

YEAR-END MEETING

NORTH AMERICAN DIVISION COMMITTEE

October 12 a.m., 1995

PRESENT

Roy Adams, Eradio Alonzo, Donald R Ammon, Neils-Erik Andreasen, George Atiga, Glenn Aufderhar, E Rick Bacchus, J Ray Bailey, Rosa T Banks, Harold W Baptiste, Herman Baumann, Rose Beavers, Lee D Beers, Skip Bell, Richard Bendall, Lorena Bidwell, Gordon Bietz, S D Bietz, Alfred E Birch, Jim Bolin, James Boyle, James Brauer, Herbert Broeckel, Roy R Brown, Russell Burrill, S Peter Campbell, Lester Carney,

Charles C Case, Manlio S Castillo, R Ernest Castillo, M F Cauley, Larry L Caviness, Richard P Center, Shirley Chang, James E Chase, Bjarne Christensen, Ruth L Christensen, Kenneth Coonley, Don W Corkum, J Wayne Coulter, David Crook, George H Crumley, Robert L Dale, Roger L Dudley, Richard Duerksen, Byron Dulan, Frank Dupper, G Thomas Evans, Larry R Evans, Mumtaz A Fargo, Clay Farwell, Martin W Feldbush,

Charles Ferguson, Tony E Finch, R M Flowers, Philip Follett, Roger Forss, John B Fortune, Desmond F Francis, Jay Gallimore, Lawrence T Geraty, Ed Gienger, Stephen Gifford, James W Gilley, Evelyn Glass, M D Gordon, Alvin R Goulbourne, Obed O Graham, James O Greek, Samuel L Green, Charles J Griffin, Rodney Grove, Richard Guerrero, Joseph E Gurubatham, Richard R Hallock, Joan Harding, Richard G Habenicht, Ray Hartwell, Deborah M Harris, Charles J W Hass,

Judith W Hawkins, Pamela P Heiser, Daniel E Herzel, Dwight L Hilderbrandt, Clarence E Hodges, Jim Hoehn, Martin L Howard, Roscoe J Howard, C Lee Huff, Auldwin T Humphrey, Hyung Chong Pak, Donald G Jacobsen, Lenard D Jaecks, Benjamin Jones, D M Jones, Noelene Johnsson, William G Johnsson, Bruce Johnston, J Alfred Johnson II, Theodore T Jones, Bo R Just, Robyn Kajiura, Don R Keele, John Kerbs,

Alvin M Kibble, Dallas Kindopp, Robert J Kinney, Eric A Korff, Herbert S Larsen, Janice LaTonn, Ross Lauterbach, Erma J Lee, Harold L Lee, R K Lehmann, Luis E Leonor, Willie J Lewis, John E Libby, Ronald A Lindsey, Robert L Lister, Robert Lloyd, James Londis, Mario Louis, Elmer Malcolm, F Lynn Mallery, J Lynn Martell, Nancy Marter, Linford C Martin, Ralph W Martin, D Malcolm Maxwell, Alfred C McClure,

Joseph W McCoy, James Ray McKinney, John D McKinney, Charleste R McNorton, Stephan L McPherson, Ezra J Mendinghall, Norman Middag, Cyril Miller, Norman K Miles, Samuel M Miller, Raymond Morris, Thomas J Mostert Jr, Edward Motschiedler,

95-56

October 12, 1995 a.m.

NAD Year-end Meeting

Shirley Ann Munroe, Randall Murphy, W G Nelson, Willie Oliver, Ralph Orduno, Richard Osborn, Herman F Ottschowski, Jerry Page, Luther Palmer, Robert Patterson Sr, Robert L Patterson, Orville Parchment, Perry Parks, Bryce Pascoe, Gary B Patterson, Jere D Patzer, Ralph Peay, Robert G Peck, Evadeane Peters, Adrian M Peterson, Donald R Pierson, Larry Pitcher, Gilbert L Plubell, Barbara Randall, Robert L Rawson,

G Edward Reid, Darold J Retzer, B T Rice, Paul Richardson, Claude J Richli, LeRoy F Rieley, Jose V Rojas, Barbara J Russell, Donald J Russell, Claude Sabot, Monte Sahlin, Donald R Sahly, Janice Saliba, Richard Salsbery, James E Sanders, Charles C Sandefur, W C Scales Jr, Lynn E Schlisner, Donald C Schnider, Charles Scriven, Moges W Selassie, E W Shepperd Jr, Susan Sickler, Carlyle C Simmons, Hepsiba S Singh,

Robert S Smith, Jorge P Soria, Thomas O Stanyer, Richard Stenbakken, Elizabeth A Sterndale, James L Stevens, Don Stoyonowski, Ward D Sumpter, Arnold Swanson, R L Sweezey, Leon D Thomassian, G Ralph Thompson, Gerry E Thompson, George W Timpson, Hector L Torres, Max A Trevino, Kenneth M Turpen, Donald Upson, Meade C Van Putten, Manuel Vasquez,

Werner Vyhmeister, Ronald S Watts, Douglas Walker, W D Wampler, Eric Calvin Ward, Myron Widmer, E E Wines, DeWitt S Williams Jr, Mack W Wilson, David Wolkwitz, C L Wright, Ed Wright, Naomi A Yamashiro, Lillian Yarosh, F Martin Ytreberg.

DEVOTIONAL

Gary Burns, Chaplain, Dakota Adventist Academy, and several young people from Andrews Academy and University, shared their experiences showing what God is doing in their lives and in the division.

The opening song was number 460, "As Water To The Thirsty," *Seventh-day Adventist Hymnal*.

PRAYER Lauralee Banks, sophomore from Andrews Academy.

SPECIAL MUSIC

Veruschka Valenzuela, sophomore from Andrews Academy sang—"My Jesus, I Love Thee."

DEVOTIONAL

Five young people shared their experiences about how God had led in their lives:

Rene Stepp, sophomore from Andrews University said, "The only time any ministry is effective is when the Holy Spirit is blowing through it."

Renee then read Zachariah 4:6 "Not by might, nor by power, but by my spirit, saith the Lord of hosts." Renee told about a six-week summer mission trip to India that changed her life. She and her group held evangelistic meetings and worked with youth. When she came back, she found that so many things she had felt were impossible, such as reaching her peers with the gospel, making it through the curriculum at school, were possible through the help of the Holy Spirit.

Jonathan Bilima, sophomore from Andrews University, told how God is good and is doing amazing things throughout the nation. When he was a child, Jonathan was always told to trust in God. But when he grew up, he realized that the adults only trusted in God as a last resort, which confused him. A year ago he had attended Oakwood College and found the Lord there. Then he wanted his friends to know that he was totally on fire for the Lord.

Bilima worked with an evangelistic campaign in Benton Harbor. There was a young man, Joe, who lived in one of the projects across the street from where the meetings were being held. One day while Joe was outside, he heard someone talking about Jesus. Joe walked over to the fence, saw the tent and listened to the preacher. He said to himself, "I need to go and find out what this is all about." Then he said, "No, I can't, because I'm not dressed in church clothes." Just then the preacher said, "Come as you are." Encouraged by that, he climbed over the fence and headed toward the tent. Everything that the Lord was saying through the preacher seemed to be meant just for him. He then invited his cousin to discover what he was learning. Two weeks ago Joe was baptized. His cousin went to see his baptism and he as well as Joe's girlfriend and mother were also baptized. The Holy Spirit is working with young people.

Michaela Lawrence, senior at Andrews Academy, went on her senior trip and learned a lesson in trusting God. One of the games they played was walking on "low" ropes and "high" ropes. The "low" ropes were 4 feet off the ground and the "high" ones were 30 feet above

95-58

October 12, 1995 a.m.

NAD Year-end Meeting

the ground. The low ones were easy to walk. But the high ones took trust, even though harnesses were provided and someone on the ground to help catch you if you fell. But it was still scary. On the 30 foot rope, she looked down and then didn't want to move. At the end of the day a friend told her that it is not just trusting the people below to catch you, but trusting in the trees that the ropes are tied to, as well as the logs and the bolts, etc. If she had thought about all this, she would never have attempted the rope walk. We need to trust God in all that we do. "Trust in the Lord with all thy heart; . . . In all thy ways acknowledge Him, and He shall direct thy paths."—Prov 3:5,6

Juan Reed, sophomore at Andrews Academy, spoke on the "awesome power of prayer" which changed his life.

Juan attended the Prayer Conference in Gentry, Arkansas. Four hundred youth attended and prayed to God for wisdom, peace, and guidance in their lives. "Men ought always to pray, and not to faint."—Luke 18:1 Juan challenged the delegates to be leaders who will take advantage of the power available through prayer.

Matt Lee from Paradise, California, mentioned how young people have done so much for the Church. The early church started with young people. Though lacking in experience and wisdom, working together with Christ young people can spread the gospel of Christ amazingly fast. At the prayer conference in Arkansas, youth and adults accomplished so much while working together. Lee then invited the congregation to pray. The students sang to conclude worship.

CALL TO ORDER

Alfred C McClure, Chair, called the first session of the 1995 North American Division Committee Year-end Meeting to order.

McClure noted that of the 56 General Conference Sessions, 26 of them were held in Battle Creek, Michigan. "We are on hallowed ground," he said, "because so much has happened here, so much of our history." He continued, "We want to thank the members and staff of the Battle Creek Tabernacle for their wonderful hospitality. They have gone all out to make us feel welcome! We had a great meeting last night! It is nice to have the Year-end meeting in a little different venue than normal; one that is detached from the Annual Council and affords us a chance to do the work of God here in North America."

"Special thanks go to the young people for their enthusiastic devotional this morning. They referred to a prayer conference in Gentry, Arkansas which was held about a week ago.

95-59
October 12, 1995 a.m.
NAD Year-end Meeting

There were a number of academies represented and they spent several days in the prayer conference and several young people found the Lord there."

OPENING

Harold W Baptiste, Secretary, North American Division declared the meeting officially open, with a quorum present.

95YE to HWB

DAILY PROGRAM

VOTED, To adopt the daily program as presented.

95YE to HWB

STANDING COMMITTEES

VOTED, To adopt the list of Standing Committees for the 1995 Year-end Meeting which reads as follows:

ADDITIONAL PERSONNEL TO STANDING COMMITTEES

Alfred C McClure, Chairperson
Harold W Baptiste, Secretary
George H Crumley, Treasurer

Members: Clarence E Hodges, Donald Jacobsen, Manuel Vasquez

DISTRIBUTION OF MATERIALS

Robert S Smith, Chairperson

95-60

October 12, 1995 a.m.
NAD Year-end Meeting

SEATING OF DELEGATES

Rosa T Banks, Chairperson
Harold W Baptiste, Secretary

STEERING

Alfred C McClure, Chairperson
Harold W Baptiste, Secretary

Members: Rosa T Banks, G H Crumley, R S Folkenberg, M D Gordon, C E Hodges,
Donald Jacobsen, Bruce Johnston, T T Jones, R W Martin, Cyril Miller, T J Mostert Jr,
O D Parchment, D R Pierson, R L Rawson, M C Sahlin, C Sandefur, D C Schneider,
Elizabeth Sterndale, G R Thompson, Manuel Vasquez

MUSIC

Jose V Rojas, Chairperson

ANNOUNCEMENTS

Harold W Baptiste

TELECOMMUNICATIONS

Dallas Kindopp

95YE to HWB

AGENDAS

VOTED, To approve the assignment of agendas as presented.

95YE to GHC

TREASURER'S REPORT

VOTED, To accept the Treasurer's Report as presented by George H Crumley, Treasurer of the North American Division, which reads as follows:

Giving Trends

In September of 1995, the North American Division report on the Use of Tithe, Ingathering, and Other Funds for the years of 1993 and 1994 was mailed to most of you. If you did not receive one of these reports, you may have one upon request.

The North American Division's tithe and world mission giving for the year of 1994 was very positive in comparison to the previous year. Even with the loss that Canada showed because of the United States monetary exchange rate with Canada, North America still ended with a gross tithe of \$480,730,812. It must be kept in mind that much of the excellent gain was realized because there were 53 Sabbaths in 1994 compared with 52 Sabbaths the previous year. This occurs only once every five years.

Our tithe increase in 1993 over the previous year was only 1.7 percent. But in 1994 our tithe increase over 1993 was 5.7 percent, which was above the United States Consumer Price Index (CPI) of approximately 3 percent.

Tithe and nontithe giving in 1995 are doing relatively well when you realize that we will have a 52 Sabbath year compared with the 53 Sabbath year in 1994. As of August 31, 1995, there was a tithe gain of 2.2 percent and a world mission giving loss of 2.7 percent compared with last year. In both cases there has been a continued increase each month.

Special project giving from our members in North America continues to be strong. In 1994, special projects received \$22,214,088, which was about \$1,000,000 less than that received in 1993.

NAD Financial Operations

In the North American Division operations in 1993 we realized an increase in fund balances of about \$2,251,000. Another good year was 1994 in which the division realized an increase in fund balances of approximately \$2,487,000. Since it has been necessary for the North American Division to start its operations with very little working capital, these gains have been very important in order to build the recommended working capital for our division.

95-62

October 12, 1995 a.m.
NAD Year-end Meeting

In 1994, 9.4 percent of the tithe received from our conferences in North America was retained by the North American Division. In 1995, the division is retaining 9.65 percent of the tithe. The remaining 11.35 percent is sent on to the General Conference for their operations. The fact that NAD had a good tithe gain in 1994 was reflected in the good operational gain realized for that year.

So far this year income is running a little ahead of what we had budgeted, although much of that is in restricted income. Expenditures thus far are running close to what we had budgeted.

As of December 31, 1993, the division working capital was 8.36 percent of the recommended working capital. As of December 31, 1994 working capital percentage increased to 34.65 percent of recommended. This is far from the 100 percent goal, but at least it is moving in the right direction.

Retirement Plans

The year 1994 was not the best year for the operation of the Retirement Plans due to a very weak investment market. But so far in 1995, the market is showing real strength, which has helped us recover much of the loss realized last year. Treasury will continue to work on strengthening the plans to face the challenges of the years ahead. There are some changes that will help to strengthen the present plan, but there will be no recommendations at this time for major change. This is all under study at the present time.

Conclusion

George H Crumley, Treasurer of the North American Division, concluded his report by stating, "We are living in a very volatile, changing economic world. We are very thankful for the guidance that God provides His Church in knowing how to handle the Church's finances. We are also very thankful for the many dedicated, liberal members of our Church who provide the resources to help finish God's work on earth."

SECRETARY'S REPORT

Harold W Baptiste, Secretary of the North American Division, reported that as of June 30, 1995 there was an increase of 17.43% in accessions over the same period in 1994. He noted that this was significant because in the past there was generally a decline in accessions in a General Conference Session year. This is an indication of the robust evangelistic program that is going on in the North American Division.

Baptiste then introduced R William Cash, who succeeded F Donald Yost as Director of Archives and Statistics of the General Conference. Cash then presented the statistical report of the North American Division as of December 31, 1994.

95YE to HWB

STATISTICAL REPORT

R William Cash, Director of Archives and Statistics for the General Conference, reported that the North American Division uses six indicators to measure church growth: 1. Membership (% gain for previous two years), 2. Attendance (accessions averages), 3. Baptisms, 4. Tithe and offerings, 5. Church school attendance (change over 5 years), and 6. Involvement in mission (members who attended a Witnessing Training Program).

Membership in the nine unions in the division is up by 1.52% over the years 1993-1994 with the Southern Union showing the biggest increase of 2.60 percent. Net growth reflects changes in membership due to baptisms, professions of faith, transfers (letters received and letters granted), deaths, and persons dropped for apostasy or as missing. The rate of net growth from 1993-1994 showed a net gain of 1.80%.

The United States Disposable Personal Income (US DPI) rose 17.27% over the five-year period, whereas the NAD total tithe per capita rose only 7.59%, and total offerings per capita increased 2.01%. (US DPI in 1990 was \$16,205; in 1994, \$19,003.)

Enrollment in both Grades 1-12 and undergraduate programs is up slightly in the past five years. Division figures show Grades 1-12 up by 251 students. Undergraduate programs increased by 497 students.

VOTED, To accept the Statistical Report as presented. (A copy of the complete NAD Statistical Report is filed with the official minutes.)

95YE to DRP

RETIREMENT PLANS—REPORT

Donald R Pierson, Administrator of the Retirement Plans reported that The Seventh-day Adventist Hospital Retirement Plan (Hospital Plan) is operated for employees of the health care organizations of the Church. Contributions to that Plan come entirely from health care employers. No tithe money is applied to that Plan. The hospitals began to substantially

95-64

October 12, 1995 a.m.

NAD Year-end Meeting

increase contributions to that Plan in the early 1980s in an effort to work toward full actuarial funding. That Plan is very close to the goal. The year 1994 was a bad year for investments and the Hospital Plan sustained a loss of more than \$44 million.

In the first 9 months of 1995, that loss has been more than recovered with a net gain of \$64 million. Net assets available for plan benefits as of September 30, 1995 amounted to nearly \$653 million. Service credit in the Hospital Plan was frozen as of December 31, 1991. Separate defined contribution plans were established and hospital employees earn benefits in those plans since the Hospital Plan was frozen.

The Seventh-day Adventist Retirement Plan of the North American Division was established with funding on a pay-as-you-go basis. Retirement benefit costs have not been considered expense until an employee retires and begins receiving benefits. A liability for future retirement benefits grew for years with minimum funding.

Because benefits would not need to be paid for many years into the future, contributions to the Retirement Plan were kept low. Church membership, employment, and tithe income grew rapidly for many years. It was relatively easy to pay benefits for a comparatively small group of people retiring. Benefits continued to increase to the point that the Seventh-day Adventist Church provided one of the best retirement plan benefits of any of the denominations that participate in the annual Church Pensions Conference. Commitments for the payment of future benefits were made without funding until these benefits become payable.

Health care benefits were a minor cost compared to Retirement Plan benefits. In recent years, health care costs have increased much more rapidly than inflation in general. Today, health care benefits for retirees are a substantial cost to the Retirement Plan.

In recent years, there have been changes in many circumstances. People are living much longer than they once did. Actuarial studies have indicated that Seventh-day Adventist male retirees live approximately four years longer and women three years longer than the national average. As of December 31, 1993, there were six men and 18 women receiving benefits from the Retirement Plan who are past the age of 100. While there is certainly no opposition to that trend, leaders need to find a way to pay for the added cost.

Christ is coming soon but He will come on His own schedule, not ours. While the Church must be prepared for Him to return in the very near future, it must maintain financial stability even if His coming is delayed well into the future.

In North America, Church growth, the number of church and institutional employees and per capita tithe increases, has slowed in recent years. Government control of retirement

plans, including church plans, increases every year. While the Retirement Plan was intended only for those who devoted their lives to church employment, it now has ten-year vesting. Legislation has been proposed to reduce vesting requirements to five or even three years. Legislation has also been proposed that would require full actuarial funding of defined benefit retirement plans within a specific number of years and that plans not be permitted to increase benefits until full funding has been attained. It appears that church plans will not be affected by these proposals, but that too could change.

Until now, retirement benefits have been funded entirely by contributions from church employers and investment income. The employee has not had to pay a share of funding for church retirement plan benefits. If the plan had been actuarially funded as the liability for later benefits was accrued, investment income would have covered the increasing costs and church employers would have had to pay for only costs accruing in the current year for employees. If that had been done through the years, the contribution rate currently would be about 50 percent of what it is today. Instead, the Retirement Plan is paying benefits based on service that was earned years ago.

Benefits payable from the current Retirement Plan over the next few years cannot be actuarially funded without radically curtailing other church activity. However, every effort must be made to work toward solutions.

The actuaries have prepared a cash flow forecast. If retirement benefits were to be increased at the rate of inflation, without substantially increasing contributions to the Plan, the reserves could be depleted in about a 10-year period. If the pension factor was not increased over the next 10 years, there could be a positive cash flow. Most retirement plans do not provide for inflationary increases in benefits. If benefits are not increased at the rate of inflation, the buying power of retirees who have fixed incomes will be reduced.

A recommendation has been made to investigate the possibility of freezing service credit in the defined benefit plan and begin a defined contribution plan financed by contributions partly from employers and partly by employees. Benefits would still be paid on past service through the present plan, but future benefits would be funded as earned. The unfunded liability would no longer increase due to additional service credit earned. A partial report concerning a possible defined contribution plan has been made to the North American Division Officers and Union Presidents. Further study has been recommended before bringing it back to this body. It is hoped that a more complete report can be brought to the 1996 Year-end Meeting.

Fortunately, investment news in 1995 has been good. Below is a comparison of the two major plans affecting general church employees for the calendar year ended December 31, 1994 and the nine months ended September 30, 1995.

95-66

October 12, 1995 a.m.

NAD Year-end Meeting

Comparison of the SDA Retirement Plans
Of the NAD and the Health Care and Funeral Fund
For the Year Ended Dec 31, 1994 and Nine Months
Ended September 30, 1995

	<u>For the Year Ended</u> <u>Dec 31, 1994</u>		<u>for Nine Months</u> <u>Ended Sept 30, 1995</u>	
	Net Gain/(Loss)	Fund Balance	Net Gain/(Loss)	Fund Balance
SDA Retirement Plan of NAD	(14,470,980.98)	133,206,646.44	8,032,787.93	141,239,434.37
Health Care & Funeral Fund	<u>2,185,077.05</u>	<u>22,613,718.26</u>	<u>5,157,069.99</u>	<u>27,770,788.25</u>
Totals	(12,285,903.93)	155,820,364.70	13,189,857.92	169,010,222.62

When combining the funds, the losses of 1994 have been more than recovered in the first nine months of 1995. Additional measures have been proposed at this Year-end Meeting. This is good news, but much more must be done in coming years to avoid future funding problems.

Pierson closed by stating "This is OUR retirement plan and we must work together to strengthen the financial stability for current retirees and for those who will be retiring in coming years."

VOTED, To accept the Retirement Plans Report as presented by Donald R Pierson, Associate Treasurer of the North American Division with responsibility for the administration for the Retirement Plans of the North American Division.

CMO/TFCMO/95YE to HWB

**575-95N CHURCH STRUCTURE—NAD COMMISSION ON
MISSION AND ORGANIZATION—RECOMMENDATIONS**

VOTED, To accept the report on Church Structure from the NAD Commission on Mission and Organization with the understanding that there will be an annual review of the recommendations over a period of three years.

Models of Denominational Structure

The commission to take the gospel to all the world is foundational to the structure and the mission of the Seventh-day Adventist Church in the North American Division. With this clearly in mind, the following additional principles are basic and underlie the models described below and should also apply to any variations to the models.

1. Services should not be duplicated on multiple levels.
2. In order to create greater cohesiveness within each organizational unit, enough flexibility should exist to allow each unit to do its work. Diversity is a strength and should be encouraged and incorporated into the life of the Church.
3. Many material and service resources that are currently located at the union level should be provided at a central location and therefore should be moved to the North American Division level.
4. Flow of funds must be simplified. After returning the General Conference and division's portion of the tithe, the 84.1 % that remains should be retained at the union and conference levels to be used as the conferences determine within the requirements of policy and law. Money should not "go up" to the division level and flow back down again.
5. Every aspect of the denomination should be evaluated on a regular basis: employees, programs and organizational units.
6. The denomination should adopt a systems approach to Christian education by broadening its scope to include such areas as Adventist schools, Sabbath School, Pathfinders, Adventist Youth and Adventist Junior Youth summer camps, etc.
7. Unions and local conferences lacking resources and unable to provide services to their membership should consider merging with other unions or conferences.
8. The recommendations are based on the agreed assumption that Regional Conferences will continue.

I. Conference Structure

It is recommended that three structural options would be available to local conferences:

- A. Continue the present structure of the local conference.
- B. Modify the present structure in consultation with the union and NAD.
- C. The District Option:

1. Purpose of the District Option:

In the interest of greater accountability and connectedness among congregations and pastors, churches and pastors would be organized into geographical units (Districts) empowered to make decisions. Districts would replace departments at the conference levels.

Smaller conferences would be encouraged to consider restructuring themselves as a District. This would mean merging many of the local conference staffing, administrative, and local institutional functions (education, association, etc) with a neighboring conference while retaining their District identity and role as a planning, mission, and ministry unit with a local District leader and District committee.

The District would be the primary church organizational unit for interacting directly with congregations and pastors. It would hold much of the authority and responsibility previously assigned to the Conference. Because Districts would be smaller than Conferences, they would enhance grassroots connectedness between churches.

The District concept reflects a thoughtful and intentional change of vision regarding the purpose of church organization. The emphasis is on congregational life and pastoral functioning. It acknowledges the great diversity that exists at the local church level—a diversity that often makes office-based resource ministries and Conference-wide programming and planning strategies ineffective, inefficient, and almost unavoidably unresponsive.

Districts would be purposefully small. District staffs would be lean—just a District Leader and office secretary. Being small and lean would allow for greater connectedness and accountability between pastors and

congregations. It would also give greater flexibility, both in finances and programs, for congregations to fulfill their mission. Districts could be formed within existing conferences. Districts would be congregational and pastoral in focus with conferences being institutional and administrative in focus.

2. Districts would have from 15 to 25 churches. The actual configuration would depend on church membership, number of pastors and geography. Each District would have its own District Committee. The District Committee should have between 15 to 25 members, with representation from each church in the District. A majority of the members of the District Committee should be lay members. The District Committee would have a District Leader that is a full-time paid position who will also serve as Vice President of the Conference. An unpaid layperson would serve as vice chair of the District Committee. Except for the possibility of clerical help there would be no additional District staff.
3. The District office can be located in a church, school, or other office space within the boundaries of the District. All District offices must be genuine field offices, not headquartered in the Conference office.
4. The District's role would be:
 - i. Plan and implement joint outreach and nurture activities. Funds would be provided by the conference and local churches.
 - ii. Administer special activity funds for use in purchasing materials and services.
 - iii. Recommend pastoral personnel to the conference administration when openings develop.
 - iv. Coordinate volunteers.
 - v. Arrange for continuing education opportunities for all church leadership.
 - vi. Provide nurturing, support and consultation for pastors.
 - vii. Coordinate evaluation of pastors, District Leader and churches.

5. Where Districts in the same or different conferences share the same geographic territory, District conferences are urged to work together.
6. The District Committee would make nominations to the conference committee regarding the selection of a District Leader.
7. A portion of the gross tithe and/or a portion of the net tithe increase (i.e. a tithe bonus) should be returned to the Districts to be used for church growth and church planting.
8. Conferences would continue their institutional involvement in such areas as operating the Adventist Book Centers and Youth Camps, directing the Conference K-12 Educational program, and serving on various institutional boards and committees. Three major changes, aimed at focusing the conference on administrative and institutional functions, would result under this plan:
 - i. Districts, rather than conferences, would be responsible for nominating and nurturing pastors, facilitating congregational planning, and disbursing various funds to local churches.
 - ii. Conferences would have new responsibilities, such as configuring the various Districts, working closely with the District Leader, and determining the number of pastoral budgets to be allocated to each District—based on budget planning.
 - iii. Conference office staffs would be downsized to create some of the funding base for District Leader positions.
9. In order to fund the districts, conferences would not provide for the range of departmental staffing and services. Resource development and marketing would occur at the division level. Consequently, the departmental functions at the conference level would be drastically reduced. Some conferences may have to make a choice between paid district leaders and departments because they will have insufficient resources to fund both unless they reorganize. Money that is currently used to fund departments would be allocated to the districts.

10. Recommended staff (not including support staff)

- i. President
- ii. Secretary/Treasurer
- iii. Education
- iv. Deferred giving field representatives
- v. Church auditors
- vi. Youth Director
- vii. Other ministries, but only as requested and funded by the District Committees.

11. Function/Responsibilities

- i. Direct K-12 educational system.
- ii. Operate youth camps.
- iii. Operate ABC.
- iv. Hold title to real estate, encourage deferred giving.
- v. Handle tithe and other nonlocal church offerings.
- vi. President sits on various committees and institutional boards.
- vii. Draws/redraws district lines from time to time.

12. Because such a significant portion of the pastoral and congregational function has been shifted to the district, current conferences may wish to consider the advantages of redrawing their boundaries. In addition, because of the authority and funding available to the districts, smaller conferences may elect to become Districts at least on a trial basis.

II. Union Conference Structure

- A. Unions would have minimal staff which will function only in areas not served by others.
- B. Some union departmental and financial functions would be transferred to the North American Division, thus streamlining the structure and saving money.
- C. Unions may:
 1. Give oversight to the conferences.
 2. Assist churches in union-wide evangelistic planning

3. Give oversight to colleges
 4. Pool funds for equalization
 5. Represent the denomination in institutional health care governance
 6. Manage and promote trust services (personal contact with donors will occur at the conference level)
 7. Address religious liberty, legislative and Sabbath work problems
 8. Perform financial functions—revolving fund, investment funds, financing
 9. Serve on boards of NAD and GC institutions such as: Andrews University; Adventist Media Center; Loma Linda University; Oakwood College; Pacific Press; and Review and Herald Publishing; NAD K-12 and Higher Education boards; NAD Executive Committee; General Conference Committee
 10. Address the needs of ethnic minorities
 11. Provide management structure for the publishing work (including delegation of management)
 12. Provide technology support
 13. Education (The educational role is still under study.)
- D. Recommended that union staff be structured to fill the needs of each union.
- E. As a philosophy, only one organizational unit should give subsidies to any one specific project or entity. The division would no longer make decisions about direct subsidies to levels below the union. Unions would handle all distribution of pooled funds between conferences including tithe sharing funds from the division. The division would not send any subsidies designated specifically for individual conferences or districts. Where possible funds should be retained or received undesignated at the local conference level.

There should be a review of all subsidies and special assistance programs in effect. Most subsidies are given for the purpose of starting new programs.

These subsidies should have sunset clauses and agreed-upon periodic reviews. Cost-sharing practices and multiple level subsidies which hide the real costs of programs, thus precluding meaningful cost/benefit evaluations, should be phased out.

- F. Unions should consider consolidating the printing of union papers in a single location in order to save costs.
- G. It is recommended that each union, together with the NAD, would study secondary boarding schools and establish workable models and/or the criteria for viable academies.
- H. Study should be given to the consolidation of accounting, payroll and related functions at the union level.

III. Structure and Function of the Division

- A. The use of the term North American Division in reference to a church program does not necessarily mean that the program will be operated from Silver Spring, Maryland. It merely means that the program will be resourced by a single entity. Before an organizational plan is implemented, it must be decided where each function is best suited.
- B. Coordinating Committees—For ethnic groups that are not represented by regional conferences, existing advisory committees could be restructured into coordinating committees that would receive funding, handle evangelistic campaigns and make personnel recommendations for that ethnic group, etc.
- C. Functions:
 - 1. Oversee development, marketing and distribution of resources, materials and services for local church ministries that are widely used (e.g., Sabbath School quarterlies), but materials should be largely self supporting. In all other cases, NAD will distribute, market and/or identify sources for materials that have been developed by churches and outside sources. Those who produce materials may be treated as independent contractors.

Independently produced materials could be sold directly or on consignment through the central distribution center.

95-74

October 12, 1995 a.m.

NAD Year-end Meeting

2. Standardize computer hardware/software.
3. Oversee volunteerism and volunteer training.
4. The educational role is still under study.
5. Foster the training of pastors, administrators and teachers, including continuing education.
6. Operate NAD-ADRA/ACS Agency.
7. Provide financial management. Link multiple locations so systems can be standardized/compatible so that information can be transferred and collated.
8. Develop and review policy with union and conference representation.
9. Review the Retirement Plan reports and approve Retirement Plan policies.
10. Provide support, networking, and training for technology (satellite dishes/TV monitors/video recorders).

D. Structure of Division Staff:

1. Administration
2. Financial
3. Church Resources
4. Global Mission
5. Public Service
6. Information and Interpretation
7. Education

Adjourned

Alfred C McClure, Chair
Harold W Baptiste, Secretary
Donald R Pierson, Editorial Secretary
Betty Pierson, Recording Secretary

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

October 12, 1995 1:30 p.m.

Alfred C McClure called the second session of the 1995 North American Division Committee Year-end Meeting to order.

PRAYER Prayer was offered by Deborah Harris

VIDEO PRESENTATIONS

A video featuring entitled "The Birth of Black Conferences" was shown.

The 13th Sabbath offering appeal on video "Reaching the Cities with Health, Hope and Healing," was also shown.

TREn/NADOUP/95YE to GHC

589-95N NORTH AMERICAN DIVISION BUDGET 1996

George H Crumley, treasurer, presented the 1996 North American Division Budget. (See pages 139 to 154.)

VOTED, To adopt the 1996 North American Division Budget.

TREn/NAD&UnTreS95/NADCOA/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/
Fin95YE/95YE to HWB

535-95N INVESTMENT OF FUNDS—POLICY ADDITION

VOTED, To add a new paragraph to NAD P 30 40, Investment of Funds, paragraph 1-m, Approved Instruments for Short-term Investments, which reads as follows:

m. Union revolving loan funds

95-76

October 12, 1995 p.m.

NAD Year-end Meeting

TREn/NAD&UnTreS95/NADCOA/NADOUP/236-95G/NAD&UnSec95YE/
NAD&UnTre95YE/Fin95YE/95YE to HWB

**536-95N INVESTMENT POLICY BY DENOMINATIONAL
ENTITY—POLICY AMENDMENT**

VOTED, To amend NAD P 30 50, Investment Policy by Denominational Entity, to read as follows:

P 30 50 Investment Policy by Denominational Entity—1. Provisions—No minimums or maximums are indicated for either the P 30 40 or P 30 45 investment items. The administration of each entity is responsible for selecting the types of investments that meet the needs of the investing entity. Careful consideration must be given to the regular operating cash flow requirements when making any investment decision. In all trustee situations investments must be in harmony with controlling laws ~~and prudent man rules.~~ in each applicable jurisdiction.

a. Division/Conference Operating Fund - No change

b. Association Operating Fund - No change

c. Education Fund - No change

d. Plant Fund - No change

e. Pooled Investment/Loan Fund - No change

f. Endowment Fund

1) P 30 40 - No change

2) P 30 45 items a.-f. and j. (excluding churches and intra-entity
loans) to m.

3) P 30 45 items g. (all ~~funds~~ organizations) and o. (AU and LLU
only)

4) The Common Fund - No change

5) When the donor specifies - No change

- g. Charitable Gift Annuities - No change
- h. Agency Funds - No change
- I. Union Revolving Loan Fund (see P 20) - No change
- j. Union Revolving Loan Sinking Fund (see P 20) - No change
- k. General Conference and Union Conference- No change
- l. Union Deposit Funds (including specialized - No change
- m. Retirement ~~Fund~~ Funds

1) P 30 40 - No change

2) P 30 45 items a., c., e.-g., j., m., and o. (NOTE: Item c. is only permissible if adequately secured by recorded deeds of trust or chattel mortgages on equipment.)

- n. Colleges and Universities Operating Funds - No change
- o. Academies Operating Funds - No change
- p. Home Study International - No change
- q. Media Center - No change
- r. Christian Record - No change
- s. Publishing Houses - No change
- t. Adventist Book Center - No change
- u. General Conference Money Fund - No change
- v. Retirement Homes - No change
- w. Health care Institutions - No change
- x. Local Churches and Schools - No change

y. Adventist Risk Management Services, Inc. - No change

z. Trustee Funds - Pre-1969 and Similar Irrevocable

1) P 30 40 - No change

2) P 30 45 items c.-g., j., and m. - No change

3) If trust contains trustor's(s') residence - No change

4) The trust assets shall be invested to comply with controlling laws in each applicable jurisdiction.

aa. Trustee Funds - Unitrusts

1) P 30 40 - No change

2) P 30 45 items a., c., e.-g., and m. (NOTE: ~~While original funding may be with various types of assets, as they are liquidated funds shall be invested to comply with Federal and local trust laws and to meet the investment objectives of the trustor as governed by the trust instrument. Unitrusts may be pooled with other unitrusts with each unitrust receiving its share of the investment earnings.~~ The trust assets shall be invested to comply with controlling laws in each applicable jurisdiction. Unitrusts may be pooled with other charitable remainder trusts, with each charitable remainder trust receiving its share of the investment earnings, if appropriate written disclosures are provided to prospective donors.)

3) P 30 45 item d. (LLU only) - No change

bb. Trustee Funds - Annuity Trusts

1) P 30 40 - No change

2) P 30 45 items a., c., e.-g., and m. (NOTE: ~~While original funding may be with various types of assets, as they are liquidated, funds shall be invested to comply with Federal and local trust laws to meet the investment objectives of the trustor as~~

October 12, 1995 p.m.
NAD Year-end Meeting

~~governed by the trust instrument. Annuity trusts may be pooled with other annuity trusts with each annuity trust receiving its share of the investment earnings. The trusts assets shall be invested to comply with controlling laws in each applicable jurisdiction. Annuity trusts may be pooled with other charitable remainder trusts, with each charitable remainder trust receiving its share of the investment earnings, if appropriate written disclosures are provided to prospective donors.)~~

3) P 30 45 item d. (LLU only) - No change

cc. Trustee Funds - Revocable (Pre-1980 Trusts) - No change

dd. Trustee Funds - Revocable (Post-1979 Trusts) - No change

TREn/NADCOA/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/95YE to HWB

549-95N SABBATH SCHOOL INVESTMENT— POLICY AMENDMENT

VOTED, To amend NAD U 15 15, Sabbath School Investment, to read as follows:

U 15 15 ~~Sabbath School~~ Mission Investment—1. *Purpose*—In order to encourage further giving to the mission program and to raise mission funds through various individual or family projects, the plan known as ~~Sabbath School~~ Mission Investment was developed. This plan is not particularly tied to a regular time-period nor a weekly or quarterly appeal for the offering but is a continuing program to promote an increase of mission gifts beyond normal regular giving on the basis of financial returns from special fund-raising projects decided on by individual members or groups. Such proceeds or offerings are received at any time, but periodically a special promotional appeal is presented in the Sabbath School. All ~~Sabbath School~~ Mission Investment funds are recognized as General Conference funds and designated as a portion of the world Mission Fund. Twenty-five percent of the Investment funds are appropriated for frontier outreach and/or large city evangelism as follows:

a. Twenty-two and one half (22.5) percent - No change

b. ~~Two and one half (2.5) percent to the North American Division. In the case of the North American Division, an amount equal to two and one half (2.5) percent of the Mission Investment Offering is provided annually in the budget.~~

c. Projects to be benefited by the ~~Sabbath School investment~~ Mission Investment should be designated annually by each division committee.

95-80

October 12, 1995 p.m.

NAD Year-end Meeting

TREn/NAD&UnTreS95/NADCOA/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/
Fin95YE/95YE to HWB

**538-95N LOANS FOR HOME AND AUTOMOBILE (Security)—
POLICY AMENDMENT**

VOTED, To amend NAD X 21 Loans for Home and Automobile, section
X 21 15, Security, paragraph 1, to read as follows:

X 21 15 Security—1. *Types of Loans*—All loans shall be covered as follows:

- a. First Mortgage real estate loans - No change
- b. Second Mortgage real estate loans in excess of \$5,000 shall be secured by a recorded second mortgage or deed of trust. The recording of second mortgages or deeds of trust shall not be required in situations where the previously recorded first has a callable provision in case additional loans are recorded, but in such cases the borrower shall provide a written statement to the effect that no additional loans will be recorded against the property.
- c. Automobile loans by having custody - No change

TREn/NADCOA/NAD&UnTre95YE/95YE to HWB

**561-95N EMPLOYEE MOVING ALLOWANCES—
POLICY AMENDMENT**

VOTED, To amend NAD X 23 05, Employee Moving Allowances, paragraph 1-e., to read as follows:

- e. In cases where it may be necessary to negotiate a bridge loan in order to secure a home at the new location, the bridge loan interest may be reimbursed by the new employer for the same time period during which the employee is eligible to receive duplicate housing allowances in addition to the duplicate and special housing allowance. This bridge loan interest would be considered outside of the ceiling for which special assistance may be given.

TREn/NAD&UnTreS95/NADCOA/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/
Fin95YE/95YE to HWB

537-95N RETIRING EMPLOYEE'S MOVING ALLOWANCE— POLICY AMENDMENT

VOTED, To amend NAD X 23 10, Retiring Employee's Moving Allowance, to read as follows:

X 23 10 ¹Retiring Employee's Moving Allowance—An employee who has at some time during his/her denominational employment been moved at denominational expense, may be granted assistance in the form of reimbursement for actual moving ~~expenses~~ expenses, or at the employer's ~~option~~ option, a cash settlement on moving ~~expenses~~ expenses, when an actual move is made to the place of retirement according to the following provisions:

1. *Over Thirty Years Service*—When an employee who has given thirty years or more of denominational service retires, the employing organization may arrange to pay the moving expense on a reasonable amount of household goods and pay transportation expense, including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day ~~(but excluding telephone installation and the flat allowance as indicated in X 23 05)~~ to the place of his/her choice in the North American Division. The provisions of X 23 05, paragraph 1-c., -d., and -e. do not apply to this move.
2. *Under Thirty Years Service*—An employee who has served - No change
3. *Arrangement*—This arrangement is to be made - No change
4. *Division of Expense*—In cases where both spouses - No change
5. *Tax Obligation*—The retiring employee shall be - No change

TREn/OGC/Fin95YE/95YE to HWB

593-95N TERMINATION SETTLEMENTS— POLICY AMENDMENT

VOTED, To amend NAD X 40, Termination Settlements, to read as follows:

¹Employees who were eligible to retire on or before October 1, 1994 are exempt from the requirement of having been moved at denominational expense at some time during denominational employment.

95-82

October 12, 1995 p.m.
NAD Year-end Meeting

X 40 Termination Settlements

X 40 03 Termination Settlements - No change

X 40 05 Eligible Recipient - No change

X 40 10 Ineligible Employee—1. An employee and/or the surviving spouse, dependent, or surviving dependent parent of the following:

- a. An employee who - No change
- b. An employee of a health - No change
- c. A teacher under continuous - No change
- d. An employee whose employer - No change
- e. A person who is - No change
- f. A permanently returning interdivision employee.
- f. g. An employee, including - No change

X 40 15 Eligibility Requirements—Termination settlements may be granted providing the employee meets at least one of the following conditions and is not eliminated under the provisions of X 40 10:

- 1. *Dismissed* - No change
- 2. ~~*Physical Disabilities*~~ *Medical Disability*—Is not able to continue employment because of ~~physical disabilities~~ medical disability as determined by appropriate medical certification and the controlling denominational committee, and is not eligible for disability retirement benefits or benefits from the Employee Disability Income Plan (X 33).
- 3. *Counseled to Resign*—Is counseled to resign by the employing organization ~~and has not been offered employment by another denominational organization in an area of service for which the person has acquired qualifications through training and/or experience.~~

4. *Ineligible for Retirement Benefits*—Is employed until or after age 65 but is not eligible for retirement benefits ~~because of having entered denominational service after the 55th birthday.~~

5. *Closure of Organization* - No change

6. *Financial Exigency* - No change

X 40 20 Service Record—1. *Termination Settlement*—The termination settlement shall be noted in the employee's personal service record but does not cancel any part of his service credit, ~~unless such settlement exceeds the provisions of this policy.~~

2. *Further Settlements* - No change

3. *Retirement Allowance*—In accordance with Z 40, Retirement Allowance (See Appendix I), ~~Employees~~ employees who receive a termination settlement and later return to denominational employment shall be eligible for only a retirement allowance based on the years of service credit earned after the settlement.

X 40 25 No Service Credit - No change

X 40 30 Settlement—1. *Amount*—The settlement shall be a payment equal to 25 percent of one month's remuneration excluding area travel and all other allowances for the years of ~~full-time service and fractions thereof, or valid denominational~~ service credit ~~whichever is less, plus unused earned vacation to which the employee is entitled, up to a maximum of six weeks or the balance of the Paid Leave Bank (D-65-47).~~ No more than 20 years of full-time service shall be counted. (In the case of a surviving dependent parent, as provided for under X 40 05-3, no more than 5 years of full-time service shall be counted. Any unpaid benefits earned by the employee, including but not limited to unpaid vacation time and unpaid sick time, are not part of this settlement and shall be paid separately to the employee.)

2. *Method of Payment*—The settlement computed in paragraph 1. above shall be paid in a lump sum at the time of termination. ~~If the person begins employment with another denominational organization before the period covered by the settlement has elapsed, the employee will be required to refund to the former employer the portion of the settlement that exceeds the period of unemployment between the two assignments. The new employer shall cooperate with the former employer in effecting this refund.~~ consistent with the terms of X 40 40.

95-84

October 12, 1995 p.m.

NAD Year-end Meeting

3. *Independent Transfers* - No change

4. *Settlement for Teachers* - No change

5. ~~*Workers' Compensation Benefits*~~—Employers may pay the difference between the amount that is received from Workers' Compensation benefits, unemployment insurance or some other type of employer provided income replacement and the amount that otherwise would be granted as termination settlement.

6. 5. *Employee Survivor Benefit* - No change

X 40 35 Health Care Benefits - No change

X 40 40 Termination Settlement Expense—1. *Employer Pays* - No change

2. *Release*— ~~Employers are required to obtain a release from any future liability before making a termination settlement to an employee.~~ As a condition of receiving a termination settlement, employees are required to execute a release of any and all liability against the employer, related organizations and entities, agents and employees, therefore, the settlement is not to be construed as an employee benefit. If the release is not signed within 30 days of going off the payroll for regular remuneration, including accrued paid leave or accrued vacation, the termination settlement shall be forfeited. (A model release form is available from the Office of General Counsel of the General Conference.)

NAD&UnTre95YE/Fin95YE/95YE to HWB

594-95N HOLIDAY GIFT—POLICY AMENDMENT

VOTED, To amend NAD X 12, Holiday Gift, to read as follows:

X 12 Holiday Gift

Denominational organizations may wish to recognize the service of employees by granting an annual holiday gift. This gift shall not exceed ~~\$35.00~~ \$50.00 per year.

October 12, 1995 p.m.
NAD Year-end Meeting

AUDn/TREn/95YE to HWB

**596-95N LOCAL CONFERENCE SESSION (Audited Statements)—
POLICY AMENDMENT**

VOTED, To amend NAD C 35, Local Conference Session, section C 35 20, Audited Statements, to read as follows:

C 35 20 Audited statements—Audited financial statements and auditors' certificates of opinions on the financial statements are to be presented to conference sessions as a regular procedure when financial statements are read. Whenever possible ~~they are~~ the auditor's opinion is to be ~~personally~~ presented by the auditor in person.

TREn/NADOUP/NAD&UnTre95YE/Fin95YE/95YE to GHC

552-95N REMUNERATION FACTOR AND ALLOWANCES 1996

VOTED, 1. To delete category AAA from the North American Division Remuneration Scale.

2. To approve the remuneration factor and allowances effective July 1, 1996 for the United States and September 1, 1996 for Canada as follows:

Remuneration Factors by Cost of Housing Category

Category	July 1, 1996 <u>U.S.A.</u>	September 1, 1996 <u>CANADA</u>
AA*	\$1,871	
A	1,910	C\$2,102
B	2,025	2,226
C	2,152	2,359
D	2,291	2,508
E	2,446	2,673
F	As may be approved	As may be approved

*Category A is recognized as the standard base factor for denominational remuneration in the North American Division. ~~Categories AAA and AA are~~ Category AA is optional and

95-86

October 12, 1995 p.m.

NAD Year-end Meeting

may be implemented by a denominational entity in a year that budget constraints do not allow Category A.

Ministerial Scholarship Rate

While attending Seminary
42.5% of Category A
Effective July 1, 1996 US\$ 812.00

While They Are Participating
in Evangelistic Efforts
12% of Category A
per week for up to six weeks.

For Canadian and Bermudian scholarship recipients, when spouses accompany the intern but are unable to obtain work permits, the scholarship may be increased to \$1,624.00 as of July 1, 1996.

Parsonage Exclusion (USA)

The parsonage exclusion is available only to ordained ministers and licensed ministers in pastoral care or to commissioned ministers who are associates in pastoral care.

Each union in the North American Division will be responsible for establishing a Parsonage Exclusion ceiling within its territory. The total exclusion is limited by IRS regulations such as fair rental value and actual expense.

Travel Expense Allowances, effective January 1, 1996

	<u>U.S.A.</u>	<u>Canada</u>
Auto Travel Rates, Per Mile	US\$ 0.22	
Per Mile - California	0.23	
Per Mile - Hawaii	0.24	
Per Kilometer (up to 5,000 km)		C\$ 0.31
Per Kilometer (over 5,000 km)		0.25
Per Diem Rates		
Full per diem	US\$ 22.00	C\$ 27.00
When fully entertained	6.00	6.00

95-87
October 12, 1995 p.m.
NAD Year-end Meeting

Family authorized travel		
Worker and spouse	33.00	41.00
When fully entertained	8.00	9.00
Each accompanying child (only during a move)	10.00	10.00
Each child traveling alone	11.00	14.00

Area Travel

The Area Travel Allowance is a monthly allowance which is calculated at 1,000 miles times the Area Travel per mile.

Area travel allowance is defined as a flat allowance for travel by administrative personnel within a restricted geographical area not more than 50 miles in radius (100 miles round-trip) from the worker's home or place of employment, as may be defined by the employing organization. No auto mileage may be reported for trips to points within such area. Any variations to this policy must have NADCOM approval.

Pension Factors Effective January 1, 1996

General Church Retirement Plan - US	US\$ 1,631
General Church Retirement Plan - Canadian	C\$ 1,882
Hospital Retirement Plan	US\$ 1,710

TREn/NADCOA/NAD&UnTre95YE/Fin95YE/95YE to GHC

583-95N REGIONAL CAPITAL REVERSION FUND ALLOCATIONS 1996

VOTED, To approve the allocation of Regional Capital Reversion funds available for 1996 as follows:

Allegheny East Conference	33.3%
Allegheny West Conference	33.3%
North Pacific/Pacific Conference	33.3%

95-88

October 12, 1995 p.m.

NAD Year-end Meeting

TREn/NAD&UnTre95YE/Fin95YE/95YE to GHC

560-95N FINANCIAL ALLOTMENTS 1996

VOTED, To approve the following financial allotments for 1996:

NAD EVANGELISM INSTITUTE

LAKE UNION

ALLOTMENT

\$40,500

OAKWOOD COLLEGE

1996

ALLOTMENT

ORGANIZATION

1994 TITHE

3 % of TITHE

ATLANTIC UNION:

Northeastern Conference

17,520,267

525,608

COLUMBIA UNION:

Allegheny East Conference (2.125%)

13,834,859

293,991

Allegheny West Conference

4,278,336

128,350

LAKE UNION:

Lake Region Conference

6,614,011

198,420

MID-AMERICA UNION:

Central States Conference

2,451,013

73,530

NORTH PACIFIC UNION:

Alaska Conference Churches

96,338

2,890

Oregon Conference Churches

186,092

5,583

Upper Columbia Conference Churches

36,247

1,087

Washington Conference Churches

544,437

16,333

95-89
October 12, 1995 p.m.
NAD Year-end Meeting

PACIFIC UNION:

Arizona Conference Churches	280,710	8,421
Central California Conf Churches	982,919	29,488
Nevada-Utah Conf Churches	276,364	8,291
Northern California Conf Churches	1,542,856	46,286
Southeastern California Conf Churches	2,179,402	65,382
Southern California Conf Churches	3,546,175	106,385

SOUTHERN UNION:

South Atlantic Conference	8,377,500	251,325
South Central Conference (5.0%)	8,543,161	427,158
Southeastern Conference	7,795,551	233,867

SOUTHWESTERN UNION:

Southwest Region Conference	<u>5,475,531</u>	<u>164,266</u>
-----------------------------	------------------	----------------

TOTALS	<u>84,561,769</u>	<u>2,586,661</u>
--------	-------------------	------------------

TREn/NADCOA/NAD&UnTre95YE/Fin95YE/95YE to GHC

581-95N ADVENTIST REVIEW—NAD EDITION

VOTED, To continue the North American Division edition of the *Adventist Review* for 1996 by providing \$399,564 as follows:

From the General Conference	\$199,782
From the North American Division	<u>199,782</u>
Total	<u>\$399,564</u>

The unions and local conferences contribution per subscription will be as follows:

Union Conference	\$1.34
Local Conference	\$1.39

95-90
October 12, 1995 p.m.
NAD Year-end Meeting

TREn/NAD&UnTre95YE/Fin95YE/95YE to GHC

**580-95N SPECIAL ASSISTANCE FUND—ALLOCATIONS
FOR 1996**

VOTED, To approve the following schedule for the Special Assistance Fund for Conferences for 1996:

	Assistance on Basis of Tithe <u>Per Capita</u>	Assistance On Basis of <u>Total Tithe</u>	<u>Special Assistance</u>	Reduction By Policy <u>Limitation</u>	<u>Total Assistance 1996</u>
ATLANTIC UNION					
Bermuda	0	0	20,000	S 0	20,000
Greater New York	0	0	75,000	S 0	75,000
@ New York	0	0	25,000	@ 0	55,000
			30,000	S	
Northeastern	283,986	0	0	0	283,986
Total	283,986	0	150,000	0	433
CANADIAN UNION					
Alberta	8,407	0	13,700	S 0	22,107
British Columbia	0	0	13,700	S 0	13,700
Manitoba-Saskatchewan	30,546	214,685	12,600	S 0	257,831
Maritime	4,834	311,176	0	S 0	316,010
Ontario	23,148	0	0	S (23,148)	0
Quebec	142,177	223,994	0	S 0	366,171
Newfoundland	6,343	421,198	0	(97,530)	330,011
Total	215,455	1,171,053	40,000	(120,678)	1,305,830
COLUMBIA UNION					
@ Allegheny East	23	0	25,000	@ (23) +	25,000
Allegheny West	262,281	0	0	@ 0	262,281
Mountain View	0	185,694	0	0	185,694
Total	262,304	185,694	25,000	(23)	472,975

95-91
October 12, 1995 p.m.
NAD Year-end Meeting

	Assistance on Basis of Tithe <u>Per Capita</u>	Assistance On Basis of <u>Total Tithe</u>	<u>Special Assistance</u>	Reduction By Policy <u>Limitation</u>	Total Assistance <u>1996</u>
LAKE UNION					
Lake Region	863,665	0	0	(44,948) =	818,717
Total	863,665	0	0 *	(44,948)	818,717
MID-AMERICA					
Central States	415,740	0	0	0	415,740
@ Dakota	0	0	25,000 @	0	50,000
			25,000 S		
Kansas-Nebraska	53	0	25,000 @	(53) +	25,000
@ Minnesota	0	0	12,500 @	0	12,500
@ Rocky Mountain	0	0	25,000 S	0	25,000
Total	415,793	0	112,500	(53)	528,240
NORTH PACIFIC UNION					
Alaska	0	84,157	110,000 S	0	194,157
@ Idaho	0	0	18,750 @	0	18,750
@ Montana	0	113,976	25,000 @	0	138,976
Union Regional Ministries	0	0	11,943 S	0	11,943
Total	0	198,133	165,693 *	0 *	363,826
PACIFIC UNION					
@ Arizona	37,084	0	0	0	37,084
@ Hawaii	0	0	25,000 @	0	125,000
			100,000 S		
Nevada-Utah	0	0	30,000 S	0	30,000
Southern California	542,513	0	0	0	542,513
Union Regional Ministries	0	0	667,693 S	0	667,693
Total	579,597	0	822,693	0	1,402,290

95-92

October 12, 1995 p.m.

NAD Year-end Meeting

	Assistance on Basis of Tithe Per Capita	Assistance On Basis of Total Tithe	Special Assistance	Reduction By Policy Limitation	Total Assistance 1996
SOUTHERN UNION					
South Atlantic	819,659	0	0	0 =	819,659
South Central	674,092	0	0	0	674,092
Southeastern	423,886	0	0	0	423,886
	-----	-----	-----	-----	-----
Total	1,917,637	0	0	0	1,917,637
	-----	-----	-----	-----	-----
SOUTHWESTERN UNION					
Oklahoma	10,300	0	0	0	10,300
Southwest Region	396,207	0	0	0	396,207
@ Texico	0	0	18,750 @ 30,000 S	0 &	48,750
	-----	-----	-----	-----	-----
Total	406,507	0	48,750	0	455,257
	-----	-----	-----	-----	-----
Grand Total	4,944,943	1,554,881	1,364,636	(165,702)	7,698,758
	=====	=====	=====	=====	=====

NOTES:

1. Minimum Annual Tithe: \$2,436,000 [1995 factor (\$1,853) divided by 1994 factor (\$1,811) = 102.31916% X \$2,376,000 rounded up to next amount divided by 12 in the thousands column.]
2. Tithe Per Capita: \$606.26
3. For 1996 local conferences and missions will contribute 1% of annual tithe receipts in excess of \$2,436,000

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 \$4,872,000 unless tithe per capita is less than \$545.63.
& No assistance if assistance calculation results in less than \$5,000.
* Reported membership adjusted.

TREn/NADCOA/NAD&UnTre95YE/Fin95YE/95YE to GHC

**582-95N NAD UNION REVOLVING FUND 1996—MAXIMUM
INTEREST RATES**

VOTED, To set the 1996 maximum interest rate for union revolving funds at eight percent.

NADCaucus/CMO/NAD&UnPre95YE/95YE to HWB

**597-95N NORTH AMERICAN DIVISION (Administrative Plan)—
POLICY AMENDMENT**

The North American Division delegates to the General Conference Session in Utrecht voted a request that the Commission on Mission and Organization (CMO) develop a proposal for the 1995 Year-End Meeting that would increase the representation of the local level of the Church in the North American Division Committee. The Commission on Mission and Organization studied this request and discussed a number of alternatives. It was discovered that under existing policy, even the conference presidents are not full members of the North American Division Committee. The Commission on Mission and Organization delegated to give the North American Division administration the responsibility to finalize a detailed plan that would increase representation without unduly increasing costs for travel. The union presidents were consulted and they collaborated in the following proposal.

VOTED, To amend NAD C 10 North American Division, section C 10 05, to read as follows:

C 10 05 Administrative Plan—The administrative plan of the North American Division shall be on the following basis:

1. The North American Division Committee - No Change
2. The North American Division Committee shall be constituted as follows:
 - a. President of the North American Division, Chair. - No Change
 - b. Presidents of North American Division union conferences. - No Change

95-94

October 12, 1995 p.m.
NAD Year-end Meeting

c. President, secretary, ~~and treasurer~~ treasurer, and general vice presidents of the General Conference.

~~d. General vice presidents of the General Conference.~~

e. d. Secretary and associate secretary of the North American Division.

f. e. Treasurer and associate ~~treasurer~~ treasurers of the North American Division.

~~g. f.~~ Division vice presidents and field secretaries.

~~h. g.~~ Administrative ~~assistant~~ assistants to the president of the North American Division.

h. Directors and associates of all departments, associations, services, agencies and offices in the North American Division.

I. Representative of Adventist Health Care, as selected by the North American Division Officers. Secretaries, treasurers, vice presidents and union ethnic coordinators of North American Division union conferences.

j. Directors and associates of all departments, associations, services, agencies and offices in the North American Division. Presidents of North American Division local conferences.

k. The president and the secretary treasurer of Adventist Laymen's Services and Industries. Chief executive officers of denominationally-affiliated universities and colleges located in the North American Division territory.

l. The managing director of Philanthropic Service for Institutions. The president and the secretary-treasurer of Adventist-Laymen's Services and Industries.

m. The director of the General Conference Trust Services. North American Division ministers and laypersons who are members of the General Conference Executive Committee.

n. The director and the associate director of Adventist Chaplaincy Ministries. Fifty-eight (58) members of North American Division churches who are not employed by the denomination or related institutions. These individuals shall be elected by the union conference executive committees. The fifty-eight seats shall be apportioned by

NADCOM among the union conferences at the first meeting following each General Conference Session.

o. ~~Editors of the *Adventist Review*, *El Centinela* magazine, *Message* magazine, and *Signs of the Times*.~~ Three pastors from each North American Division union conference to be selected by the union conference executive committees.

p. ~~Director of the North American Division Evangelism Institute.~~
Education directors of the North American Division union conferences.

q. ~~Director of the Institute of Church Ministry.~~ One classroom teacher from each North American Division union conference to be selected by the union conference executive committees.

r. ~~Chairpersons of General Conference institutional boards.~~ Any other member of the General Conference Executive Committee present.

s. ~~Members of the General Conference Executive Committee who are the ranking officers of institutions and organizations located in the North American Division.~~ Such other persons as may be named by NADCOM not to exceed 5% of the total membership.

t. ~~Such other persons as may be named by NADCOM.~~

u. ~~North American Division ministers and laypersons who are members of the General Conference Executive Committee.~~

v. ~~Any other member of the General Conference Executive Committee present.~~

3. The North American Division officers may issue a standing request for the following invitees to attend each annual Year-end Meeting:

a. Representatives of Adventist Health Care.

b. Editors of the *Adventist Review*, *El Centinela* magazine, *Message* magazine, and *Signs of the Times*.

c. The directors of the North American Division Evangelism Institute, the Institute of Church Ministry, AdventSource, and resource centers fully accredited by the North American Division Church Resources Consortium Board.

95-96

October 12, 1995 p.m.

NAD Year-end Meeting

d. Chairpersons of General Conference institutional boards.

e. The ranking officers of General Conference and North American Division institutions.

95YE to ACM-NADOUP

587-95N COMPOSITION OF NADCOM

VOTED, To request that North American Division Administration and North American Division Officers and Union Presidents (NADOUP) give study to the total membership of the NAD Year-end Committee for the specific purpose of reducing the size of the committee while insuring and maintaining the necessary representation from General Conference, North American Division, unions, colleges, local conferences, pastors, teachers and lay persons.

584-95N "SAVED TO SERVE" NAD YOUTH INITIATIVES—REPORT

The "Saved to Serve" North American Division Youth Initiatives Report " was presented by Jose Rojas. The Outline of the report is as follows:

"Saved to Serve" North American Division Youth Initiatives Report

North American Division Youth Ministries is committed to a broad, effective evangelistic process which will establish our youth and young adults in a grace orientation in which they discover Jesus at the heart of the Seventh-day Adventist message; respond to Jesus with a lifestyle of worship; experience Jesus in an inclusive, involving community; and reveal Jesus through a life of active service. With this resolve we commit to the following initiatives for the enhancement of youth ministry in the local churches and campuses of North America:

Service—*The Adventist Youth Service Network*

1. Empower the experience of *Missionary* and *Volunteer* as a lifestyle among Adventist teens and young adults in North America
2. Recruit and train 10,000 Seventh-day Adventist teens and young adults in evangelism to local and global communities

3. Establish an infrastructure of service opportunities in North America amplifying the experience of North America as part of the mission field.

Group Meetings—*Strengthen Opportunities for Youth to Have Group Meetings on a Regular Basis*

1. Revive the church Adventist Youth (AY) meeting
 - Weekly, bi-weekly, or monthly AY meeting in each church
 - Focus on outreach and nurture
2. Strengthen the Youth Sabbath School
 - Restructure the lesson study curriculum
 - Provide program resources
3. Establish area youth federations
 - Increase district youth rallies
 - Youth Summits
4. CompuServe Forums for teens and young adults
 - Provide a continuing communication on SDA on-line
 - Provide youth resources and information for church use on-line
 - Provide the ability for input by the general membership of the church to the Youth Department

Training—*Train 1000 Local Church Youth Leaders Per Year in North America*

Support or sponsor seminars for local church youth leaders that will follow two basic formats for application in the various settings of the North American Division:

- One-day training events
- Weekend training events

Youth Congresses—*Support Mega Youth Congresses*

1. Inspire and recruit youth for service
2. Enhance a sense of a youth movement in North America

95-98

October 12, 1995 p.m.

NAD Year-end Meeting

3. Support events in five areas of the North American Division
 - Pacific Union Youth Congress (West US)
 - Columbia Union Youth Congress (East US)
 - Black Adventist Youth Director's Association (National Youth Congress)
 - Southern Union Youth Congress (South US)
 - Canadian Youth Congress

Resources—*Encourage the Production of and the Availability of Current Youth Ministry Products*

1. Produce and encourage the production of a minimum of ten youth ministry resources each year
2. Establish a plan for evaluation of all products

Diversity—*Model Diversity in Youth Ministry*

As the result of the work of the *Commission on Cultural Affirmation* we will:

1. Host a symposium on diversity with the goal of connecting the commission's work to an intentional event highlighting diversity in youth ministry (1997).
2. Produce a manual and brochures for application strategies and suggestions for youth leaders at all levels.
 - Information—Awareness building
 - Education—Curriculum
 - Modeling—Programming

3. Produce a book series on diversity in youth ministry for publication

Network—*The Association of Adventist Youth Ministry Professionals*

1. Serve as the official network for North American Division Youth Ministries sponsored by the NAD Youth Ministries Department
2. Provide a certification program enhancing a growth process for youth ministry professionals.

RMS/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

551-95N RISK MANAGEMENT SERVICES—NEW NAME

VOTED, 1. To record that the name of Risk Management Services has been changed to Adventist Risk Management, Inc. and,

2. To change the name in the North American Division *Working Policy* wherever it appears, except for the NAD Risk Management Committee.

SECn/NADCOA/NADOUP/NAD&UnSec95YE/95YE to HWB

**548-95N LITERARY PROPERTY INTERESTS—
POLICY AMENDMENT**

VOTED, To amend NAD B 60 18, Literary Property Interests, to read as follows:

B 60 18 Literary and Other Intellectual Property Interests—1. Ownership—
Literary and computer software property interests in any work prepared on the job by an employee within his/her employment shall vest in the legal employing church entity. Such legal entity shall hold title to any copyright, trademark, patent, or other legal property interest without responsibility for royalty or reimbursement other than the regular salary and benefits earned by the employment.

2. *Exclusions*—This policy is not intended - No change

3. *Exception*—The legal employing church - No change

AVn/SECn/NADCOA/534-95N/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/
95YE to HWB

**541-95N DENOMINATIONAL AVIATION (Pilot Requirements—
Airplane)—POLICY AMENDMENT**

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

C 65 16 Pilot Requirements—Airplane—1. *Category I*—All pilots, employees or volunteers, who fly for or on behalf of the denomination, except as provided in Category II or III below, shall meet one of the requirements under a., b., or c. below: Carrying passengers and night flying are not approved.

- a. If the pilot holds a private - No change
- b. If the pilot holds a commercial - No change
- c. If the pilot holds at least a private - No change

2. *Category II*—A denominational employee who - No change

3. *Category III*—All pilots, employees or volunteers, who pilot an airplane either part-time or full-time in bush conditions shall meet the following requirements:

- a. Meet all the requirements of - No change
- b. Have a denominational mission - No change
- c. Have an Airframe and Power Plant - No change

d. Waiver—An approved pilot may be granted a waiver to the requirements of the NAD Aviation Policy by the NAD Chief Pilot if the following criteria are met. The waiver would allow a private pilot who does not have an instrument rating to carry passengers, under certain circumstances, on a case by case basis, and for a limited time only.

The suggested criteria for a waiver are as follows:

- 1) There is a special event or a need for a pilot.
- 2) The duration of the approval shall not exceed two weeks.
- 3) A designated Check Pilot shall give ground and flight training for routes and airports to be used.
- 4) Flights are during daytime Visual Flight Rules (VFR) only.
Daytime being defined as sunrise to sunset.
- 5) The visibility is at least ten miles.

- 6) The ceiling is at least 3,000 feet for the entire route.
- 7) The pilot must have a minimum of 200 hours flight time.
- 8) The pilot must have a minimum of 50 hours cross country flight time.
- 9) The pilot must have 50 hours experience in the make and model to be flown.
- 10) The pilot must have 50 hours flight time in the last six months.
- 11) The pilot must also meet the pilot requirements of C 65 16, Category 1.-c.-1), -2), -4), and -5).
- 12) The airplane must have had an annual/100 hour inspection within the previous 100 hours.
- 13) The pilot must satisfactorily complete a check-out with a designated Check Pilot and have approval of the NAD Chief Pilot.
- 14) This waiver applies on a one-time basis only.

SECn/NAD&UnSec/NADCOA/NADOUP/NAD&UnSec95YE/95YE to HWB

**504-95N MODEL LOCAL CONFERENCE CORPORATION
ARTICLES—NEW POLICY**

VOTED, To adopt a new policy, NAD CA 30, Model Local Conference Corporation Articles, which reads as follows:

**CA 30 MODEL LOCAL CONFERENCE
CORPORATION ARTICLES**

CA 30 05 Local Conference Corporation—The following model Local Conference Corporation Articles has been approved as a model to be followed as closely as possible by all local conference corporations in the development of their Articles of Incorporation. Any significant additions, deletions or changes required by national or local legal requirements shall be submitted to the respective division committee for review and appropriate counsel.

95-102

October 12, 1995 p.m.

NAD Year-end Meeting

**CONFERENCE CORPORATION
OF SEVENTH-DAY ADVENTISTS**

Articles of Incorporation

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, namely (insert the names of the original incorporators) being of full age, and citizens of the United States, and residents of (State) desiring to associate ourselves together to form a corporation for the purposes and objects hereinafter set forth, in pursuance of and in conformity with (here refer to the law), for ourselves, our associates, and successors, do make, sign, and acknowledge this certificate in writing, which, when recorded, shall constitute the Articles of Incorporation of the hereinafter-named corporation.

Article I—Name

The name of the corporation hereby created shall be _____ Conference Corporation of Seventh-day Adventists.

Article II—Duration

The term for which said corporation is organized and the duration of its existence is to be perpetual [*for for the maximum period provided by law*].

Article III—Business and Objects

The particular business and objects for which this corporation is formed are for the purpose of diffusing moral and religious knowledge throughout the entire world by means of churches, organizations, publishing houses, medical or health institutions, educational institutions, publications, agencies, and all other instrumentalities and methods appropriate and available for and tending to the advancement of such ends and aims, and to that end to receive loans, gifts, and deposits of money; to issue notes; to grant annuities; to make loans; to acquire, possess, and hold title to real, personal, and mixed estates in this or foreign countries, either in trust or otherwise, by gift, bequest, devise, or purchase, and to have power to pledge, incumber, sell, and convey the same by such mortgage or other instrument of security or conveyance as may be suitable; it being, however, expressly declared that this corporation is not for personal profit or gain to anyone, but that all its property and effects must be used and expended in carrying into effect the aims, ends, and objects of its existence.

Article IV—Trustees

The business, affairs, and funds of this corporation shall be under the control and management of a Board of Trustees, which for the first year of its existence, shall be composed of _____ persons to be elected by the aforesaid persons who do hereby associate themselves together by this instrument of writing for the purpose of this incorporation. Their successors shall be chosen at such time and place and in such manner as shall be provided in the Bylaws of this corporation, and a majority of the Board shall constitute a quorum for the transaction of business. Whenever a vacancy shall occur in such Board of Trustees, it shall be filled in the manner prescribed in the Bylaws.

Article V—Rights and Privileges

This corporation shall enjoy all the rights, privileges, and immunities, and exercise all the powers and authorities now conferred, or which may hereafter be conferred, by the laws of the United States upon corporations of similar kind or nature.

IN TESTIMONY WHEREOF we have hereunto set our hands and seals this _____ day of _____ A.D. _____.

BYLAWS

Article I—Name

The name of this Corporation is _____ Conference Corporation of Seventh-day Adventists.

Article II—Objects

The particular objects for which this Corporation is formed are stated in the Articles of Incorporation.

Article III—Location

The principal office of this Corporation is located in _____.

Article IV—Membership

Sec. 1. The members of this Corporation shall be:

- a. The Board of Trustees of this Corporation

b. The members of the _____ Conference Committee of Seventh-day Adventists

c. The members of the General Conference Committee of Seventh-day Adventists present at any regular or special meeting of the _____ Conference of Seventh-day Adventists

d. The duly elected and accredited delegates at any regular or special session of the _____ Conference of Seventh-day Adventists who shall be present at any regular or special meeting of this Corporation. For the purpose of this Corporation, these delegates shall continue in office until other delegates are chosen to succeed them.

Sec. 2. A quorum for the transaction of business shall consist of not less than _____ members.

Article V—Trustees

Sec. 1. The members of this Corporation shall elect triennially _____ persons to act as trustees for this Corporation, who shall hold their offices until their successors are duly elected and enter upon their duties.

Sec. 2. The trustees shall have the ordering of all affairs of this Corporation, the management and disposal of all its property, and the execution of all trusts confided to it.

Sec. 3. A quorum to do business shall consist of not less than _____ trustees, one of whom shall be an officer of the Board.

Sec. 4. The trustees shall elect triennially from their number a President, a Secretary, and a Treasurer.

Sec. 5. The trustees shall ensure that the financial records of this Corporation are open to the scrutiny of an auditor designated by the General Conference Auditing Service. The auditor shall submit an itemized report to the members of the Corporation annually, or at such times as may be required by the Board.

Sec. 6. The trustees shall have power to fill any vacancy occurring in their membership.

Article VI—Duties of Officers

The duties of the officers of this Corporation shall be such as usually pertain to such officers respectively, and such other duties as the Board of Trustees may prescribe. The President and the Secretary, or in the absence of either, the other and the Treasurer, shall in behalf of the Corporation, sign all deeds, mortgages, powers of attorney, annuity agreements, or other instruments of writing of similar character and import.

Article VII—Seal

The seal of this Corporation shall consist of an ordinary-sized circular impression with the words “_____ Conference Corporation of Seventh-day Adventists,” in an outer circle enclosing the word “Seal” and the word “Incorporated.”

Article VIII—Meetings

Sec. 1. Every regular and special meeting of the members of this Corporation shall be called by the Board of Trustees. Notice of any such meeting shall be published in two successive issues preceding the time of the meeting, in the official organ of the _____ Union Mission/Union Conference of Seventh-day Adventists, or in the *Adventist Review*, a weekly paper published at Hagerstown, Maryland.

Sec. 2. The meetings of the Board of Trustees, both regular and special, shall be held at such times and places as may be designated by the president.

Sec. 3. When not otherwise especially provided, all votes of the members of this Corporation for the election of trustees or for the deciding of other questions shall be taken *viva voce*.

Sec. 4. Each voter, whether member or trustee, shall have one vote, and only one, on any question.

Article IX—Amendments

These Bylaws may be amended by two-thirds vote of the members of the Corporation present and voting at any regular meeting of said members, when the proposed amendment does not conflict with the Articles of Incorporation of the Corporation. When it is proposed to change the Bylaws at any special meeting of the members of the Corporation, notice shall be given to this effect in the call for the meeting, and the nature of the proposed amendment or amendments shall be stated.

95-106
October 12, 1995 p.m.
NAD Year-end Meeting

Article X—Dissolution

In the event of the dissolution of this Corporation, any funds remaining after all claims have been satisfied shall be transferred to the _____ Union Mission/Union Conference Corporation of Seventh-day Adventists.

ACM/SECn/NADCOA/NADOUP/NAD&UnSec95YE/95YE to HWB

539-95N RESPONSIBILITY FOR SERVICE RECORDS— POLICY AMENDMENT

VOTED, To amend NAD D 45 10, Responsibility for Service Records, to read as follows:

D 45 10 Responsibility for Service Records—Responsibility for keeping the service records is as follows:

1. General Conference and North American - No change
- ~~2. Division (including division personnel and interdivision employees)—Secretary.~~
- ~~3.~~ 2. Union or Local Conference—Secretary.
- ~~4.~~ 3. Elementary and Secondary Church School Teachers—Local Conference Secretary.
- ~~5.~~ 4. Secondary School (Academy)—Local Conference Secretary.
- ~~6.~~ 5. College and University—President/Personnel Director.
- ~~7.~~ 6. Health Care Institution—Administrator/Manager or Personnel Director.
- ~~8.~~ 7. Publishing House—President/Manager or Personnel Director.
- ~~9.~~ 8. Other institutions not included above—Chief Administrative Officer/Personnel Director.
9. Military Chaplains—Director, Adventist Chaplaincy Ministries.

212-88N/OHR/NAD&UnSec/NADCOA/NADOUP/95YE to RTB

530-95N SEXUAL HARASSMENT—POLICY AMENDMENT

VOTED, To amend NAD D 70, Sexual Harassment, to read as follows:

D 70 ~~Sexual~~ Harassment

1. *Personal Conduct*—Employees of denominational organizations are to exemplify the Christ-like life and ~~should~~ shall avoid all appearance of wrongdoing. They ~~should~~ shall not for one moment indulge in sexual behavior that is harmful to themselves or others and that casts a shadow on their dedication to the Christian way of life.

2. *Mutual Respect*—Employees ~~should~~ shall respect and uplift one another. They must never place another employee in a position of embarrassment or disrespect due to sexual overtones. To do so would be a violation of God's law and the law of the land which protects human rights in the workplace.

3. *Definition—Definitions—*a. Sexual harassment by the employer, supervisor(s), coworker(s) and, in some instances, nonemployee(s) includes but is not limited to the following:

a- 1) Unwelcome sexual advances, requests for sexual favors, and other ~~verbal~~ verbal, visual or physical conduct of a sexual nature ~~affecting~~ which affects an individual's employment ~~status; status or the terms, conditions, or benefits of his or her employment.~~ Such advances constitute sexual harassment ~~when~~ when:

1) a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ~~employment;~~ employment; or

2) b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an ~~individual;~~ individual; or

3) c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working ~~environment;~~ environment; or

4) d) Where threats or suggestions are made that the individual's job, future promotions, wages, etc., depend on whether or not he/she submits to sexual demands or tolerates harassment.

b) 2) Unwelcome sex-oriented comments (~~kidding, e.g., kidding, teasing, jokes, joking, degrading or offensive sexual comments, sexual tricks~~);

e) ~~Subtle pressure or requests~~ 3) Requests or pressure for sexual activity;

d) 4) Unnecessary or inappropriate touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another person's ~~body, body~~);

e) 5) Suggestions, threats or Demand demands for sexual favors.

f) 6) Inappropriate visual conduct which creates embarrassment or suggests an interest in sexual activity.

b. Harassment on account of age, race, ethnicity or disability includes, but is not limited to, the following:

1) Subjecting employees to derogatory remarks, insults, slurs, jokes or tricks based on age, race, ethnicity or disability;

2) Denying employees opportunities to participate in training or education on account of their age, race, ethnicity or disability;

3) Limiting opportunities for promotion, transfer or advancement on account of age, race, ethnicity or disability.

4) Requiring employees to perform physically more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

4. *Working Environment*—Denominational organizations shall inform their employees that ~~sexual~~ harassment in the workplace will not be tolerated. All employees are expected to avoid any unwelcome behavior or conduct toward any other employee which could be interpreted as ~~sexual~~ harassment. Each organization shall designate ~~a male and a female person to whom complaints can be made~~ a process by which an employee may lodge a complaint.

5. *Reporting Incidents*—If an employee encounters sexual harassment or harassment on account of age, race, ethnicity or disability from supervisors, fellow employees, clients, or nonemployees, the following steps shall be taken immediately:

a. ~~It shall be made~~ Make it clear that such behavior is ~~offensive~~.
offensive and must be stopped immediately;

b. ~~The incident(s) shall be reported~~ Report the incident(s) to the appropriate person. ~~If possible, the~~ The complaint shall be in written form.

c. ~~The discussion shall be conducted~~ person to whom the complaint is made shall conduct all discussions in an objective and thorough manner, and shall advise the complainant ~~should be advised~~ not to discuss the matter elsewhere due to the sensitivity of the complaint. The person to whom the complaint is made shall keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

6. *Third-party Reports*—All employees who are aware of incidents of apparent sexual harassment or harassment on account of age, race, ethnicity or disability in the workplace are responsible for reporting such incidents to the appropriate person for investigation.

7. *Investigation*—Complaints of sexual harassment and harassment on account of age, race, ethnicity or disability shall be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity or disability shall be made from the facts on a case-by-case basis. ~~On determining whether alleged conduct constitutes sexual harassment, the supervisor or appropriate official shall look at the record as a whole and the totality of the circumstances, such as the nature of the sexual overtures and the context in which the alleged incident occurred. The person who is authorized to direct the investigation shall inform Adventist Risk Management, Inc. for insurance purposes. The investigation shall include, at a minimum, confidential interviews with all involved persons and written statements regarding the incident(s). The investigation and results shall be documented in writing and the results shall be reviewed with the complainant and accused employee with an explanation of any corrective action to be taken. All individuals involved shall be cautioned to maintain the investigation and results in strict confidence.~~

8. *Corrective Action*—a. ~~If the investigation indicates that sexual harassment is found to exist, appropriate officers shall take prompt corrective action. Depending on the severity of the act, the discipline may range from a written warning, a copy of which is placed in the offending person's personnel file, to immediate dismissal.~~ has not occurred, the complainant and accused employee shall be notified of the results and cautioned regarding future compliance with the organization's harassment policy. All persons, entities, or organizations which were notified of the indication of these proceedings shall also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the accused.

b. If harassment is found to exist, appropriate officers shall take prompt corrective action. Depending on the severity of the act, the discipline may range from a

95-110

October 12, 1995 p.m.

NAD Year-end Meeting

written warning (a copy of which is placed in the offending person's personnel file) to immediate dismissal.

9. *No Retaliation*—Supervisors and coworkers are prohibited from retaliating, intimidating, or harassing employees who complain of sexual harassment or harassment on account of age, race, ethnicity, or disability.

PUBn/NADCOA/NAD&UnSec95YE/95YE to HWB

562-95N DENOMINATIONAL LITERATURE DISTRIBUTING AGENCIES—POLICY REVISION

VOTED, To revise NAD I 55, Denominational Literature Distributing Agencies, to read as follows:

I 55 Denominational Retail Stores

I 55 05 Name of Retail Store—Adventist Book Center (ABC) is the trademarked name that is used by denominationally-owned retail stores. The ABC logo is also a registered trademark.

I 55 10 Legal Description of Adventist Book Center—The legal description is a Seventh-day Adventist legal entity doing business as Adventist Book Center. An ABC is a self-supporting, not-for-profit unincorporated entity wholly owned and operated by the local conference or conference designated church entity.

I 55 15 Adventist Book Centers as Retail Stores—Adventist Book Centers are the primary retail channel for the distribution of denominational trade, text, and missionary literature in the North American Division.

I 55 20 Purpose for Adventist Book Centers—The ABC in cooperation with the publishing houses and AdventSource is to provide literature with a distinctive Seventh-day Adventist message. Profit from the operation is not the end goal, but is an absolutely essential means to continue evangelistic outreach, enhance customer service, fund growth, and keep the ABC operation current.

I 55 25 Mission Statement—The Adventist Book Center (ABC) is a retail store devoted to serving aggressively the Seventh-day Adventist membership within designated territories and also the surrounding communities with the best in Christian literature,

vegetarian foods, and healthy lifestyle products. These products will promote a better spiritual, mental, and physical life by:

1. Encouraging a personal daily relationship with Jesus Christ among our customers.
2. Encouraging sharing of their love for Jesus with family and friends.
3. Encouraging a healthy lifestyle that prepares each person to live healthier lives in service for God.

As a not-for-profit ministry-oriented business, the ABC shall reflect the character of God as seen in Jesus Christ in the areas of customer service, physical environment, product selection, policies, and relationships with customers, employees, suppliers, and the community.

I 55 30 Location—The ABC should be located where it may reach large numbers of church members as well as the general public. Branch stores are encouraged when there is sufficient Seventh-day Adventist membership to support their operation.

I 55 35 Management of Adventist Book Center—The North American Division Publishing Board shall adopt guidelines for the management of the ABC.

I 55 40 Credentials for ABC Employees—Credentials to ABC employees shall be issued by the church entity that owns the ABC.

I 55 45 Adventist Book Center Board—1. Each local conference that owns an ABC shall establish a standing committee known as the Adventist Book Center Board for the purpose of overseeing the operation of the ABC. This board will provide strategic planning for the future, consider policies for current operation, and review the financial reports of the ABC.

2. The membership of the Adventist Book Center Board shall consist of:

Conference President/Treasurer, Chair
ABC Manager, Secretary
Conference President
Conference Secretary
Conference Treasurer
ABC Manager
ABC Assistant Manager

95-112

October 12, 1995 p.m.
NAD Year-end Meeting

Departmental Person
Layperson (preferably active in retail business)

I 55 50 Accountability—1. The ABC shall maintain separate accounting records, net worth, and bank accounts from the parent organization.

2. The ABC shall operate under the generally accepted accounting principles and standards accepted by the Seventh-day Adventist denomination. The General Conference ABC Accounting Manual is the accepted reference.

3. The ABC manager shall prepare an annual budget which must be approved by the ABC Board or parent organization.

4. The ABC shall produce monthly financial reports within 20 days of the end of the month. These reports shall include a balance sheet, income statement, supporting schedules, and a budget. Monthly reviews of these reports shall be done by the ABC Board or parent organization.

5. The General Conference Auditing Service shall audit these records annually.

I 55 60 Market—The members of the Seventh-day Adventist Church are the primary market of the ABC. The secondary market is the general public in the area where the store is located.

I 55 65 Merchandise to be Stocked by the ABC—The ABC manager shall be responsible to ensure that the ABC shall stock only Christian literature, health foods, and products that are consistent with SDA doctrine and lifestyle. The stores should seek to maintain viability by:

1. Maintaining a good product mix
2. Securing products with good marketability
3. Securing products consistent with denominational health principles
4. Considering the needs of the churches

I 55 70 Representation for the ABC—The union executive committee in each union shall elect one of the managers to an unpaid position as ABC representative for that union. The union ABC representative shall coordinate union reports, union ABC managers' meetings, and cooperative ABC promotions and advertising.

I 55 75 Reporting—The ABC manager shall send a sales report to the respective union representative within 15 days of the end of each month. The union representative shall send a quarterly sales report for all ABCs in the union to the NAD within 20 days of the end of each quarter. Each year the ABC manager shall send a year-end financial report to the NAD Publishing Department within two months of the end of the fiscal year.

I 55 80 Employment—All employees of the ABC shall be members in regular standing of the Seventh-day Adventist Church.

I 55 85 Unrelated Business (taxable) Income (UBI)—Each ABC board shall periodically review Unrelated Business (taxable) Income as defined by the government code and assure compliance.

I 55 90 Fiscal Year for Adventist Book Centers—The fiscal year for ABCs shall be the period beginning February 1 and ending January 31.

I 55 95 ABC Internship Plan—Recognizing the need to train qualified business persons for future ABC management, the following internship plan has been adopted:

1. The ABC internship plan shall be under the overall direction of the union committee, which shall annually allocate available internships among its conference ABCs.
2. The ABC manager shall provide a business plan to the conference, union and publishing houses executive committees, which includes:
 - a. Financial ability to hire the ABC intern at full salary when the internship is completed.
 - b. A plan for training the ABC intern in all areas of ABC operation and management.
3. Internships shall be for two years. A training progress report shall be submitted every six months to each contributing organization. This report will address the areas that were submitted in the business plan.
4. Salary of interns shall be according to the scale for business interns and shall be provided jointly as follows:

Union Conference	20% of the remuneration factor
² Local Conference	20% of the remuneration factor
Publishing Houses	20% of the remuneration factor
The ABC shall provide the balance, including allowances and expenses.	

The publishing houses shall provide their contributions for internships on a shared basis.

5. There shall be six internship positions per year available in the NAD.

I 55 100 Educational Textbooks K-12—1. The ABC shall process and bill all SDA textbook orders for the schools in its designated territory. However the textbooks shall be shipped directly from the publishers to the schools. Freight is FOB publisher; the school will pay for shipping charges.

2. To ensure delivery by the beginning of the school semester, orders from the school shall be placed with the ABC by June 30 for the fall term and by November 15 for the winter/spring term.

3. A five percent (5%) prompt payment discount shall be offered the schools if their bill is paid in full within 30 days of the invoice date.

I 55 105 Subscription and Trade Literature Purchases—1. As primary distributor to the Seventh-day Adventist constituency for all literature, the ABC shall purchase subscription literature at a 40% discount from the Home Health Education Services/Family Health Education Services/Family Enrichment Resources Inc. (HHES/FHES/FER) offices serving their territory on a freight pre-paid basis. All subscription literature shall be sold by the ABC at retail price.

2. The HHES/FHES/FER are the distributors for subscription books to the non-SDA public.

²A conference without sufficient resources but needing qualified ABC management personnel, may request that an internship and training program be conducted on its behalf in the ABC of another conference. The requesting conference would be responsible for the 20% local conference remuneration factor. The requesting conference would also present a business plan that would insure employment for the intern after successful completion of the internship.

3. The HHES/FHES/FER shall purchase all literature, other than subscription literature, from the ABC serving the territory where the literature will be used. The ABC shall sell trade books to the HHES/FHES/FER at a 10% margin plus transportation.

4. Unions may elect a plan whereby their ABCs may place orders for subscription literature directly with the publishing house. A copy of the order going to the HHES/FHES/FER, books would be shipped directly to the ABC, billing would come through the HHES/FHES/FER to the ABC. Where this option is adopted the same procedure would apply for trade books that are purchased by the HHES/FHES/FER.

PUBn/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**576-95Na HOME/FAMILY HEALTH EDUCATION SERVICE
(Publishing Policy)—POLICY DELETION**

VOTED, To delete NAD I 60, Home/Family Health Education Service, which reads as follows:

I 60 Home/Family Health Education Service

I 60 05 Operating Board—The union committee serves as the operating board, or appoints the board. The operating board will:

1. Review annual financial statements and reports.
2. Make all decisions affecting policy.
3. Nominate for appointment the associate director and/or treasurer upon recommendation of the executive committee.

I 60 10 Executive Committee—The executive committee shall be composed of the union president as chairman (or another union officer as appointed by the president); union publishing department director as secretary; other union officers; the HHES/FHES associate director and/or HHES/FHES treasurer. The executive committee shall:

1. Make the operating decisions within the framework of the policies voted by the board.
2. Select personnel not appointed by the board.

I 60 15 HHES Director—The director of the HHES shall be appointed by the union committee; it is advisable that he/she also be the director of the union conference publishing department.

I 60 20 Associate Director—The union committee may also appoint an associate director to assist in administration of the HHES/FHES. With committee approval, the associate director may also be appointed as associate union publishing department director.

I 60 25 Treasurer—It shall be the duty of the treasurer to receive all funds to disburse them in harmony with the actions of the executive committee, to maintain the necessary financial records, and to render financial statements as provided for in this action, and to perform such additional duties as may be assigned.

I 60 30 Advisory Committee—The annual union publishing department council shall serve as an advisory committee to the HHES operating board.

I 60 35 Subscription Book Methods—The regular system of self-supporting work on a commission basis has proved to be the most successful method for carrying forward the literature evangelist work and is to be followed throughout the division.

I 60 40 Payment-by-Mail Plan—The Payment-by-Mail Plan is as follows:

1. *Office Designation*—The term “Credit Office” shall be the standard terminology used when referring to Home Health Education Service offices.
2. *Subscription-Book Pricing*—The procedure for pricing subscription books is as follows:
 - a. Publishing house boards shall establish the net wholesale price of subscription-book literature after counseling with respective publishing house territorial sales development committees, taking into consideration the need to cover publishing expenses and those specific services requested by union fields.
 - b. Union committees, on recommendation of the HHES/FHES operating boards, shall set the retail subscription-book prices after counseling with the respective publishing house territorial sales development committees.
 - c. The HHES/FHES operating board shall designate percentages of that portion of the sales dollar which is over and above the net wholesale cost of the product as set

by the publisher for the literature evangelists' commissions, benefits, reserves, operating expenses, leadership, advertising, and other items deemed necessary.

d. The subscription-book pricing plan shall be reviewed annually by the NAD Sales Development Committee.

3. *Finance Charges*—A finance charge of up to 1.5 percent per month shall be added to the unpaid balance of the customer's account in harmony with state and federal laws.

4. *Allowance for Doubtful Accounts*—HHES/FHES organizations are to maintain the following minimum percentages of customer accounts receivable to allow for doubtful accounts:

a. Recourse programs—20 percent of total outstanding customer accounts receivable plus an additional 20 percent of those accounts older than 180 days.

b. No-recourse programs—30 percent of total outstanding customer accounts receivable plus an additional 70 percent of those accounts older than 180 days.

c. HHES/FHES organizations are to maintain allowance for doubtful accounts with respect to literature evangelists' accounts receivable in amounts equivalent to at least 20 percent of the total of all literature evangelists' accounts receivable plus an additional 30 percent of inactive accounts.

d. HHES/FHES treasurers in preparing their financial statement schedules are to show the age of their customer accounts receivable in categories of 30, 60, 90, 120, 150 and 180 days and over.

e. Customer accounts shall be classified as Code 1, 2, 3, 4 etc. according to the payments in arrears based on the payment schedule agreed to at the time the contract was written. On the HHES/FHES financial statement, the entire balance of any account that is 30 days past due shall be considered delinquent and not just the overdue payment. The unbilled accounts shall not be included in the aging of accounts by percentages, but shall be shown as a separate figure at the end of the accounts receivable.

I 60 45 Relationships of HHES/FHES, Union/Local Conferences and Literature Evangelists—1. HHES Relationships—a. The HHES is a service organization representing the local conference within a union in caring for the distribution of literature by literature evangelists either by cash or credit sales. It has been developed to do the work formerly performed by the Adventist Book Centers.

95-118

October 12, 1995 p.m.

NAD Year-end Meeting

b. The HHES is a service unit of the union conference and as such is subject to the union policies. It operates under the direction of the union constituency and the union executive committee.

c. The HHES retains a right to receive or reject contracts from any literature evangelist. It is responsible for informing the local conference as to the quality of work being done by the literature evangelist.

d. Because of the financial contribution from sales income to the salaries and expenses of associate and assistant publishing directors, the relationship between the HHES office and the local conference is more direct than the usual advisory relationship of a department.

2. *FHES Relationships*—The FHES bears the same relationship to the local regional conference which it serves as the HHES bears to the union conference. The regional conferences have established the FHES offices to meet the special needs and problems confronting their literature evangelists and publishing leaders.

I 60 50 HHES Collector or Field Representative—Those individuals who work for the Home Health Education Service as Collectors and/or Field Representatives shall be required to meet the same minimum requirements as the credentialed literature evangelists for service credit. The service records shall be kept by the union, the same as any other HHES employee. Contributions to the Retirement Plan by the HHES shall be paid as: One percent of commissions plus nine percent of any basic remuneration.

PUBn/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**576-95Nb THE PUBLISHING DEPARTMENT (Publishing Policy)—
POLICY DELETION**

VOTED, To delete NAD I 65, The Publishing Department, which reads as follows:

I 65 The Publishing Department

I 65 05 Director—Each local and union conference organization shall maintain a publishing department director. The publishing department director in each local conference shall devote his/her entire time to the literature evangelism work. In conferences where the population is small and the number of literature evangelists is limited, the publishing director may, under the direction of the conference committee, spend a part of his/her time canvassing,

as may be consistent with other assigned duties. In conferences where the population is large and where there is a large number of literature evangelists, assistant publishing directors may be assigned as needed.

I 65 07 Assistant Publishing Department Directors—1. *Plan*—Unions, in collaboration with the LMCB, shall develop a conference/mission assistant leadership plan for their territory with adequate financing for its implementation.

2. *Finance*—Contributions to an assistant leadership plan shall be based on a percentage of retail sales, a percentage of tithe, or both.

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

4. *Full-time Requirements*—The assistant publishing director shall devote his entire time to the literature ministry.

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

I 65 10 Conference Publishing Committee—1. *Membership*:

Conference president, chairman
Conference publishing department director, secretary
Conference secretary
Conference treasurer
ABC manager
HHES/FHES representative

2. Three members shall constitute a quorum.

3. The assistant publishing department director(s), church ministries director, and union publishing director, or designee, shall be invited to attend a meeting of the publishing committee at least quarterly to review and plan for the future conduct of the work.

I 65 15 Sales Reports—All sales reports—literature evangelist, HHES/FHES, and COD—shall be reported on the actual net processed sales figures. The following principles and procedures shall apply to all publishing department sales reports:

95-120

October 12, 1995 p.m.

NAD Year-end Meeting

1. Processed sales shall not include contracts canceled under the three-day recision laws or contracts rejected for various reasons, such as credit checks, etc.
2. Sales reports shall not include extraneous items such as lead books, sales tools, ABC sales, and other miscellaneous items.
3. Premium items shall be reported at actual selling price.

PUBn/NADCOA/NAD&UnSec95YE/95YE to HWB

563-95N LITERATURE EVANGELIST—POLICY AMENDMENT

VOTED, To amend NAD I 75, Literature Evangelist, to read as follows:

I 75 Literature Evangelist

~~**I 75 02 Qualifications**—Men and women are to be selected for the literature ministry on the basis of those qualifications which are outlined and emphasized in the writings of Ellen G White.~~

I 75 05 Regular Literature Evangelist—A regular literature evangelist is certified by the ~~local conference~~ employing organization. Service time is based upon 40 hours per week or 168 hours per calendar month and is computed on a year of 10 months, or a minimum of 1,680 hours, this being the aggregate time from at least 40 reports per annum. Only regular literature evangelists who qualify shall be eligible for retirement plan benefits.

I 75 10 Three Classifications—Denominational organizations employing literature evangelists may issue credentials to its literature evangelists as follows:

1. *Beginner*—A beginner is a new recruit - No change
2. *Licensed*—To be eligible for a license - No change
3. *Credentialed*—To be eligible for a credential - No change

I 75 12 Relationship of ³Local Conference to the Literature Evangelist—The local conference will observe the following procedural relationships in dealing with literature evangelists:

1. The local conference will evaluate and accept the individual's application to become a literature evangelist.
2. The local conference Publishing Committee assigns territory to each literature evangelist in its field.
3. The local conference issues licenses and credentials according to North American Division policy.
4. The local conference integrates the literature evangelist's missionary work into the conference evangelism program.
5. The local conference maintains the literature evangelist's service records.
6. ⁴The local conference pays the survivor's benefit assessments of the literature evangelist.
7. The local conference pays the literature evangelist's Workmens' Compensation Insurance.
8. Literature evangelists in the United States shall be treated as self-employed for Federal Income tax purposes only.

I 75 15 Allowance for Extended Illness—Regular literature evangelists when sick, shall continue to report each week in the normal manner. Eight (8) hours may be reported for every day of illness with a maximum of forty (40) hours per week. Illness reports of more than one week shall be accompanied by a doctor's certificate. These reports shall be added to the Annual Summary filed by the division publishing department for service credit. The

³Where by union committee action, the union has assumed direction of the total literature evangelist program, the union conference would replace the local conference in the foregoing relationship.

⁴In those unions where a percentage of tithe from the conference covers paragraphs 6 and/or 7, the conference shall make the original payment and then be reimbursed from the HHES office.

~~maximum number of weekly reports allowed under the provisions of this paragraph for a single calendar year shall be eleven (11) unless in severe cases an extension is granted by the employing organization.~~

I 75 20 Student Service—1. A student who has served three months or more in literature evangelism and decides to ~~leave school and~~ enter full-time literature evangelism may be issued a literature evangelist license immediately.

2. A student literature evangelist whose service record shows work equal to full-time service and ~~who chooses to leave school and continue~~ continues as a full-time literature evangelist shall be credited for such work toward a license or credential.

~~**I 75 25 College Graduates**—Students who have prepared for denominational service by completing a four year college degree, and who choose to enter the literature ministry shall be granted a literature evangelist license at the beginning of their work and literature evangelist credential after completing three months of successful work.~~

~~**I 75 30 Issuing of Credentials**—Literature evangelist credentials and licenses are issued at the conference session or between sessions by the executive committee. Identification cards are issued by the conference publishing committee. The eligibility of a literature evangelist for a credential/license shall be reviewed annually and the appropriate paper issued.~~

~~**I 75 35 Transfer of Literature Evangelist**—The regulations governing the transfer of salaried employees from one conference to another shall be adhered to in the transfer of literature evangelists. Moving expenses are to be paid by the conference/mission and not from the Benefit Fund.~~

I 75 40 Preserving Regional Territory—Areas of predominantly black population shall be ~~designated by the union conference executive committee and shall be reserved for regional conference literature evangelists.~~

I 75 45 Retirement Benefits for Literature Evangelists—The retirement benefits for the retired literature evangelist are disbursed from the Seventh-day Adventist Retirement Plan ~~for of the North America~~ American Division or the Seventh-day Adventist Retirement Plan for Canadian Employees.

PUBn/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**576-95Nc BENEFIT FUND POLICY (Publishing Policy)—
POLICY DELETION**

VOTED, To delete NAD I 80, Benefit Fund Policy, which reads as follows:

I 80 Benefit Fund Policy

I 80 05 Source of Fund—As a guide for maintaining the Literature Evangelist Benefit Fund, an amount approximating 15 percent (15%) of processed sales shall be contributed by the HHES/FHES and the conference. The Fund shall be audited annually. The contribution of the conference shall be determined by the union(s) or conference(s) operating the HHES/FHES.

I 80 10 Administering the Fund—The Benefit Fund shall be held by the HHES/FHES or conference as voted by the union committee.

I 80 15 Beginner Benefits—The benefits granted to beginners who qualify for a license within six months of beginning work are:

1. Transportation to and from the annual institute and maintenance while there.
2. Transportation to territory and moving expenses which are not paid by the conference.

I 80 20 Licensed Literature Evangelist Benefits—The benefits granted to licensed literature evangelists are:

1. Transportation to and from the annual institute and maintenance while there.
2. Transportation and moving expenses within the conference when a change of territories is authorized by the conference publishing department committee.
3. Emergency assistance, as conditions may warrant, may be granted in sickness and accident; also financial aid for time lost due to emergencies beyond the literature evangelist's control.
4. All licensed literature evangelists must currently qualify to be eligible for health care assistance benefits.

5. A newly licensed literature evangelist will be eligible for full health care assistance benefits when currently qualified on an accumulated basis after six consecutive months of service.

6. To maintain a license, the literature evangelist is required to work a minimum of 1,680 hours per year maintaining sales of denominational subscription literature as set by the HHES/FHES.

I 80 25 Credentialed Literature Evangelist Benefits—In addition to the benefits granted to licensed literature evangelists as listed in I 80 20, the following benefits are extended to the credentialed literature evangelists on the condition that they currently qualify on the basis of 1,680 working hours per year maintaining sales of denominational subscription literature as set by the HHES/FHES.

1. *Camp Meeting*—Travel, lodging, and daily allowance in harmony with conference policy.

2. *Health-care Assistance*—The same as granted to other conference employees.

3. *Annual Institute*—A daily allowance as set by the union committee.

4. *Vacation Allowance*—The same as applies to denominational employees, as follows:

a. *Amount of Vacation*—The amount of vacation allowed shall be in harmony with division policy.

b. *Requirements for Paid Vacation*—The literature evangelist shall have worked a full twelve-month period, submitting at least 44 weekly reports, and during the twelve-month period shall have qualified on the minimum hourly and sales requirements. The year in which a literature evangelist establishes the record upon which credentials are granted shall be the year upon which eligibility to a vacation is determined, provided the above financial requirements are met and the account is satisfactory to the conference publishing department committee. A literature evangelist is entitled to the first vacation after twelve months of service if the requirements of a three-month period of service for license, plus the nine-month period of service for credentials, have been met. The cumulative hours and sales reported by the literature evangelist and weekly reports during the three-month period of service for license, and the nine-month period of service for credentials, shall constitute the basis on which vacation time is granted.

c. **Basis for Vacation Pay**—The vacation allowance shall be based on the average net earnings of the literature evangelist over the previous twelve-month period. The average commissions are calculated by dividing by 50 the literature evangelist's total twelve-month period of commissions.

I 80 28 FHES Leadership and Benefit Policies—The FHES offices shall follow the leadership and benefit policies of the union in which they are located. Where dollar qualifications are required, the FHES requirement shall be set at 75 percent (75%) of the HHES requirement.

I 80 30 Rent and Travel Allowance—All full-time literature evangelists who work a minimum of 140 hours per month with sales as set by the HHES/FHES may be granted a combined rent and travel allowance according to union policy.

I 80 35 Automobile Insurance—All full-time literature evangelists who use automobiles shall be required to carry insurance covering public liability, property damage, fire, and theft. In all cases where literature evangelists are authorized by the conference committee to use an automobile in their work, the conference insurance policy shall apply.

I 80 40 Tuition Assistance for Dependent Children—Licensed and credentialed literature evangelists who currently qualify on an hour and sales basis (1,680 working hours per year and minimum sales of denominational subscription literature as set by the HHES/FHES) may be eligible for tuition assistance for dependent children as per division policy.

I 80 41 Scholarship Grants for Dependent Children—Canada—Licensed and credentialed literature evangelists who currently qualify on an hour and sales basis (1,680 working hours per year and minimum sales of denominational subscription literature as set by the HHSC) may be eligible for scholarship grants for dependent children as per division policy.

I 80 50 When A Literature Evangelist "Currently Qualifies"—To currently qualify, a literature evangelist must meet requirements related to reporting, number of hours worked, and sales volumes of denominational subscription literature as established by the HHES/FHES. Progress toward meeting these requirements will be reviewed no less frequently than quarterly by the HHES/FHES.

When certain benefits, including health care assistance, are withheld as a result of not meeting the stipulated requirements as determined in the periodic review of current qualification status, these benefits may be granted when qualification requirements are met on a cumulative basis during the specified current twelve-month period of service.

95-126

October 12, 1995 p.m.

NAD Year-end Meeting

I 80 60 Institute Week—Full-time attendance at the annual institute by regular literature evangelists may be counted as a 40-hour week and may be applied toward meeting the minimum hourly and weekly requirements.

I 80 65 Reinstatement of Literature Evangelist Credentials—When a literature evangelist loses his credentials by failing to qualify, he must again meet the basic requirements for a minimum of 90 days before his credentials will be reinstated.

I 80 70 Alternate Benefit Plans—1. Recognized denominational literature evangelist organizations are authorized to implement alternate health care benefit plans for the literature evangelists under the direction of those organizations. Where possible, these alternate health care plans should provide benefits approximately the same as regular denominational benefits. If, due to the specific nature of these organizations, a need exists for different health care benefit plans, such plans may be implemented for these specific literature evangelists after authorization is given from the office of the North American Division Treasurer.

2. Organizations described in paragraph 1 above will be permitted to apply for participation in the Medical Catastrophe Fund (MCAT) program of the North American Division as regular denominational organizations subject to the specific provisions of the MCAT program.

SECn/NAD&UnSec/NADCOA/NADOUP/NAD&UnSec95YE/95YE to HWB

**507-95Na THE ELLEN G WHITE ESTATE, INC—
POLICY DELETION**

VOTED, To delete NAD K, The Ellen G White Estate, Inc., because it is contained in the General Conference *Working Policy* and pertains mainly to divisions other than the North American Division. This policy reads as follows:

**ELLEN G WHITE
ESTATE, INC.—POLICIES**

K 05 Ellen G White Writings

K 05 05 Ellen G White Writings—The writings of Ellen G White are, in a special sense, the property of the Church. The published writings and the manuscripts were both placed by her in the care of the Ellen G White Board of Trustees, which is responsible for their safekeeping and for the promotion of their publication in all leading languages. This

Board is also responsible for the issuance of new books compiled from the Ellen G White manuscripts and periodical articles. The Board, working in close cooperation with the General Conference Committee, serves as the author's representative in all matters pertaining to the published and unpublished writings, whether these be under copyright or in public domain.

K 05 10 General Conference Recognition—The General Conference recognizes the Ellen G White Estate, Incorporated, established by Ellen G White herself, as the owner and proprietor of all her writings, thus bearing responsibility for their care, publication, and widest possible distribution. This understanding relates to all Ellen G White writings whether or not under copyright. Permission for publication of these writings emanates from the Board. The General Conference calls upon organizations and persons, within or without the Church, to honor the provisions of the author for the continuing custody of her writings.

K 05 15 Office Space and Finances—The General Conference provides office space for the Ellen G White Estate. It also provides a White Estate budget, to meet the expenses represented by the regular cycle of duties of the office of the Ellen G White Estate. The Board controls this budget, authorizing all expenditures. A person chosen from the General Conference Treasury staff by joint action of the General Conference and the Board serves as treasurer for the Board, and disburses the funds on authorization from the Board with a monthly statement listing these disbursements and showing the current financial standing.

The General Conference provides annually a budget for subsidizing the publication of Ellen G White books in languages other than English. Expenditures from this budget are by action of the General Conference Committee on recommendation of the Spirit of Prophecy Committee.

K 05 20 Access to Manuscripts and Other Estate Files—Access to the properties of the Ellen G White Estate shall be by permission of and according to policies established by the Board.

K 05 25 Permission to Use Writings—There is an implied permission granted by the Board to denominational writers and publishers for a reasonable use of Ellen G White writings, with the regularly employed publishing house editors being held responsible for the proper use of selected excerpts. The Board permits the inclusion of Ellen G White material in manuscripts accepted by denominational publishing house book committees, provided that no more than 20 percent of the manuscript is Ellen G White material. If the manuscript contains more than 20 percent of material from Ellen G White writings, the matter should come to the Board for its study and action.

K 10 Reproduction of Ellen G White Writings

Even though a number of the Ellen G White books are in public domain and are no longer protected by copyright, it should be recognized that Ellen G White in her will entrusted all of her writings to a group of trustees in perpetuity. This represents a sacred trust which is morally binding. The Ellen G White writings should not be reproduced without written permission from the Trustees of the Ellen G White Estate.

K 15 The Ellen G White Estate and the Spirit of Prophecy Committee

K 15 05 Spirit of Prophecy Committee—The Spirit of Prophecy Committee is elected by the General Conference Committee, and is constituted as follows: representatives of the General Conference Officer group, one of whom shall serve as chairman; Board of Trustees, and others. This committee shall serve during the period between the General Conference sessions.

General responsibility for the publication of Ellen G White books throughout the world is shared by the Board and the Spirit of Prophecy Committee, a standing committee of the General Conference.

1. The Board is responsible for:
 - a. New editions, changed formats, and other changes in presently published works.
 - b. Abridgments, translations, and related changes.
 - c. Editions of works for the blind.
 - d. Obtaining and keeping current all necessary copyrights.
 - e. The nature and content of any indexes that may be made.
2. The Spirit of Prophecy Committee is responsible for:
 - a. The overall planning of Spirit of Prophecy promotion.
 - b. Encouraging the reading and use of Ellen G White writings.
 - c. The annual Spirit of Prophecy Sabbath program.

d. Promoting the overseas publication of Ellen G White material and, if subsidies are required, recommending to the General Conference Committee the subsidy that should be granted. However, the preparation of such editions, with related correspondence and attention to legal or copyright matters, shall be the responsibility of the Board.

K 15 10 Publication of Ellen G White Books—Ellen G White books are handled differently from other denominational publications. As a legal organization the Ellen G White Estate is authorized to hold the copyrights of all Ellen G White books. The Board grants permission for the use of Ellen G White writings and acts on plans involving the publication of Ellen G White materials or works drawn largely from her writings.

K 15 15 Trade Books—The publication of Ellen G White trade books in North America is shared between the two publishing houses. Because of their unique value to the Church such books, once issued, shall continue as stock items. When such books need to be reset, the Board shall be informed.

Manuscript for new compilations shall be passed by the Board to the publishing houses, but it shall not be submitted to the respective book committees. The North American publishing houses are empowered to publish Ellen G White trade books in English for use by the world field. This permission, however, does not preclude the publishing of English editions overseas if such are deemed advisable. All negotiations for overseas and foreign-language editions are made by divisions concerned with the Board.

Apart from these special arrangements, Ellen G White trade books are published on the same basis as others issued by North American publishing houses, with the publishers meeting all initial expenses and being responsible for advertising, distribution, and similar costs.

K 15 20 Subscription Books—Ellen G White subscription and trade books are handled on the same terms. The publishing house to which the book is assigned bears all initial expense. Control of the English printing of the books by the North American publishing houses is restricted to its use in the United States and Canada and to the territories served by the Stanborough Press as a subsidiary of the Review and Herald Publishing Association.

Prior to the publication, resetting, or reillustrating of any Ellen G White subscription book now in circulation, counsel shall be sought of the Board and the General Conference Publishing Department.

K 15 25 Responsibility for Compilations—When there is a call for a compilation of Ellen G White writings in book form, the need for such a book shall be considered by the

White Estate Board of Trustees and on favorable action it shall be referred to the Spirit of Prophecy Committee for counsel. The Spirit of Prophecy Committee may also take the initiative in recommending the publication of new compilations. Responsibility for the authorization of the compilation and supervision of the manuscript preparation shall rest with the Board.

If the compilation is made by others than the Ellen G White Estate staff, remuneration, if any, shall not be through royalties from the sale of the book but through a definite sum authorized by the Board in consultation with the General Conference Corporation. Such payment may be charged against the General Conference account to which, by agreement, Ellen G White royalty income accrues.

K 15 30 Study Guides—The following guidelines are established for the preparation of study guides for Ellen G White books:

1. It should be the sole objective of the study guide to lead the reader to a knowledge of the counsels and instructions given by Ellen G White, and great care should be exercised to avoid interpretation of writings either by comment, emphasis, or wording of the text.
2. Study guides to the Ellen G White books, being fully dependent on these books for their existence, are supplements to these books, and should therefore be handled under the regulations pertaining to the publication of Ellen G White books.
3. When there is a call for a printed study guide to any Ellen G White book to be issued for distribution as a regular publication by one of the publishing houses, the responsibility for authorization and supervision of manuscript preparation and publication shall rest with the Board. Royalty shall be paid into the General Conference at the same rate on these study guides as on Ellen G White books.
4. The manuscript may be prepared in the Ellen G White Estate office, or the work may be assigned to a person not on the office staff. In the latter case remuneration, if any, shall not be made under the royalty plan but shall be a definite sum authorized by the Board in consultation with the General Conference Corporation. Such payment may be charged against the General Conference account to which, by agreement, Ellen G White royalty income accrues.
5. Policies that call for Spirit of Prophecy Committee approval for the publication of new Ellen G White books shall apply to such study guides.

6. These policies shall not apply to such outlines and study guides that are temporary in nature, mimeographed for use in institutes or classrooms in educational or other institutions.

K 15 35 Royalty—The rate of royalty on English editions of Ellen G White books shall harmonize with royalty rates established by the General Conference Committee, subject to such periodic revisions as that committee may advise.

In languages other than English, Ellen G White books shall be royalty free.

A royalty of 1 percent shall be obtain on the English printing of the Ellen G White books in the United States that are to be furnished in quantity shipments to overseas divisions.

All royalty on Ellen G White books is, by agreement, the property of the General Conference Corporation, and is to be paid into its treasury. Any adjustment needed in special cases shall be referred to the Board, which, in counsel with the General Conference Publishing Department, will negotiate the matter with the Corporation.

K 15 40 Releasing Unpublished Material—The decision as to the suitability of unpublished material for general release rests with the Board which shall approve both the release and the manner of release.

K 15 45 Authorization to Print—Any territory desiring to translate and publish any of the Ellen G White writings shall communicate with the Board and the Publishing Department of the General Conference before beginning the translation. The publishing house issuing the book shall be subject to the conditions governing the issuance of denominational literature as these relate to the use of illustrations and to royalty in such cases as royalty is called for. Upon completion of the work the publishing house shall report the language, the size of the edition, and other helpful information to the Board for their records, and shall file two copies of the completed work with the office of the Ellen G White Estate and one copy with the Publishing Department of the General Conference. Board authorization to publish is separate and distinct from any financial commitment to aid in publication. (See K 15 80.)

K 15 50 Worldwide Publication of Subscription Books—Encouragement is given to the publication of such Ellen G White subscription books as may meet the needs of the various territories. These books may be issued either in their entirety or in abridged form. When it is deemed advisable to use the abridgment, the standard approved abridgment should be used.

This plan brings a desirable uniformity into our literature. Manuscripts for abridgments may be obtained from the office of the Ellen G White Estate. If a special abridgment is called for, plans for its preparation must be worked out in counsel with the

Board. The Board, the Spirit of Prophecy Committee, and the General Conference Publishing Department encourage publication of the Ellen G White books in their entirety as far as is practical.

K 15 60 Translations—Translating Ellen G White books presents a unique problem. Being Spirit of Prophecy literature, the translation must be faithful and made from the original English text, and shall convey to the readers of other languages an accurate picture of the Ellen G White teaching. Care should be exercised to avoid making the translation literal, hence stilted and sometimes meaningless. On the other hand, the translator must not take the liberty to introduce his own viewpoint or add sentences to further delineate the subject presented. Nor is the translator at liberty to delete sentences. Such translations are not acceptable, and their publication must not be permitted. All translations should be carefully checked by readers designated by the union or division in which the work is done.

In some cases a given translation may serve several territories. When this is so, the translation shall, if feasible, be made available for checking in all areas concerned.

The Trustees of the Ellen G White Estate retain the responsibility to approve the translations of the Ellen G White books prior to their publication, and shall take such steps as they deem advisable to assure themselves that the translation is acceptable.

K 15 65 Introductory Spirit of Prophecy Library—Divisions are urged to arrange for the publication of the volumes designated as constituting the Introductory Spirit of Prophecy Library. These volumes are to be issued in their entirety so as to correspond to their English counterparts. The books comprising this library are:

List A (First Priority)

Acts of the Apostles
Adventist Home, The
Christ's Object Lessons
Christian Service
Counsels on Stewardship
Desire of Ages, The
Early Writings
Education
Gospel Workers
Great Controversy, The
Ministry of Healing, The
Patriarchs and Prophets
Prophets and Kings

Steps to Christ
Story of Redemption, The

List B (Second Priority)

Child Guidance
Counsels on Diet and Foods
Evangelism
Life Sketches of Ellen G White
Messages to Young People
Testimony Treasures, Volume I
Testimony Treasures, Volume II
Testimony Treasures, Volume III
Thoughts From the Mount of Blessing
Selected Messages, Book 1
Selected Messages, Book 2
Selected Messages, Book 3
Welfare Ministry

K 15 75 Responsibility for Publishing—The primary responsibility for producing these books rests with the respective division committees, but the General Conference Committee, through the Spirit of Prophecy Committee, may render assistance. The question of the order in which the Introductory Spirit of Prophecy Library books shall be published is left with committees in the various territories.

K 15 80 Financial Assistance—The objective of the Spirit of Prophecy Book Subsidy Fund is to make the Ellen G White books available in the various languages spoken by Seventh-day Adventists, whether the constituencies be large or small, at a price within the buying ability in such a way as to take into account such variable factors as the economy of the country, earning power of the people, and size of the language group.

Wherever possible, the books shall be produced and distributed on a self-supporting basis. Where this is not possible, financial assistance in the form of subsidies may be called for.

Although preference should be given to the Introductory Spirit of Prophecy Library, requests for subsidies may be made on any Ellen G White book for trade or subscription printings and on supplementary materials to the Ellen G White books such as the Testimony Countdown guidebook and other study guides.

Subsidies from the Subsidy Fund for the publication of the Ellen G White books in languages other than English shall be drawn on the recommendation of the Spirit of Prophecy Committee and shall be administered by the General Conference Committee on one of the following plans:

Subsidy Plan A—Subsidies shall be made available from the Subsidy Fund on a basis of the General Conference providing up to \$5.00 per page for initial publication expense with the General Conference meeting 50 percent, the division 40 percent, and the union 10 percent of the total subsidy, up to \$10.00 per page.

Subsidy Plan B—1. Subsidies shall be made available from the Subsidy Fund for initial publication expense, taking into account membership and financial conditions within a given language area. Under this plan the first 10 percent of the total subsidy shall be provided by the division, the balance shall be distributed among the General Conference, the division, and the union in accordance with one of the following formulas:

a. For countries with more than 5,000 church members in a given language area and with an adequate economy, the remaining portion of the subsidy (90 percent of the total) shall be shared; the General Conference providing 60 percent, the division 30 percent, and the union 10 percent.

b. For countries with fewer than 5,000 members in a given language area and an adequate economy, the remaining portion of the subsidy (90 percent of the total) shall be shared; the General Conference providing 70 percent, the division 20 percent, and the union 10 percent.

c. For countries with inadequate economies and more than 10,000 members in a given language area, the remaining subsidy (90 percent of the total) shall be shared; the General Conference providing 75 percent, the division 20 percent, and the unions 5 percent.

d. For countries with inadequate economies and fewer than 10,000 members in a given language area, the remaining subsidy (90 percent of the total) shall be shared; the General Conference providing 85 percent, the division 10 percent, and the unions 5 percent.

2. If the provisions of either Plan A or B do not provide sufficient financial assistance to make possible the production of a needed Ellen G White book, the General Conference Officers in counsel with the Spirit of Prophecy Committee may arrange a special subsidy percentage ratio to meet the requirements of the particular project.

3. Within these categories the subsidy required shall be determined on the basis of details furnished the Spirit of Prophecy Committee on cost sheets and subsidy-request forms yielding the following information:

Cost Sheets

- a. Translation expense
- b. Copy editing
- c. Typesetting and makeready
- d. Size of printing order
- e. Cost of printing materials
- f. Presswork
- g. Binding
- h. Warehousing and distributing expense
- I. Overhead expense
- j. Any other special, actual expense in connection with the project
- k. Recognized legitimate profit to the publishing house

Subsidy Request Form

- a. Number of church members served by the language
- b. Per capita tithe
- c. Proposed retail sale price, established at an attractive figure, taking into full account the economy
- d. Discount to Adventist Book Centers
- e. Size of the edition to supply the demand for an initial three-year period upon which all the costs are figured

f. Number of copies in an overrun to be printed on a time and materials basis and held in sheets or signatures to provide a stock to meet the anticipated demands for an additional three years

g. Steps that will be taken to have the translation checked by other areas in the world where portions of the edition might be used

h. Provision for checking the translation for accuracy

I. Printer

j. Date of publication, etc.

k. Plans for promotion of the book

4. Where the publishing house is unable to print and stock an Ellen G White book or portion of a book needed in a country with a low economy, and furnish it promptly at a price compatible to the economy, unions, with the approval of the division and the Spirit of Prophecy Committee, may arrange with the publishing house to print it on a job basis. In such cases the subsidy formula under c. and d. of paragraph one shall apply.

5. To make economical reprints possible, steps should be taken at the time of the initial printing to preserve the positive printers, plates, etc.

6. The Spirit of Prophecy Committee may grant subsidy funds for reprints in accordance with clearly demonstrated needs presented in cost information sheets and in harmony with the formulas outlined above.

7. *Division Fund*—Each division should set up a fund to meet the financial involvements arising from the fulfillment of Plan A or B.

8. *Book Stocks*—Inasmuch as it is the objective of these plans to make these Ellen G White books available on a continuing basis, the publishers shall keep a stock of each published volume to meet the need of a growing constituency.

When a publishing house is not financially able to carry the investment involved in this program, it is recommended that the division committee arrange for the necessary capital for this purpose.

K 15 85 Handling Subsidy Funds—The funds voted by the General Conference Committee to assist in the publication of the Ellen G White books, as a usual procedure, shall

be held in trust by the General Conference until the publishing house has the translation in hand and is ready to proceed with the printing. Then upon the request of the field, together with notification of the status of the project, the treasurer of the General Conference shall release such funds for use in the initial expense.

K 15 90 Unused Subsidies—Any funds appropriated from the Subsidy Fund to assist in the initial expense of the production of an Ellen G White book overseas shall automatically revert to the fund if uncalled for within two years of the time the action was taken appropriating such funds, unless an extension in the time is granted on specific request of the division concerned.

K 15 95 Reports—Publishing houses are to report annually to the secretary of the Board informing the Board of the Ellen G White books published, the number of copies sold, and any related pertinent information that would be of service to the Board.

SECh/NADCOA/NADOUP/NAD&UnSec95YE/95YE to HWB

**507-95Nb THE ELLEN G WHITE ESTATE, INC—
NEW POLICY**

VOTED, To adopt a new policy, NAD K, The Ellen G White Estate, Inc., which reads as follows:

**ELLEN G WHITE
ESTATE, INC.—POLICIES**

K 05 Ellen G White Writings

K 05 05 Ellen G White Writings—The writings of Ellen G White are, in a special sense, the property of the Church. The published writings and the manuscripts were both placed by her in the care of the Ellen G White Board of Trustees, which is responsible for their safekeeping and for the promotion of their publication in all leading languages. This Board is also responsible for the issuance of new books compiled from the Ellen G White manuscripts and periodical articles. The Board, working in close cooperation with the General Conference Committee, serves as the author's representative in all matters pertaining to the published and unpublished writings, whether these be under copyright or in public domain.

95-138

October 12, 1995 p.m.

NAD Year-end Meeting

K 05 10 General Conference Recognition—The General Conference recognizes the Ellen G White Estate, Incorporated, established by Ellen G White herself, as the owner and proprietor of all her writings, thus bearing responsibility for their care, publication, and widest possible distribution. This understanding relates to all Ellen G White writings whether or not under copyright. Permission for publication of these writings emanates from the Board. The General Conference calls upon organizations and persons, within or without the Church, to honor the provisions of the author for the continuing custody of her writings.

Procedures for the use, translation, and publication of Ellen G White's writings are outlined in the General Conference *Working Policy*.

Adjourned

Alfred C McClure, Chair

Rosa T Banks, Secretary

Nancy Vasquez, Recording Secretary

Elizabeth A Sterndale, Editorial Secretary

NORTH AMERICA DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget
SUMMARY

	1995				1996			
	TITHE S-1XX	NONTITHE S-5XX	INGATHERING S-7XX	TOTAL	TITHE S-1XX	NONTITHE S-5XX	INGATHERING S-7XX	TOTAL
INCOME:								
MAD Tithe Income-21%	99,330,000			99,330,000	105,000,000			105,000,000
Less-Tithe Sent to GC-11.35%	(53,685,500)			(53,685,500)	56,750,000			56,750,000
Net Tithe Income-9.65%	45,644,500			45,644,500	48,250,000			48,250,000
MAD Interest Income		90,000		90,000		90,000		90,000
GC Appropriations			2,660,000	2,660,000			2,250,000	2,250,000
Tithe-Special Assistance	3,547,500			3,547,500	3,750,000			3,750,000
Additional Tithe-MAD	(20,783,000)	20,783,000		0	(23,000,000)	23,000,000		0
Additional Tithe-Unions	5,964,000	(5,964,000)		0	7,336,700	(7,336,700)		0
	34,373,000	14,909,000	2,660,000	51,942,000	36,336,700	15,753,300	2,250,000	54,340,000
=====	=====	=====	=====	=====	=====	=====	=====	=====
TRANSFERS TO OTHER FUNCTIONS:								
Church Programs:								
S-X13 North America - Depts	1,081,081			1,081,081	1,118,669			1,118,669
S-X14 Programs - Alloc by NA	6,081,620	408,000		6,489,620	6,430,000	427,000		6,857,000
S-X15 Programs - Alloc by NA	11,587,227	180,000		11,767,227	12,291,298	180,000		12,471,298
	18,749,928	588,000	0	19,337,928	19,839,967	607,000		20,446,967
Educational Programs:								
S-X23 North America - Depts	572,100			572,100	462,770			462,770
S-X24 Programs - Alloc by NA		11,666,500		11,666,500		12,332,300		12,332,300
S-X25 Programs - Alloc by NA								
	572,100	11,666,500		12,238,600	462,770	12,332,300		12,795,070
Publishing Programs:								
S-X33 North American - Depts	128,804			128,804	133,552			133,552
S-X34 Programs - Alloc by NA								
S-X35 Programs - Alloc by NA	55,000			55,000	55,000			55,000
	183,804			183,804	188,552			188,552

October 3, 1995 - Draft #5

95-139
October 12, 1995 p.m.
NAD Year-end Meeting

NORTH AMERICA DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget
SUMMARY

		1995				1996			
		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	992,154			992,154	1,073,645			1,073,645
S-X44	Programs - Alloc by NA	1,110,000		2,660,000	3,770,000	1,160,000		2,250,000	3,410,000
S-X45	Programs - Alloc by NA		255,000		255,000		255,000		255,000
		2,102,154	255,000	2,660,000	5,017,154	2,233,645	255,000	2,250,000	4,738,645
Other Programs:									
S-X54	Programs - Alloc by NA	7,095,000	739,500		7,834,500	7,500,000	784,000		8,284,000
S-X55	Programs - Alloc by NA	565,400	1,660,000		2,225,400	533,400	1,775,000		2,308,400
S-X61	Programs - Alloc by NAD				0				
		7,660,400	2,399,500		10,059,900	8,033,400	2,559,000		10,592,400
Admin Support Functions:									
S-X63	N America - Admin & Aud	4,447,333			4,447,333	4,990,410			4,990,410
S-X64	Functions - Alloc by NA	253,000			253,000	203,000			203,000
S-X65	Functions - Alloc by NA	404,281			404,281	384,956			384,956
		5,104,614			5,104,614	5,578,366			5,578,366
		34,373,000	14,909,000	2,660,000	51,942,000	36,336,700	15,753,300	2,250,000	54,340,000
		=====	=====	=====	=====	=====	=====	=====	=====

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

	Actual	1994	Budget	1995	Budget	1996
--	--------	------	--------	------	--------	------

UNALLOCATED TITHE INCOME:

Schedule 113 Church Programs - North America - Depts:

13010 CM Children's Ministries	137,356		135,608		140,331	
13030 CM Youth Ministries	133,273		135,608		140,331	
13050 CM Adult Ministries	131,222		135,608		140,331	
13070 CM Stewardship Ministries	117,418		135,608		140,331	
13090 CM Pathfinder Ministries	138,580		132,643		140,331	
13120 CM Adventist Community Services	16,607		20,000		21,000	
13130 CM Information & Research	19,156		20,000		21,000	
13166 CM Religious Education	5,540					
13430 MIN Ministerial Association	227,740		219,202		223,974	
13640 NADMM Multilingual Ministry	123,543		121,804		126,040	
13660 NADMM Jewish Work	43,265		25,000		25,000	
		1,093,700		1,081,081		1,118,669

Schedule 114 Church Programs -

14045 AR Adventist Review Subsidy	174,000		181,620		200,000	
14095 CM Sabbath School Offering Promotion	53,340		100,000		100,000	
14460 Tithe Specials	1,136,983		1,160,000		1,226,000	
14465 Tithe Specials - GC	3,410,947		4,640,000		4,904,000	
		4,775,270		6,081,620		6,430,000

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

95-142
October 12, 1995 p.m.
NAD Year-end Meeting

		Actual	1994	Budget	1995	Budget	1996
Schedule 115	Church Programs -						
15140	Asian Coordinator	30,000		30,000		35,000	
15005 ACM	Camp Pastors & Servicemen's Centers	249,866		220,000		250,000	
15010 ACM	Chaplains' Conference USA	25,710		25,000		25,000	
15030 AMC	Ayer Hoy Manana	20,000		20,000		20,000	
15040 AIM	Adventist Information Ministry	209,038		200,000		245,000	
15106 AMC	Breathe of Life	185,000		185,000		200,000	
15105 AMC	AMC Evangelistic Assoc	50,000		25,000		75,000	
15107 AMC	It Is Written (Major Cable Networks)	185,000		185,000		185,000	
15109 AMC	La Voz					25,000	
15190	Evangelism	200,000		200,000		200,000	
15480	Media Outreach - Undesignated	99,938		150,000		150,000	
15492	Ministerial Scholarships	2,271,656		2,280,000		2,280,000	
15495	Ministers from Other Denominations	17,598		20,000		20,000	
15520 NADEI	Evangelism Institute	485,000		485,000		500,000	
15530 NADMM	NADMM Appropriation/Offering (See Exhibit A)	385,752		280,000		280,000	
15540 NADSP	NAD Strategic Plan	399,479		330,227		460,298	
15685	Research & Development	80,467		80,000		80,000	
15690	Church Resources Consortium	3,850		50,000		50,000	
			4,898,354		4,765,227		5,080,298
15780	Tithe Reversion for Evangelism						
	Atlantic Union	657,100		639,200		668,400	
	Canadian Union (C\$474,912)	363,878		362,900		349,200	
	Columbia Union	838,100		852,800		917,400	
	Lake Union	549,800		569,600		607,700	
	Mid-America Union	422,400		430,500		447,100	
	North Pacific Union	710,700		739,500		788,700	
	Pacific Union	1,522,100		1,529,500		1,601,100	
	Southern Union	1,180,100		1,238,200		1,351,100	
	Southwestern Union	442,500		459,800		480,300	
			6,686,678		6,822,000		7,211,000
			11,585,032		11,587,227		12,291,298

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

		Actual	1994	Budget	1995	Budget	1996
<hr/>							
Schedule 123 Educational Programs - No. America - Depts:							
23160	EDU	Education Department	244,703	261,568	271,102		
23175	EDU	Board of Higher Education	303,860	310,532	191,668		
			<hr/>		<hr/>		
			548,563	572,100	462,770		
			<hr/>		<hr/>		

Schedule 133 Publishing Programs - No. America - Depts:

33615	PUB	Publishing Department	126,543	128,804	133,552		
			<hr/>		<hr/>		

Schedule 135 Publishing Programs -

35180		EL CENTINELA	20,000	20,000	20,000		
35635	PUB	Publishing Board	34,681	35,000	35,000		
			<hr/>		<hr/>		
			54,681	55,000	55,000		
			<hr/>		<hr/>		

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

95-144
October 12, 1995 p.m.
NAD Year-end Meeting

		Actual	1994	Budget	1995	Budget	1996
<hr/>							
Schedule 143	Special Svcs Programs - No. America - Depts:						
43010	ACM Adventist Chaplaincy Ministries	147,291		152,615		152,626	
43025	ASI Adventist Laymen's Svcs & Industries	135,245		139,333		144,212	
43095	COM Communications Department	122,652		122,298		127,021	
43295	H&T Health & Temperance Department	135,330		135,407		140,130	
43600	OHR Office of Human Relations	162,349		146,237		150,959	
43655	PARL Public Affairs & Religious Liberty	69,242		27,000		75,000	
43700	PSI Philanthropic Services for Institutions	243,547		236,392		250,134	
43900	Retiree Liaison	25,287		32,872		33,563	
			<u>1,040,943</u>		<u>992,154</u>		<u>1,073,645</u>
Schedule 144	Special Services Programs -						
44340	Ingathering Supplies	1,104,722		1,100,000		1,100,000	
44345	Inner City			10,000		60,000	
			<u>1,104,722</u>		<u>1,110,000</u>		<u>1,160,000</u>
Schedule 154	Other Programs -						
54745	Special Assistance Fund for Conf (See Exhibit B)		<u>6,939,218</u>		<u>7,095,000</u>		<u>7,500,000</u>
Schedule 155	Other Programs -						
55030	Appropriations, Special	115,000		115,000		115,000	
55140	Donations						
	American Bible Society	80,000		82,000		50,000	
	American United	3,800		3,800		3,800	
	Canadian Bible Society	1,600		1,600		1,600	
	Nat'l Conf of Min to Armed Forces	600		1,800		1,800	
	Endorsers Conf for VA Chaplaincy	300		1,200		1,200	
55755	Special Projects Undesignated	352,500		360,000		360,000	
			<u>553,800</u>		<u>565,400</u>		<u>533,400</u>

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

Actual	1994	Budget	1995	Budget	1996
--------	------	--------	------	--------	------

Schedule 163 Administrative Support Functions - NAD:

63035 AUD Auditing	2,051,597	2,200,000	2,300,000	
63520 NAADM NAD Administration	1,327,374	1,356,205	1,615,115	
63100 Depreciation	106,985	257,000	257,000	
63525 NAADM Office Women's Ministry	113,073	101,528	103,295	
63600 Plant	212,565	212,600	215,000	
71110 Working Capital	500,000	320,000	500,000	
	<u>4,311,594</u>	<u>4,447,333</u>	<u>4,990,410</u>	

Schedule 164 Administrative Support Functions

64055 Annual Council-NAD	6,605	3,000	3,000	
64570 OGC Legal Costs - Court Cases	154,948	250,000	200,000	
	<u>161,553</u>	<u>253,000</u>	<u>203,000</u>	

Schedule 165 Administrative Support Functions

64530 GC Session	2,399	150,000	50,000	
64540 NAD Session				
64580 Insurance	3,040	20,000	20,000	
65520 NAD General Expense	41,709	30,000	30,000	
65550 Monetary Exchange	11,253	20,000	20,000	
64565 NAD Working Policy	8,897	15,000	15,000	
64550 Data Management Service	55,909	109,281	169,956	
64552 DMS Maintenance	39,746	40,000	50,000	
64560 NAD Yearend Meetings	12,681	20,000	30,000	
	<u>175,634</u>	<u>404,281</u>	<u>384,956</u>	

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

95-146
October 12, 1995 p.m.
NAD Year-end Meeting

		Actual	1994	Budget	1995	Budget	1996
<hr/>							
UNALLOCATED MONTITH INCOME							
Schedule 514	Church Programs						
14230	Mission Investment Funds						
	Southern Union - 1993 Balance	35,115					
	Canadian Union	61,067					
	Southwestern Union	61,067					
	Atlantic Union			63,000			
	Pacific Union			63,000			
	Mid-America Union					65,000	
	North Pacific Union					65,000	
14290	Hispanic Church Buildings	240,000		242,000		257,000	
14520	WAD Evangelism Inst - Rent Difference	27,000		40,000		40,000	
			<u>424,249</u>		<u>408,000</u>		<u>427,000</u>
Schedule 515	Church Programs -						
15440	Large City Church Buildings		<u>180,000</u>		<u>180,000</u>		<u>180,000</u>
Schedule 524	Education Programs -						
24195	EDU K-12 Reversion 2.35%:						
	Atlantic Union	1,029,400		1,001,500		1,047,100	
	Canadian Union (C\$744,192)	570,000		568,600		547,200	
	Columbia Union	1,313,000		1,336,000		1,437,200	
	Lake Union	861,300		892,400		952,100	
	Mid-America Union	661,800		674,400		700,500	
	North Pacific Union	1,113,400		1,158,600		1,235,600	
	Pacific Union	2,384,400		2,396,200		2,508,300	
	Southern Union	1,848,700		1,939,900		2,116,700	
	Southwestern Union	693,300		720,400		752,500	
			<u>10,475,300</u>		<u>10,688,000</u>		<u>11,297,200</u>
24195	EDU K-12 Reversion 0.15% (See Exhibit C)		642,000		682,000		721,100
24291	Hispanic Scholarships		43,500		50,000		53,000
24750	Regional Scholarships		<u>265,800</u>		<u>246,500</u>		<u>261,000</u>
			<u>11,426,600</u>		<u>11,666,500</u>		<u>12,332,300</u>

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

Actual	1994	Budget	1995	Budget	1996
--------	------	--------	------	--------	------

Schedule 545 Special Programs -

45100	COM	Communication Internships	21,453	40,000	40,000
44345		Inner City		90,000	90,000
45625	PSI	ADV Academy Advancement	49,991	40,000	40,000
45638	PSI	Other Projects		40,000	40,000
45640	PSI	Step-Up Program	<u>18,109</u>	<u>45,000</u>	<u>45,000</u>
			<u>89,553</u>	<u>255,000</u>	<u>255,000</u>

Schedule 554 Other Programs

54685		Regional Capital Reversion Fund	<u>675,000</u>	<u>739,500</u>	<u>784,000</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 (\$149,600)			103,623	110,000	
General				110,000	110,000
Church Extension (\$ 68,000)			47,101	50,000	50,000
			<u>150,724</u>	<u>160,000*</u>	<u>160,000*</u>

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

95-148
October 12, 1995 p.m.
NAD Year-end Meeting

Schedule 555 Other Programs - (Cont)

Columbia Union:

Columbia Union College
General
Church Extension

110,000
50,000

110,000
50,000

110,000
50,000

160,000

160,000*

160,000*

Lake Union:

Pioneer Memorial Church
General
Church Extension

25,000
110,000
50,000

110,000
50,000

25,000
110,000
50,000

185,000

160,000*

185,000*

Mid-America Union:

General
Church Extension

110,000
50,000

110,000
50,000

110,000
50,000

160,000

160,000*

160,000*

North Pacific Union:

Walla Walla College
General
Church Extension

50,000
60,000
50,000

110,000
50,000

110,000
50,000

160,000

160,000*

160,000*

Pacific Union:

General
Church Extension

110,000
50,000

110,000
50,000

110,000
50,000

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

	Actual	1994	Budget	1995	Budget	1996
		<u>160,000</u>		<u>160,000*</u>		<u>160,000*</u>
Schedule 555 Other Programs - (Cont)						
Southern 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>
Southwestern Union:						
Southwestern Adventist College	40,000					
Union Office Building	70,000					
General	50,000		110,000		110,000	
Church Extension			50,000		50,000	
		<u>160,000</u>		<u>160,000*</u>		<u>160,000*</u>
		<u>1,455,724</u>		<u>1,440,000</u>		<u>1,465,000</u>

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

95-150
October 12, 1995 p.m.
NAD Year-end Meeting

Schedule 555 Other Programs - (Cont)

	Actual	1994	Budget	1995	Budget	1996
55100 Contingencies						
1844 Commeration	25,000					
AMC/IIT & BOL-Br Davidian Situation	3,000					
AMC - 1/2 Special Appropriation	17,000					
Alaska Conf-Jim Kincaid/Airfare	710					
Columbia Union-"Sabbath in Africa"	2,000					
Columbia Union-Video Teleconference	1,000					
Employee Food Service - Peer Review	52					
Halstead Communications	12,049					
Indo-Chinese Scholarship Fund	12,500					
N Associates	12,156					
OWM - 50% 1993 Excess	2,500					
On-Line Monthly Charges	10,000					
Operation Impact/PSI Calendar	5,000					
Pacific Union-Jim Coleman/Placement	10,868					
PARL-D Valenzuela/6 Mo Med Leave	8,000					
Risk Mgt Services/So Ca Earthquake	1,000					
Overdraft Transfers	106,172					
		229,007		220,000		310,000
		1,684,731		1,660,000		1,775,000

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
1996 Operating Budget

	<u>Actual</u>	<u>1994</u>	<u>Budget</u>	<u>1995</u>	<u>Budget</u>	<u>1996</u>
--	---------------	-------------	---------------	-------------	---------------	-------------

TRANSFERS TO OTHER FUNCTIONS

Schedule 744 Special Service Programs

44005	ADRA - Canada					
44341	Ingathering Reversion					
	Atlantic Union Conference	400,308		345,600		297,000
	Canadian Union Conference (C\$335,104)	281,120		184,320		246,400
	Canadian Union Conference - 1993	50,867				
	Columbia Union Conference	390,712		353,280		288,200
	Lake Union Conference	277,841		253,440		204,600
	Mid-America Union Conference	253,043		222,720		187,000
	North Pacific Union Conference	139,753		130,560		103,400
	Pacific Union Conference	270,065		261,120		200,200
	Southern Union Conference	487,082		430,080		360,800
	Southwestern Union Conference	422,486		378,880		312,400
		2,973,277		2,560,000		2,200,000
44345	Inner City	200,000		100,000*		50,000*
		3,173,277		2,660,000		2,250,000

* 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\$1.36 to US\$1.00.

EXHIBIT A

95-152
October 12, 1995 p.m.
NAD Year-end Meeting

**NORTH AMERICAN DIVISION
OF THE GENERAL CONFERENCE OF SDA
MULTILINGUAL MINISTRIES BUDGET
1996**

Income:

1. Multilingual Ministries Offering	\$ 95,536	
2. Donations	<u>25,464</u>	
Total		\$121,000

Expense:

Appropriations:		
1. Native American Work	\$147,200	
2. Hearing Impaired Work	60,500	
3. European Language Literature	50,800	
4. Jewish Ministries	30,000	
5. Asian/South Pacific Language Literature	44,500	
6. Hispanic Publication Assistance	37,500	
7. Miscellaneous	<u>30,500</u>	
Total		<u>401,000</u>
Net Increase(Decrease) from Operations		(\$280,000)

Transfers:

1995 Budget Provision	\$280,000
Net Increase(Decrease) After Transfers	- 0 -
Beginning Balance - January 1, 1996	\$125,700
Ending Balance - December 31, 1996	\$125,700

**NORTH AMERICAN DIVISION
OF THE GENERAL CONFERENCE OF SDA
SPECIAL ASSISTANCE FUND -- ALLOCATIONS FOR 1996**

EXHIBIT B

	Assistance on Basis of Tithe Per Capita	Assistance on Basis of Total Tithe	Special Assistance	Reduction by Policy Limitation	Total Assistance 1996
ATLANTIC UNION					
Bermuda	0	0	20,000	0	20,000
Greater New York	0	0	75,000	0	75,000
New York	0	0	25,000	0	55,000
			30,000		
Northeastern	283,988	0	0	0	283,988
Total	283,988	0	150,000	0	433,988
CANADIAN UNION					
Alberta	8,407	0	13,700	0	22,107
British Columbia	0	0	13,700	0	13,700
Manitoba-Saskatchewan	30,548	214,885	12,900	0	257,831
Maritime	4,834	311,178	0	0	316,010
Ontario	23,148	0	0	(23,148)	0
Quebec	142,177	223,994	0	0	366,171
Newfoundland	8,343	421,196	0	(97,530)	330,011
Total	215,455	1,171,053	40,000	(120,878)	1,305,830
COLUMBIA UNION					
Allegheny East	23	0	25,000	(23)	25,000
Allegheny West	262,281	0	0	0	262,281
Mountain View	0	185,694	0	0	185,694
Total	262,304	185,694	25,000	(23)	472,975
LAKE UNION					
Lake Region	863,665	0	0	(44,948)	818,717
Total	863,665	0	0	(44,948)	818,717
MID-AMERICA					
Central States	415,740	0	0	0	415,740
Dakota	0	0	25,000	0	50,000
			25,000		
Kansas-Nebraska	53	0	25,000	(53)	25,000
Minnesota	0	0	12,500	0	12,500
Rocky Mountain	0	0	25,000	0	25,000
Total	415,793	0	112,500	(53)	528,240
NORTH PACIFIC UNION					
Alaska	0	84,157	110,000	0	194,157
Idaho	0	0	18,750	0	18,750
Montana	0	113,978	25,000	0	138,978
Union Regional Ministries	0	0	11,943	0	11,943
Total	0	198,135	185,693	0	383,828
PACIFIC UNION					
Arizona	37,064	0	0	0	37,064
Hawaii	0	0	25,000	0	125,000
			100,000		
Nevada-Utah	0	0	30,000	0	30,000
Southern California	542,513	0	0	0	542,513
Union Regional Ministries	0	0	667,693	0	667,693
Total	579,577	0	822,693	0	1,402,270
SOUTHERN UNION					
South Atlantic	819,659	0	0	0	819,659
South Central	674,092	0	0	0	674,092
Southeastern	423,868	0	0	0	423,868
Total	1,917,637	0	0	0	1,917,637
SOUTHWESTERN UNION					
Oklahoma	10,300	0	0	0	10,300
Southwest Region	398,207	0	0	0	398,207
Texas	0	0	18,750	0	48,750
			30,000		
Total	408,507	0	48,750	0	457,257
Grand Total	4,944,943	1,554,881	1,384,636	(165,702)	7,698,758

95-153
October 12, 1995 p.m.
NAD Year-end Meeting

EXHIBIT C

95-154
October 12, 1995 p.m.
NAD Year-end Meeting

NORTH AMERICAN DIVISION OF THE GENERAL CONFERENCE OF SDA Office of Education K-12 Budget 1996

Income:

Royalties

\$195,000

Expense:

Board of Education K-12

- | | |
|---|---------------|
| 1. CAPE Dues and Appropriations | 15,000 |
| 2. Subsidies | 40,000 |
| 3. Professional Books & Subscriptions | 2,000 |
| 4. Marketing and Promotion | 10,000 |
| 5. Teacher/Student Recognition Awards/Brochures | 30,000 |
| 6. Special Projects | 10,000 |
| 7. NCPSA Accreditation Fees | 20,000 |
| 8. Miscellaneous | <u>20,000</u> |

Sub-Total

147,000

Curriculum Committee

65,000

Adventist Heritage Project

10,000

Manuals and Guides

50,000

Textbooks

- | | |
|--|---------------|
| 1. Elementary Bible | 90,000 |
| 2. General Textbook (Ginn Reading Royalties) | 115,000 |
| 3. Reading | 52,000 |
| 4. Science/Health | 65,000 |
| 5. Secondary Bible | 150,000 |
| 6. Textbook Publishing Reserve | <u>80,000</u> |

Sub-Total

552,000

Workshops/Councils

90,000

Total Expense

\$914,000

Net Increase(Decrease) from Operation

(719,000)

Transfers:

1. 1996 Budget Provision

\$721,100

Total Transfers

\$721,100

Net Increase (Decrease) After Transfers

2,100

Beginning Fund Balance - January 1, 1996 (Projected)

\$145,000

Ending Fund Balance - December 31, 1996 (Projected)

\$147,100