced and fostered by Hope International/*Our Firm Foundation*, Prophecy Countdown, Hartland Institute, Steps to Life Church, Rolling Hills Church, or any other churches or groups associated with these private organizations, or other private organizations promoting similar divisive concepts should be recognized as materials and programs which potentially cause division rather than unity within the Church.

Because of the serious problems created by these aforementioned private organizations, we urge all members of the Seventh-day Adventist Church to recognize that these private organizations are not supporting the Seventh-day Adventist Church in proclaiming the gospel commission given to the Seventh-day Adventist Church by our Lord. We also endorse circulating the book, *Issues: The Seventh-day Adventist Church and Certain Private Ministries* in the North American Division, in order that all interested individuals may be able to clearly recognize the serious divisive problem caused by private organizations which attempt to establish a church within the Seventh-day Adventist Church.

SPIRIT OF THIS DOCUMENT

This document is not presented in a spirit of combat or hostility. The denomination holds no ill will toward either Hope International/*Our Firm Foundation*, Prophecy Countdown, Hartland Institute, Steps to Life Church, Rolling Hills Church, or any other churches or groups associated with the above private organizations, or other private organizations promoting similar divisive concepts. Church leadership would urge these private organizations to join with the Church in using their energy and influence to assist the Church in fulfilling its mission as most private ministries have done and are doing.

The Church speaks out through this document only because it senses a danger to the spiritual life of its members and to the resources needed to proclaim the gospel. If members lose confidence in the Church and its leaders, they may well become discouraged and abandon the gospel entirely—to their eternal loss. Thus the Church is weakened in its attempts to complete its mission.

So the Church must act to protect itself. But it acts out of love and concern, not out of malice. The Church does not attempt to dictate the beliefs or work of these private organizations. It asks only for the courtesy and charity that any genuine Christian would afford a fellow member.

CONCLUSION

These dissident organizations have chosen to work in opposition to the organized Church rather than in cooperation with it. Ellen G White met a similar challenge in the 1870s:

"Christ and His Church are inseparable. To neglect or despise those whom God has appointed to lead out and to bear the responsibilities connected with His work and with the advancement and spread of the truth is to reject the means which God has ordained for the help, encouragement, and strength of His people. To pass these by and think your light must come through no other channel than directly from God places you in a position where you are liable to deception and to be overthrown."—3T 418, 419

These dissident organizations divide the Church when they insist that their interpretations of the Bible and the Spirit of Prophecy are the only authentic ones. They construct their own version of "historic Adventism." They undermine confidence in the Church by accusing ministers and leaders of "apostasy" when they do not agree with them. They threaten the viability of the Church when they encourage members to divert financial resources from the organized Church to their private treasuries. Thus they sow seeds of disunity. While each Seventh-day Adventist must consult his/her conscience in deciding what to do about their message, the Church is taking this action to draw attention to the problems attending these dissident organizations in order that all members might see the facts in their true light and have an adequate basis for making their decisions.

In the book *Issues: The Seventh-day Adventist Church and Certain Private Ministries* detailed information has been shared concerning the problems the Church has experienced with Hope International/Our Firm Foundation, Prophecy Countdown, Hartland Institute, Steps to Life Church, Rolling Hills Church, as well as other churches or groups associated with the above private organizations. These private organizations present the most immediate challenge. But the principles stated herein are applicable on a wider scale. The Seventh-day Adventist Church has had its detractors throughout its history, and it is likely to meet such challenges until the Lord comes. We hope the reader of this action and the book *Issues: The Seventh-day Adventist Church and Certain Private Ministries* will find help in understanding and responding to any self-perceived "reform" group that seeks to work by undermining leadership and dividing the loyalty of the members.

APPEAL

And so we appeal to our separated brothers and sisters: Do not Continue to Fight the Church. In the long run we all want the same thing—the finishing of the Gospel proclamation, the return of Jesus, and a glorious eternity together with Him and each other. You are free, of course, to preach and publish your call to a higher standard of holiness, or to explain your particular theological understandings, as you see them. But please allow other equally sincere members to have their own views also and still be counted your brothers and sisters in Christ. In other words, be tolerant on those points which the Church has left open. Never seek to destroy confidence in the ministry or leadership of the Church, for that could cause “weaker” members to lose faith altogether and turn away from God’s Church. If you see wrongs in individuals, follow Christ’s counsel in Matthew 18, but never publish the matter abroad. And never encourage members to bypass God’s treasury and send their tithes to you, for this is not God’s plan. Let us work together—in unity but not necessarily in uniformity—to finish our mission. We love you.

Your Church

PREn/92YE to RLD

**549-92Nf BLACK THINK TANK EVANGELISM/CHURCH
GROWTH**

VOTED, To accept the report of the Black Think Tank on Evangelism/Church Growth Action Plans as follows and to refer the financing to the North American Division Officers:

First goal—To increase membership and attendance to 500,000 by the year 2000.

Objectives-Observable Outcomes

1. To reach the following membership levels within the time periods specified:
 - a. Increase the membership of any Regional Conference and territory which has less than 10,000 to a level of 10,000 through interconference team evangelism, by December 31, 1994 with the Central States Conference as the first target area.
 - b. Increase the membership of any Regional Conference and territory which has less than 15,000 to a level of 15,000 through interconference team evangelism, by December 31, 1996.

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c. Increase the membership of any Regional Conference and territory which has less than 20,000 to a level of 20,000 through interconference team evangelism, by December 31, 1998.

d. Increase the membership of any Regional Conference and territory which has less than 25,000 to a level of 25,000 through interconference team evangelism, by December 31, 2000.

2. Conduct major soul-winning campaigns in twelve major metropolitan cities by August, 1995 (see list).

3. Establish a Seventh-day Adventist presence in those areas with black populations where we have no black Adventists by the year 2000.

4. Reclaim five percent of former members to active church life in every Regional Conference territory by June 1993.

Tasks and Deadlines

1. Discuss and communicate objectives with conference presidents, regional representatives, workers, and laypersons by October 1992.

2. Develop a list of target cities and populations by November 30, 1992.

3. Prioritize target cities for annual campaigns by February 1993.

4. Develop a preparation and implementation schedule for all campaigns by April 1993.

5. Coordinate funding sources and allocations for each effort by April 1993.

6. Conduct evangelistic training seminars for 500 lay evangelists and 1000 Bible Instructors by September 1993.

7. Identify pastors who have the special gift of evangelism and provide a mentoring program for each by September 1993.

8. Request North American Division Ministerial/Health leaders to develop special training programs for pastors and laypersons by April 1993.

9. Request other NAD services i.e. demographic studies, special training ministries, etc. by April 1993.
10. Develop a list requesting evangelism funding assistance from the NAD Contingency Fund by November 1992.
11. Develop a list of the counties and cities and towns where we have no black Seventh-day Adventist Church or company by January 1993.
12. Identify and train a special group of pastoral and laypersons who are willing to serve as task force workers whose mission shall be to plant or raise up new churches by May 1993.
13. Prepare a prioritized list of target communities for this ministry by May 1993.
14. Develop a recruitment strategy and remuneration program for prospective task force workers by May 1993.
15. Conduct demographic studies on prioritized target cities and towns by May 1993.
16. Endorse and implement the program strategy for reclaiming missing members.
17. Encourage conference Church Ministries/Personal Ministries leaders to conduct special training and equipping seminars for laypersons by September 1993.
18. Adopt the Think Tank recommendations and strategies on Prayer and Revival and reclaiming inactive and former members.

Second Goal—To establish a 50,000 watt radio station with outreach ministry to service the megalopolis of New York/New Jersey.

Objectives-Observable Outcomes:

1. Acquire a minimum operating facility FM station by Fall 1995.
2. Be on the air by January 1996.
3. Establish a Bible Correspondence School ministry as part of the radio outreach by December 31, 1996.

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Tasks and Deadlines

1. Request approval from appropriate organizational committees by December 1992.
2. Request FCC permit and license by December 1993.
3. Locate prospective facility by December 1993.
4. Consult with AWR by December 1993.
5. Develop costs proposal for facility purchase and operations.
6. Contact a media consultant to develop a strategy for necessary preparations for on air programming by December 1994.
7. Consult with AWR and other denominational entities now operational by December 1994.

PREn/92YE to RLD

549-92Ng HISPANIC THINK TANK EVANGELISM/CHURCH GROWTH

VOTED, To accept the report of the Hispanic Think Tank Evangelism/Church Growth subcommittee which reads as follows and to refer the financing to the North American Division Officers:

The Hispanics unite themselves wholeheartedly with the leadership of the North American Division in making evangelism the first priority for 1993 and 1994. They concur with the North American Division goal of having one million in attendance by 1995, with 12 percent of this number being Hispanics. With the help of the Holy Spirit, Hispanics have a projected membership goal of 100,000 by 1995.

The following is the strategic plan for Hispanic work in the North American Division in the three proposed phases:

1. Preparation for Evangelistic Efforts—a. A call for revival and reformation of both ministers and laity for the evangelistic thrust of 1993/1994, under the theme of "Seeking His Spirit for Service—PrayerWorks."

- 1) Join in the "6:15 a.m. World Circle of Prayer" for revival.
 - 2) Conduct weeks of prayer, revival meetings and seminars on the Holy Spirit for adults, youth, and children.
 - 3) Hold fasting and prayer vigils.
 - 4) Make available books on prayer to enhance the spiritual growth of membership.
 - 5) Request the translation of at least two current Seventh-day Adventist books on "prayer."
- b. Provide ministers with tools and skills to train their members in the art of soul winning:
- 1) Conduct ministerial/evangelism councils in unions and local fields.
 - 2) Establish a resource center for Hispanic materials.
- c. Training members for soul winning:
- Each church should have at least one lay person holding a public evangelistic effort.
- 1) Train 25 percent more of the laity to hold cottage meetings.
 - 2) Seminars on "How to give Bible studies and obtain decisions."
 - 3) Establish a resource center for Hispanic materials.
 - 4) Conduct ministerial/evangelism councils in unions and local fields.
- d. Preparation of territory:
- 1) Use demographic studies and data to aid in the preparation of territory for evangelism.
 - 2) Establish Hispanic work in all conferences where there are concentrations of Hispanics by 1995.

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3) Solicit the service of Literature Evangelists to saturate these areas with Seventh-day Adventist publications.

4) Penetrate these areas with the outreach of Hispanic mass media entities such as:

a) La Voz de la Esperanza.

b) El Centinela (Special number of *El Centinela* featuring evangelistic series/mega city campaigns to enhance mega-city evangelism).

c) Ayer, Hoy y Manana.

5) Implement "Operation Andrew"—each one win one.

6) Implement small group ministries.

7) Offer seminars on family health and nutrition, five day plans to stop smoking, and "Welcome Baby" (Bienvenido Bebe) seminars.

8) Start neighborhood Bible clubs with community children.

2. Campaigns:

a. Involve more than 50 percent of Hispanic members (with special emphasis on youth participation) in winning converts by January 1, 1995.

b. Launch mega-city evangelism (40 cities being targeted for 1993/1994), simultaneously preaching the same topics nightly.

c. Recommend that each Hispanic Church conduct two evangelistic efforts during 1993/1994, and one effort in the spring of 1995.

d. Recommend that every Hispanic administrator, departmental coordinator, pastor, and youth preacher hold at least one evangelistic series a year in 1993/1994, and in the spring of 1995.

e. Conduct evangelistic campaigns (bilingual or English) in areas where there are large concentrations of second and third generation Hispanics.

- f. Designate two major baptismal dates for 1993 and 1994.
 - g. Establish Hispanic work in every conference where there is a considerable presence of Hispanics by 1995.
 - h. Recommend the development of a 1993 and a 1994 North American Division Hispanic calendar of events that would include suggested periods for spring and fall public evangelism, weeks of prayer, ingathering, communion services, and baptism dates, etc.
 - i. Recommend that the North American Division choose a theme for the evangelism thrust of 1993/1994.
3. Expansion of Evangelism—
- a. Materials to nurture and establish new members in the Church:
 - 1) “Welcome to the Family” (Bienvenidos a Nuestra Familia)—NAD CM
 - 2) Spiritual gifts seminar—(Dones Espirituales)—Alfonso Valenzuela
 - 3) Spirit of Prophecy seminar—(Espiritu de Profecia)—PPPA
 - 4) Church history seminar—(La Mano de Dios al Timon)—PPPA
 - 5) Stewardship seminar—(Socio en la Mision y el Ministerio)—NAD/CM
 - 6) Family finance seminar—(Finanzas Familiares)—GC/NAD CM
 - 7) 27 Fundamental Beliefs—(Creencias de los Adventistas del Septimo Dia)—ABC/PPPA
 - 8) “Discipling” (Formando Discipulos) seminar—NADMM
 - 9) Seminars on health and nutrition—Creation Enterprises
 - 10) Home Bible Fellowship Materials—Miguel Cerna and others - eight-day, two-week seminars, 1.5 hour sessions

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members 11) Video (to be produced) on church structure: orientation for new

12) Seminars from PUC for Youth concerning:

a) Courtship and marriage

b) Youth leadership

13) "OnLine Edition" video to be translated into Spanish

14) Bibles (Spanish)—Stampley Bibles

15) Sermons (Spanish)

b. Personnel:

1) Utilize union/conference Hispanic administrators, departmental directors, evangelists, coordinators and pastors to conduct the above seminars and training.

2) Implement "spiritual guardian" concept; assign one or two seasoned members to new converts for at least six months.

c. Evangelistic goals for 1993/1994:

1) Ten thousand new members for 1993 and 10,000 for 1994.

2) One hundred thousand Hispanic members by General Conference, 1995.

d. Finances for evangelistic thrust:

church budget) 1) Portion of evangelistic budget

2) Union special project funds

3) Conference and Church (Conference Evangelism and growth funds,

4) Offerings from seminars

5) Ingathering (special funds for health, education, and nutrition).

e. Locations:

- 1) Public auditoriums
- 2) Churches
- 3) Community centers
- 4) Schools
- 5) Homes.

f. Timeline:

- 1) Preparation for meetings—begin six months before meetings begin.
- 2) Follow up—for at least six months after meetings.

PREn/92YE to RLD

**549-92Nh ASIAN THINK TANK EVANGELISM/CHURCH
GROWTH**

VOTED, To accept the report of the Asian Think Tank subcommittee which reads as follows and to refer the financing to the North American Division Officers:

Lay Training

The importance of the role of the Asian laity in soul winning cannot be over-emphasized. The church growth among Asians has always been a result of the joint venture of the ministry and the laity.

What Has Been Done

In the past year, lay soul-winning seminars were held in various Asian churches in the division. With the use of a "Salvation Unlimited Witnessing Manual" prepared by George Atiga and a set of 24 Bible study lessons designed for Asians, which are now translated into seven Asian languages, lay involvement in soul winning has significantly increased.

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Recommendations

1. A division-wide Asian/South Pacific Workers Meeting be held in 1993 with special emphasis on training the laity in soul winning. Various methods will be studied and in turn be taught to the laity.
2. Union-wide lay soul-winning seminars should be held in 1993 and 1994 with at least two or three representatives from each church within the union.
3. At least six months before a large scale public evangelistic campaign is held, a lay soul-winning seminar should have been held in each of the churches involved.
4. Materials and equipments for soul winning should be provided free to the lay worker. Expenses will either be borne by an appropriation from within the union or the local conference. A soldier does not buy or pay for his weapons in combat.
5. Every Asian/South Pacific church should, through the leadership of the pastors, have a continuing soul-winning class.
6. A more generous appropriation for the production of soul-winning materials from the division should be made and used solely for that purpose.
7. A Bible Study Prospectus, such as that produced by George Atiga, should be printed in color and made available for use by all language groups.

Targeting Cities for Evangelism

Asians (which include Pacific Islanders) tend to concentrate in a few American states. The following states are home to the Asians in our nation:

California	35%
Hawaii	16%
New York	9%

While Asians are also found in almost every city in the United States, it appears that Asians are concentrated in the larger cities of California, Hawaii, and New York. Canada, Toronto, and Vancouver have the largest concentration of Asians. More than 90 percent of Asians live in metropolitan areas.

There are only four American cities that have a concentration of more than 50,000 Asians of any one ethnic group. More than 50,000 Japanese live in Honolulu and Los Angeles. More than

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50,000 Chinese live in San Francisco, Honolulu, New York, and Los Angeles. More than 50,000 Filipinos live in Los Angeles, San Francisco, and Honolulu. More than 50,000 Koreans live in Los Angeles.

Recommendations

In view of the above statistics indicating where Asians are concentrated, it is recommended that most of our efforts be concentrated in the big cities of the three states: California, Hawaii, and New York. This does not mean, however, that other states where Asians are found should be neglected. When a city shall have been thoroughly prepared for evangelism, then a city-wide campaign shall be held, with all Asian churches participating.

Recommend that a budget, comparable to what other language groups are getting, be also appropriated for the Asian city evangelism.

Expand "Evangelism" Beyond Public Meetings to Authenticate Compassion Ministries

Because of the non-Christian background of Asians believing in the immortality of the soul, they seem to respond positively to compassion Ministries during times of bereavement.

1. Church members should, therefore, be alert to such happenings among the new converts and nonbelievers.
2. Newspaper announcements for such events are helpful.
3. Physical presence in the home of the bereaved is meaningful.
4. Funds or food items donated will make them feel that one's attention is genuine.

Asians are generally friendly. Friendship evangelism can be a very important way of showing compassion, especially to new immigrants. Each member should try to make friends with those converts and those of their neighborhood. Study to see what can be done to deepen friendship with others. Asians are also social people. Social events such as weddings, birthdays, anniversaries, house warmings, and other functions should be used as an occasion to invite Seventh-day Adventist and non-Seventh-day Adventist neighbors.

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Specific Plans and Funding Request

1. Lay Training

a. Division-wide Asian Workers meeting to train workers on how to train the laymen.

1) Suggested place—Cohutta Springs

2) Date—June 1993

3) Materials Needed—Methods on soul-winning such as the Lay Bible Minister with the curriculum developed by Loren Nelson and Don Gray. We will also use "Salvation Unlimited Witnessing Manual," by George Atiga.

4) Personnel Needed—Monte Sahlin, Robert L Dale, Don Gray, James Zackrison, Mark Finley, George Atiga, Carmen Cordero, Andrews University professors.

a. Lay Soul-Winning Seminars

1) East Coast—Andrews University

2) West Coast—Loma Linda University

3) Materials—Same as those used by pastors

4) Personnel—Local pastors and experts.

2. Targeting Cities for Evangelism:

a. New York City

1) Place—to be located

2) Date—September 1993

3) Involved churches—All Asian churches

4) Evangelist—George Atiga.

b. San Francisco:

- 1) Place—to be located
- 2) Date—April 1993
- 3) Involved churches—All Asian South Pacific churches
- 4) Evangelist—George Atiga.

3. Expand “Evangelism” Beyond Public Meetings to Authenticate Compassion Ministries and develop materials for Compassion Ministries.

PREn/92YE to RLD

549-92Nd YOUTH REVITALIZATION

VOTED, To accept the report of the North American Division Evangelism Think Tank Subcommittee on Youth Revitalization, which reads as follows and to refer the financing to the North American Division Officers:

North American Division Evangelism Think Tank
Subcommittee on Youth Revitalization

In scrutinizing the factors which contribute to involving our youth in the accomplishment of the mission of the Church, the following goals are recommended:

First Goal—1. Academies offer at least one class that includes Bible Labs which involve students in giving Bible studies, or presenting a youth evangelism series such as Voice of Youth, Revelation or Daniel Seminar. This program will require the help of many volunteers from outside the school staff, such as parents and laypersons, to transport students and provide the stabilizing and protecting atmosphere for the students.

2. Teachers of such Bible classes be provided with the necessary support materials (such as “Teens on the Witness Stand,” promotional leaflets or “door-hangers,” along with a recruitment video provided by the North American Division).

3. A one-week intensive be provided annually by the North American Division for teachers and pastors providing them with training in conducting such classes. This intensive will be taught by qualified personnel who have demonstrated effective leadership in Bible Labs.

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A suggested name for the project is "Location Youth Challenge."

Second Goal—Congregations provide outreach evangelism opportunities which will involve as many of the youth as possible at least once each year. These opportunities are to be designed especially for Teens and Young Adults who do not attend Seventh-day Adventist academies, or colleges.

Objectives

1. Churches provide materials which are needed to conduct evangelistic projects such as "Teens on the Witness Stand" Bible study program, Voice of Youth, public evangelism, or a Revelation Seminar. Youth may also assist their church pastor in conducting public meetings.
2. Conferences lead out in establishing youth evangelism projects in at least 20 percent of their churches by fall of 1993; 40 percent of their churches by fall of 1994; 50 percent of their churches by the fall of 1995.
3. Conference Youth Ministries leaders promote this plan to their network of youth leaders in local congregations.
4. North American Division develop and make available necessary materials such as Voice of Youth, Teens on the Witness Stand, with accompanying brochures and doctrinal study guides to be used in this ministry.

Third Goal—Provide every student who graduates from a Seventh-day Adventist elementary school the opportunity to have a "Bible Lab" witnessing experience, which gives the thrill of seeing Christ bring change to the lives of others.

Fourth Goal—1. Equip teachers in Seventh-day Adventist elementary and secondary schools to win students to Christ and to teach them the art and love of soul-winning.

2. Include in the curriculum of senior colleges and universities a unit on soul winning in the undergraduate degree. This could be done through a lab course on personal evangelism actually giving Bible studies, a summer intensive in a Bible lab seminar or a summer scholarship program working with an experienced soul winner.

Fifth Goal—1. The short-term mission service projects conducted by many Seventh-day Adventist academies and other youth groups offers life changing experiences for the youth of the Church.

2. It is recommended that such projects be planned in a way that they will include faith sharing experiences by the participants. (Such as in school or church building projects, conducting vacation Bible schools, or assisting in evening evangelistic meetings).

PREn/92YE to RLD&GHC-NADOU

**549-92Ne TITHE—NEWLY ESTABLISHED CONGREGATIONS -
POLICY REQUEST**

VOTED, To refer Tithe—Newly Established Congregations - Policy Request to the North American Division Officers and Union Presidents to develop a policy, making provision that the tithe of newly established congregations be submitted to the North American Division for a period of five years. These funds will then be returned to the local conference to aid in establishing the new congregations.

ROSEMANIA 1993—APPEAL

J Lynn Martell, Church Ministries Director, appealed to the attendees to encourage their leaders and members to become involved in raising the necessary funds for the Seventh-day Adventist float which will be entered in the 1993 Rose Bowl Parade.

92YE to ACM

GLOBAL MISSION BAPTISMAL DAY—1993

VOTED, To designate Sabbath, May 29, 1993 as Global Mission Baptismal Day for the North American Division.

DEDICATION AND CONSECRATION

During the 1992 North American Division Committee Year-end Meeting, much emphasis was given to the task of winning souls and praying for the outpouring of the Holy Spirit. In closing this meeting, Alfred C McClure invited Lenard Jaecks, President of the Washington Conference, to lead the attendees in song and prayer.

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Jaacks led the group in singing a cappella, a verse of the hymn, "Spirit of the Living God, Fall Afresh on Me," while they walked to the front of the auditorium. He then invited everyone to kneel after which sentence prayers were offered aloud by more than a dozen individuals. Alfred C McClure gave a final prayer dedicating and consecrating those present. He asked for God's blessings upon the plans and programs voted at the Year-end Meeting and closed by pleading that each one present be empowered with the Holy Spirit so the work can be finished and the Lord can come.

While still kneeling, Lenard Jaacks then led the group in singing three familiar hymns: "Breathe on Me, Breath of God," "Wholly Thine," and "Bless Be the Tie That Binds."

Adjourned.

Alfred C McClure, Chair

Rosa T Banks, Secretary

Larry R Colburn, Editorial Secretary

Betty Pierson and Rowena J Moore, Recording Secretaries