

YEAR-END MEETING

NORTH AMERICAN DIVISION COMMITTEE

October 13, 1995 8:00 a.m.

Alfred C McClure called the 3rd session of the 1995 North American Division Committee Year-end Meeting to order.

DEVOTIONAL

Worship was presented by students and faculty from Great Lakes Academy. Their theme was "Pressing Into the Sacred Circle."

Troy Fitzgerald, Bible teacher and Outreach Coordinator from Great Lakes Academy, along with the students, led out in a sing-a-long: "Lord I Lift Your Name on High," and "Love Through Me."

Everyone joined in singing the prayer song, "Open My Eyes."

January Banaag, senior from Great Lakes Academy, described her busy schedule and how she makes time for personal devotions. January begins her day at 2 a.m. with devotions, then studies for her classes, exercises, participates in a prayer group and worship, all before her 7:30 classes begin. She is the senior class president and knows what a busy schedule is, but encouraged the group to make sure to spend quality time in prayer with God every day.

"Come unto me, all ye that labor and are heavy laden, and I will give you rest."—
Matt 11:28

Special music was a solo by Laura Heilig, a student from Great Lakes Academy who sang "It is Well with My Soul."

Gil Green, a senior from Great Lakes Academy, spoke on the importance of prayer and getting to know Christ better. Prayer is the communication link with heaven. He used to have his devotions in the evening, but found that many times he skipped them because there were so many things to do. But he found that when he did have regular devotions, he began to trust God more.

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Troy Fitzgerald and the young people led in singing "Jesus, Let us Come to Know You."

For closing prayer, everyone divided into small groups and the students went out into the audience to pray with the people.

194-95G/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**567-95N ORGANIZING NEW UNION CONFERENCES—
POLICY AMENDMENT**

VOTED, To amend NAD B 07 20, Organizing New Union Conferences, paragraph 3, to read as follows:

3. A team appointed by the division executive committee shall assist the ~~organization's~~ administration ~~in its~~ of the conference desiring to be part of the new union conference in their program of moving toward union conference status. In areas where it is considered helpful, a union conference status candidacy period may be required.

278-95G/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**568-95N CRITERIA FOR CONFERENCE STATUS—
POLICY AMENDMENT**

VOTED, To amend NAD B 09 05, Criteria for Conference Status, to read as follows:

B 09 05 Criteria for Conference Status—As local mission fields grow in strength and experience, they normally qualify for larger responsibilities in organization and administration. When studying the eligibility of fields for conference status, the following considerations shall serve to guide union and division organizations in studying such authorization:

1. The members and employees of the - No change
2. The mission shall have attained - No change

3. The membership shall be sufficiently - No change
4. The mission shall be expected to have - No change
5. When the above criteria have been met - No change
6. The mission/field shall have established a records room or vault, and demonstrated its ability to properly store those materials specified in the records retention schedule as provided by the General Conference Archives and Statistics.

CommWCO/PolRev&Dev/ADCOM/GCDOUP94AC/248-94Gb/GCDOUP95SM/95SM/
186-95Gb/NAD&UnSec95YE/95YE to HWB

**558-95N DISCONTINUATION OF CONFERENCES AND UNIONS
BY MERGER—NEW POLICY**

VOTED, To adopt a new policy NAD B 10, Discontinuation of Conferences and Unions by Merger, to read as follows:

**B 10 Discontinuation of Conferences
and Unions by Merger**

B 10 05 Discontinuation of Conferences and Unions by Merger—If it is considered beneficial for the strengthening of the work of the Church to reduce the number of organizations within a specific territory, steps may be taken to merge into one, two, or more conferences or two or more unions. A proposal to merge may be initiated at any of the administrative levels of the Church. In the event that a merger takes place, the new organization shall be received into the appropriate sisterhood at the next constituency meeting of the next higher organization.

B 10 20 Merger of Local Conferences—1. If it is proposed to merge two or more local conferences the matter shall be considered by the local committees and brought as a recommendation to the union executive committee.

2. The union executive committee shall assess the situation and take whatever steps are necessary to gather information relevant to the merger proposal, including audits of the financial and membership records of each organization.

3. If the union executive committee approves the proposal, it shall request the division executive committee to consider it.

4. If the division executive committee approves the proposal, the union shall call separate constituency meetings of the local conferences whose merger is proposed, at which time the constituents of each conference will be invited to approve the proposal, and to vote to dissolve their organization.

5. As soon as possible following actions to merge, the union shall call a constituency meeting of the new organization to adopt a constitution and bylaws, patterned after the model in the General Conference *Working Policy*, and to determine leadership staffing and executive committee membership.

6. All assets and any liabilities of the merging organizations shall become the responsibility of the new organization.

B 10 25 Merger of Union Conferences—1. If it is proposed to merge two or more union conferences, the matter shall be considered by the union executive committees and brought as a recommendation to the division executive committee.

2. The division executive committee shall assess the situation and take whatever steps are necessary to gather information relevant to the merger, including audits of the financial and membership records of each organization.

3. If the division executive committee approves the proposal, it shall request the General Conference Executive Committee to consider it.

4. If the General Conference Executive Committee approves the proposal, the division shall call separate constituency meetings of the union conferences whose merger is proposed, at which time the constituents of each union conference will be invited to approve the proposal, and to vote to dissolve their organization.

5. As soon as possible following actions to merge, the division shall call a constituency meeting of the new organization to adopt a constitution and bylaws, patterned after the model in the General Conference *Working Policy*, and to determine leadership staffing and executive committee membership.

6. All assets and any liabilities of the merging organizations shall become the responsibility of the new organization.

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186-95Gc/255-95G/NADCOA/NAD&UnSec95YE/95YE to HWB

**559-95N DISCONTINUATION OF CONFERENCES AND
UNIONS BY DISSOLUTION—NEW POLICY**

VOTED, To adopt a new policy NAD B 11, Discontinuation of Conferences and Unions by Dissolution, to read as follows:

**B 11 Discontinuation of Conferences
and Unions by Dissolution**

B 11 05 Discontinuation of Conferences and Unions by Dissolution—If a situation arises where it is determined by the higher organization that the majority of members of a conference or a union are in apostasy, or that the organization refuses to operate in harmony with denominational policies and constitutional requirements, and is in rebellion, the higher organization has a responsibility to act for the protection of its loyal members, and the good name of the Church. Every effort should be made to avert the need for dissolution by counseling with the leadership and members, seeking to bring healing and reconciliation, and to preserve the organization as a witness for God and His saving truth. If conciliatory efforts fail and discontinuation appears to be the only solution, the higher organization shall have authority to act as set out under NAD B 11 10 and NAD B 11 15.

B 11 10 Dissolution of Local Conferences—If a local conference appears to be in apostasy or rebellion, as demonstrated by a constituency meeting action, and the procedures outlined under NAD B 11 05 have been followed, but have proved unsuccessful, the following steps shall be taken:

1. The matter shall be considered by the union executive committee at a duly called meeting of committee members, at which time all the relevant data shall be shared, and the union executive committee shall determine whether or not the conference is in apostasy or rebellion.
2. If the union executive committee determines that the conference is in apostasy or rebellion, and should be dissolved, the union shall seek counsel from the division and proceed as follows:
 - a. Use its discretion to decide whether another conference constituency meeting should be called, and if so, at what point in the procedure.

b. Submit its recommendation for dissolution to the division executive committee, if there is no evidence of conciliation on the part of the conference.

3. The division executive committee shall consider the matter at its mid-year, year-end, or specially called meeting. If it approves the proposal, it shall authorize the union to proceed with an action to dissolve the conference.

4. The union shall recommend dissolution of the conference to its next constituency meeting, or to a specially called constituency meeting.

5. If the union constituency votes to dissolve the conference, it shall, as a companion action, vote to take into the care of the union, all the churches of the conference until reorganization, or some other provision can be arranged.

6. The union executive committee, functioning in place of the conference constituency, shall proceed to disband any local churches which prove to be disloyal, and to redistribute remaining churches by territorial adjustment and/or reorganization.

7. The union executive committee shall make provision for the preservation of the membership of any such churches by holding records of their membership at the union until appropriate arrangements can be made.

8. In the event of the dissolution of a conference, audits of the financial and membership records of the conference shall be conducted, and all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the division, or dealt with as specified in conference constitution and bylaws operating policy.

9. If, with the passage of time and efforts toward healing and restoration, it seems desirable for the nurture of the members and for the mission of the church to reorganize the conference, the process set out under NAD B 07 10 shall be followed.

B 11 15 Dissolution of Union Conferences—If a union conference appears to be in apostasy or rebellion, as demonstrated by a constituency meeting action, and the procedures outlined in NAD B 11 05 have been followed, but have proved unsuccessful, the following steps shall be taken:

1. The matter shall be considered by the division executive committee at a duly called meeting of the committee, at which time all the relevant data shall be shared, and the division executive committee shall determine whether or not the union conference is in apostasy or rebellion.

2. If the division executive committee determines that the union conference is in apostasy or rebellion and should be dissolved, the division shall refer the matter to the General Conference with the recommendation for dissolution, and the reasons for it.

3. The General Conference, in consultation with the division, shall use its discretion to decide whether another union conference constituency meeting should be called, and if so, at what point in the procedure.

4. The General Conference Executive Committee shall consider the recommendation of the division executive committee at its Spring Meeting, Annual Council, or a specially called meeting. If it approves the proposal, the General Conference Executive Committee, functioning on behalf of the constituency of the world field, shall vote to dissolve the union conference, and to list the matter for recording at the next General Conference Session.

5. The division shall exercise direct responsibility for the conferences affected by the dissolution of the union, and shall, through its executive committee, take an action to attach them directly to the division, until a new organization can be established, or a rearrangement of territorial boundaries effected. Disloyal conferences shall be dealt with in harmony with the principles set out under NAD B 11 10.

6. In the event of the dissolution of a union conference, audits of the financial records of the union conference shall be conducted, and all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the division, or dealt with as specified in the union conference constitution and bylaws operating policy.

7. If, with the passage of time and efforts toward healing and restoration, it seems desirable for the nurture of the members and for the mission of the church to reorganize the union conference, the processes set out under NAD B 07 20 shall be followed.

241-94Ge/SECn/NAD&UnSec/NADCOA/NADOUP/95YE to HWB

**518-95Na ADMINISTRATIVE RELATIONSHIPS (Division
President—Duties and Relationships)—
POLICY AMENDMENT**

VOTED, To amend NAD B 12, Administrative Relationships, section B 12 35,
Division President—Duties and Relationships, to read as follows:

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B 12 35 Division President—Duties and Relationships—The president of the division is the ~~executive~~ first officer placed in general administrative oversight of all activities in the division. As a vice president of the General Conference ~~he~~ the president is an officer of the General Conference, responsible to that body for administration of the work ~~in harmony with General Conference policies, while being guided by the decisions of~~ according to plans and programs voted by the General Conference Session and according to plans and policies agreed upon by the executive committee of the division, of which he is chairman the president is chair. It is ~~his duty~~ the duty of the president to stand as counselor to the officers of unions, as well as to those in charge of division departments, services, agencies, associations, and institutions.

241-94Gf/SECn/NAD&UnSec/NADCOA/NADOUP/95YE to HWB

518-95Nb ADMINISTRATIVE RELATIONSHIPS (Division Secretary and Treasurer—Duties and Relationships)—POLICY AMENDMENT

VOTED, To amend NAD B 12, Administrative Relationships, section B 12 40, Division Secretary and Treasurer—Duties and Relationships, to read as follows:

B 12 40 Division Secretary and Treasurer—Duties and Relationships—Associated with the president as ~~assisting~~ executive officers are the secretary and the treasurer. It is the duty of ~~the~~ these officers to carry forward the work according to plans and programs voted by the General Conference Session, and according to plans and policies agreed upon by the division executive committee. The secretary and treasurer shall report to the executive committee after consultation with the president. The treasurer shall be held responsible for the accounting system of the division, so that statements of receipts and disbursements may be supplied monthly to the president's office.

252-94Gc/SECn/NAD&UnSec/NADCOA/NADOUP/95YE to HWB

518-95Nc ADMINISTRATIVE RELATIONSHIPS (Division Field and Department Directors/Secretaries—Duties and Relationships)—POLICY AMENDMENT

VOTED, To amend NAD B 12, Administrative Relationships, section B 12 45, Division Field and Department Directors/Secretaries—Duties and Relationships, to read as follows:

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B 12 45 Division ~~Field and Department~~ Departmental and Association

Directors/Secretaries—Duties and Relationships—~~Assisting the executive officers and promoting plans and work outlined by the division committee are the field and department directors, working in counsel with the executive officers. The duties of these employees are in promoting and not in general executive lines. Departments in the division, as in the General Conference, are not administrative and executive. All departmental employees must bring plans and propositions to the division committee for authorization before promoting them in the field. Thus, even with many engaged in various departments of work, thorough understanding and cooperation will be maintained.~~ Departmental and association directors/secretaries, service directors/secretaries shall assist the executive officers of the division in the leadership and nurture of the Church, by promoting plans and programs developed in consultation with their General Conference counterparts, and by facilitating the involvement of the membership in the mission of the Church. This will be accomplished through the production of resources, through promotion, coordination, and training. Departmental plans and programs shall be developed and coordinated by the departments under the direction of the administrative officer, be processed through administration, and receive executive committee approval, whenever deemed advisable, before implementation and promotion in the field.

251-94Gb/SECn/NAD&UnSec/NADCOA/NADOUP/95YE to HWB

**518-95Nd ADMINISTRATIVE RELATIONSHIPS (Departmental Staffing at Different Organizational Levels)—
POLICY ADDITION**

VOTED, To add NAD B 12, Administrative Relationships, section B 12 47, Departmental Staffing at Different Organizational Levels, to read as follows:

B 12 47 Departmental Staffing at Different Organizational Levels—All departments of the General Conference shall be represented at the ~~General Conference and its divisions, division~~, but not all departments will necessarily be needed at all other levels. Division departments may be represented by individuals responsible for multiple departments. Careful attention should be given to avoiding the overlapping of functions at various levels. ~~Division administrations~~ The division administration shall consult with ~~the General Conference division~~ departments and with unions and conferences to determine what their needs are, and what denominational levels are best suited for the production of resources and for the promotion of departmental programs. If unions wish to vary staffing departmental structure at union and/or conference levels, they shall consult with the division and with the conferences to determine the most effective arrangement. Recommendations for variations in staffing shall

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be referred to constituency meetings, or the executive committees if so authorized, for consideration and decisions. In such planning the channel for transfer of information and materials from one staffed level to the next shall be clearly defined and provided. If it is determined that a service will not be provided at a particular level, it will be implied in that decision that authority is granted to the next higher organizational level to deal directly with the organization to be served.

255-94Gc/SECn/NAD&UnSec/NADCOA/NADOUP/95YE to HWB

**518-95Ne ADMINISTRATIVE RELATIONSHIPS (Division
Committee is General Conference Committee for Division)—
POLICY AMENDMENT**

VOTED, To amend NAD B 12, Administrative Relationships, section B 12 55, Division Committee is General Conference Committee for Division, to read as follows:

**B 12 55 Division ~~Committee is General~~ Committee—General Conference
Committee for Division**—The executive ~~committees of all the divisions, save for members~~
~~locally appointed, compose~~ committee of each division shall function on behalf of the General
Conference Executive Committee in the division, ~~with elective members in addition; hence it~~
~~is that, according to the Constitution, the division committee is the General Conference~~
~~Committee for the division, and it is to~~ and its authority shall be recognized as ~~such~~ by union
and local organizations in matters of division administration and counsel.

283-94G/SECn/NAD&UnSec/NADCOA/NADOUP/NAD&UnTre95YE/Fin95YE/95YE to
HWB

**519-95N FINANCIAL CONSEQUENCES OF LITIGATION—
POLICY AMENDMENT**

VOTED, To amend NAD B 34, Financial Consequences of Litigation, to read as
follows:

B 34 Financial Consequences of Litigation

When the division is ~~named as a party in a legal action or is otherwise~~ drawn into
litigation as a result of a decision of another church entity and that decision has not been
approved by the division executive committee, the other church entity shall reimburse the net

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189-95Gb/272-95G/273-95G/NAD&UnSec95YE/95YE to HWB

555-95N MODEL CONSTITUTIONS AND OPERATING POLICIES— POLICY AMENDMENT

VOTED, To amend NAD CA, Model Constitutions and Operating Policies, to read as follows:

MODEL CONSTITUTIONS AND OPERATING POLICIES

CA 05 MODEL UNION CONFERENCE CONSTITUTION AND BYLAWS SEVENTH-DAY ADVENTIST CHURCH ORGANIZATION

~~CA 05-05~~ **Preamble**—The 54th General Conference Session, in its consideration of the Role and Function of Denominational Organizations, pointed out that the ~~constitutions and~~ constitutions, bylaws and operating policies of all denominational organizations should be consistent with the Seventh-day Adventist concept of ~~church organization~~ the church, its organization, and governance. The fruitage of that concept is a representative and constituency-based system. Its authority is rooted in God and distributed to the whole people of God. It recognizes the committee system. It provides for shared administration (president, secretary, treasurer) rather than a presidential system. It recognizes a linkage of entities (church, conference, union, General Conference) that binds the believers together in a universal fellowship. It assures essential unity of purpose and mission. While the integrity of each entity is recognized (church, conference, union), each is seen to be a part of a sisterhood which cannot act without reference to the whole.

CA 10 MODEL UNION CONFERENCE CONSTITUTION AND BYLAWS

~~CA 05-10~~ **CA 10 05 Union Conference Constitution and Bylaws**—This model constitution shall be followed by all union conferences. ~~The model Bylaws may be modified, with the approval of the next higher organization;~~ Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each union conference. Other sections of the model bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model. Amendments to the Model Union Conference Constitution and

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Bylaws shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.

CONSTITUTION OF THE _____ UNION
CONFERENCE OF SEVENTH-DAY ADVENTISTS

Article I—Name

The name of this organization shall be known as the _____ Union Conference of Seventh-day Adventists. This union conference is a part of the _____ Division of the General Conference of Seventh-day Adventists.

Article II—Purpose

~~Sec. 1. The specific and primary purpose of this union is to teach the everlasting gospel of our Lord and Saviour Jesus Christ as symbolized by the three angels of Revelation 14 and to lovingly persuade people to become His disciples and responsible members of the Church.~~

~~Sec. 2. The general purpose is to coordinate a Christian ministry including, but not limited to, a pastoral, teaching, literature, and health ministry.~~

The purpose of this union conference is to facilitate the proclamation of the everlasting gospel in the context of the three angels' messages of Revelation 14:6-12 to all peoples within its territory, leading them to accept Jesus as personal Savior and to unite with His Church, and nurturing them in preparation for His soon return.

Article III—Relationships

The _____ Union Conference of Seventh-day Adventists is part of the _____ Division of the General Conference of Seventh-day Adventists, a world church organization; and all purposes, policies, and procedures of this union conference shall be in harmony with the working policies and procedures of the _____ Division and the General Conference of Seventh-day Adventists. This union conference shall pursue the mission of the Church in harmony with the doctrines, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article ~~III~~ IV—Territory

The territory of this union conference shall consist of _____.

Article V—Membership

The membership of this union conference shall consist of such local conferences and missions as have been or shall be organized in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of the delegates at any regularly scheduled constituency meeting.

Article ~~IV~~ VI—Bylaws

The voters of this union conference may enact ~~Bylaws~~ bylaws, and/or repeal them, and such ~~Bylaws~~ bylaws may embrace any provision not inconsistent with the ~~Constitution.~~ constitution.

Article VII—Dissolution and
Disposition of Assets

This union conference may be dissolved only by a two-thirds majority vote of the delegates present and voting at any constituency meeting.

In the event of the dissolution of this union conference, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the _____ Division of the General Conference of Seventh-day Adventists.

Article VIII—Amendments

This constitution shall not be amended except to conform to the model union conference constitution when it is amended by action of the General Conference Executive Committee at an Annual Council. This union conference shall amend its constitution from time to time at regularly called constituency meetings, any such changes to conform to the model union conference constitution. The union conference executive committee may recommend to the General Conference through the _____ Division of the General Conference of Seventh-day Adventists, amendments to the model constitution.

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BYLAWS
OF
THE _____ UNION CONFERENCE
OF SEVENTH-DAY ADVENTISTS

Article I—Principal Office

The principal office for the transaction of the business of the _____ Union Conference is fixed and located at _____, _____. The ~~Executive Committee~~ executive committee may in an emergency change the location of the principal office on a temporary basis.

~~Article II—Relationships~~

~~The _____ Union Conference of Seventh-day Adventists is a part of _____ Division of the General Conference of Seventh-day Adventists, a world church organization; and all purposes, policies, and procedures of this union conference shall be in harmony with the working policies and procedures of the _____ Division and the General Conference of Seventh-day Adventists. This union conference shall pursue the mission of the Church within the doctrinal guidelines adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial session.~~

Article IV II—Constituency Meetings

Sec. 1. Regular Meeting: This union conference shall hold a regular quinquennial constituency meeting at such time and place as the ~~Executive Committee~~ executive committee of the union conference shall designate. Notice of the time and place of the meeting of the delegates representing the members shall be given by

a. A notice printed in the official publication of the union conference at least four weeks before the date of the session, or

b. A method approved by the _____ Union conference ~~Executive Committee~~ executive committee.

Sec. 2. Special Meeting: a. ~~The Executive Committee~~ executive committee of this union conference shall call a special constituency meeting at a time and place it deems proper when:

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1) It is ~~deemed necessary~~ voted by the ~~Executive Committee,~~
executive committee, or

2) It is voted by the delegates at any constituency ~~meeting~~
meeting, or

3) It is requested by _____ percent of the executive
committees of the conferences/missions within the union conference, or

3) 4) It is ~~requested~~ voted by the _____ Division committee or
the General Conference Committee.

b. The division committee or General Conference Committee may call a
special constituency meeting of the union conference.

~~b. c.~~ The agenda for special constituency meetings shall be included in the
notice of the meeting.

~~e. d.~~ The time and place of special constituency meetings shall be given in the
same manner as for regularly scheduled constituency meetings.

Sec. 3. Quorum: At least _____ percent _____% of the delegates
authorized hereinabove under ~~Section 2-a-1)~~ Section 1-a-1) of Article III ~~of these Bylaws~~ must
be present at the opening of any regular or special constituency meeting to constitute a quorum
for the transaction of business. Once the meeting is declared open, the delegates remaining
present shall constitute a quorum.

Sec. 4. Proxy Voting: All delegates must be present in person at any
constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 5. Voting Rights of the Delegates: Each delegate appointed to act on behalf of
the members of this union conference shall be entitled to one (1) vote. The voting rights of
the individual delegates representing the members as ~~hereinabove~~ hereinafter provided shall be
limited to the particular constituency meeting of the union conference in which they have been
designated to represent a local conference, institution, or the General Conference of
Seventh-day Adventists.

Sec. 6. Election/Appointment and Term of Office: All ~~officers, departmental
directors, associate departmental directors, associate secretaries, assistant treasurers,~~
officers and members of the ~~Executive Committee~~ executive committee who are not ex

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officio members shall be elected by the delegates at the regular meeting of the union conference constituency and shall hold their offices until the next regular meeting of the union conference constituency, unless they resign or ~~their election is terminated~~ are removed from office, for cause, by the Executive Committee/a executive committee/a special constituency meeting. The election/appointment of departmental ~~directors/associate~~ directors, associate departmental ~~directors/assistant treasurers~~ directors, associate secretaries, or associate treasurers, if not determined by the delegates at the union conference constituency meeting, shall ~~may~~ be referred to the ~~Executive Committee.~~ executive committee.

Sec. 7. Appointment of Local Mission Officers: The presidents, secretaries, and treasurers of local missions within the territory of the this union conference shall be appointed by the union conference in regular session, and shall hold their offices until ~~the a~~ a midterm meeting of the union conference constituency, executive committee, unless they resign or ~~their appointment is terminated~~ are removed from office, for cause, by the Executive Committee/a union conference executive committee or a special constituency meeting. Those appointed at a midterm meeting shall hold their offices until the next regular session of the union conference, unless they resign or are removed from office, for cause, by the union conference executive committee or a special constituency meeting.

(Note: Section 7 above is applicable to union conferences in whose territory there is a local mission.)

Article III—Membership Representation

~~Sec. 1. Members: The membership of the _____ Union Conference shall consist of such local conferences and missions as are or may be organized in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of delegates at any regularly scheduled constituency meeting. Procedures for scheduling and voting representation of this union conference constituency shall be set forth in the Bylaws of this conference.~~

Sec. ~~2.~~ 1. Representation: a. Regular Delegates—Each member organization shall be represented at union conference constituency meetings by duly accredited delegates as follows:

1) Each local conference/mission shall be entitled to one (1) delegate without regard to conference membership and one (1) additional delegate for each _____ () church members or major fraction thereof.

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2) Such delegates shall be chosen by the respective local conference/mission ~~Executive Committee~~ executive committees.

b. **Delegates at large**—In addition, delegates at large shall participate in the union conference constituency meetings as follows:

1) The individual members of the ~~Executive Committee~~ executive committee of this union conference.

2) **Members of the General Conference ~~Executive Committee~~ and division executive committees**, who may be present at any constituency meeting of this union conference. The number of such delegates ~~representing the General Conference of Seventh-day Adventists~~ shall not exceed ten percent (10%) of the total number of delegates otherwise provided for ~~hereinabove in Section 2-a-1) of Article III of these Bylaws~~ for.

3) Such other persons from the union conference staff, ~~church~~ denominational institutions owned and operated by the union, and local conferences/missions, as may be recommended by the union conference ~~Executive Committee~~ executive committee and accepted by the delegates in ~~session; the total session~~ session. The number of such delegates ~~from this category shall~~ not to exceed ten percent (10%) of the total number of regular delegates provided for ~~hereinabove in Section 2-a-1) of Article III of these Bylaws~~ hereinabove.

Sec. 3-2. Church Membership Requirement: All delegates ~~with voting rights~~ appointed to represent the members of this union conference at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

Article V ~~IV~~—Committees

Sec. 1. Organizing Committee: a. An ~~Organizing Committee~~ organizing committee for each constituency meeting shall be appointed. It shall consist of _____ representatives from each local conference/mission, _____ representatives from the health care system/institution(s) serving the union, one (1) representative from each of the union conference-operated institutions, and the president of the _____ Division, or his designee, who shall serve as ~~chairman~~ chairperson.

b. The members of the ~~Organizing Committee~~ organizing committee shall be appointed by their respective delegates as the first item of business at each regularly scheduled constituency meeting.

c. The ~~Organizing Committee~~ organizing committee shall nominate and the constituency ~~meeting~~ shall elect:

- 1) A ~~Nominating Committee~~ nominating committee
- 2) A ~~Constitution and Bylaws Committee~~ constitution and bylaws committee
- 3) Other committees as may be necessary.

Sec. 2. Nominating Committee: The ~~Nominating Committee~~ nominating committee shall consist of at least _____ () and not more than _____ () members, ~~with including~~ the president of the _____ Division, or his representative ~~serving as chairman~~. designee, who shall serve as chairperson.

Sec. 3. Standing Constitution and Bylaws Committee: ~~Each regularly scheduled constituency meeting of this union conference may elect a standing Constitution and Bylaws Committee. The standing constitution and bylaws committee shall include an officer of the~~ _____ Division, and shall be chaired by the secretary of the _____ Union Conference, or his/her designee. This committee shall function between the regularly scheduled sessions of the constituency and shall submit its reports and detailed recommendations ~~to through the Executive Committee~~ executive committee to the next regular constituency meeting.

Article ~~VI~~ V—Executive Committee

Sec. 1. Membership of Executive Committee: The ~~Executive Committee~~ executive committee of the _____ Union Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than _____ () members. The president, secretary, treasurer, vice president(s), the chief administrator of each union conference institution, and the presidents of constituent conferences/missions shall be members ex officio of the ~~Executive Committee~~. executive committee. The remaining membership shall include laypersons, departmental directors, pastors, or other denominational employees. The officers of the _____ Division and of the General Conference of Seventh-day Adventists are members ex officio of the ~~Union Conference Executive Committee; union conference executive committee;~~ however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

Sec. 2. Delegated Authority: The ~~Executive Committee~~ executive committee of the this union conference is delegated the authority to act on behalf of the ~~constituency~~ constituents between regular sessions, including the authority to elect or remove for cause, officers, directors of departments/services, ~~board~~, board and committee members.

Sec. 3. Administrative Authority: The ~~Executive Committee~~ executive committee shall have full administrative authority:

a. To fill for the current term any vacancies that may occur by death, resignation or otherwise, in its boards, committees, departments, or in offices which have been filled by union conference election. **If a new president is to be elected, the president of the _____ Division, or his designee, shall serve as ~~chairman~~ chairperson of the ~~Executive Committee~~. executive committee.**

b. To employ such personnel as may be necessary.

c. To grant and withdraw credentials and licenses. The withdrawal of credentials or the removal of those named under Article ~~VI~~, V, Section 1. of these ~~Bylaws~~ bylaws shall require the consent of two-thirds of the members of the ~~Executive Committee~~. executive committee.

Sec. 4. Regular Meetings: The ~~Executive Committee~~ executive committee may schedule regular meetings at such times and places as it may select.

Sec. 5. Special Meetings: Special meetings of the ~~Executive Committee~~ executive committee may be called at any time or place by the president or, in his absence, by the secretary. In response to the written request of a majority of the members of the ~~Executive Committee~~ executive committee a special meeting shall also be ~~called~~ called by the secretary.

Sec. 6. Quorum: _____ (_____) members of the ~~Executive Committee~~ executive committee shall constitute a quorum.

Article ~~VH~~ VI—Officers

Sec. 1. Executive Officers: The executive officers of the this union conference shall be a president, a secretary, and a treasurer. The secretary and treasurer may be one individual known as the secretary-treasurer. **It is the duty of these officers, in consultation with one another, to carry forward the work according to ~~plans and programs~~ plans, policies, and programs voted by the ~~constituency~~, and according to ~~plans and policies agreed upon by the union executive committee~~. constituency and/or the union executive**

committee. These plans, policies, and programs shall be in harmony with the doctrines and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

~~Sec. 2. a.~~ President: The president, who shall be an ordained minister of experience, is the first officer and shall report to the executive committee of the union conference in consultation with the secretary and the treasurer. He shall act as chairman of constituency meetings and the executive committee and serve in the general interests of the union conference as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the _____ Division and of the General Conference of Seventh-day Adventists ~~and Adventists,~~ work in close counsel harmony with the _____ Division Executive Committee executive committee, and in close counsel with the division officers.

~~Sec. 3. b.~~ Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chairperson of the executive committee. The secretary shall report to the executive committee of the union conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the union conference constituency meetings and of the executive committee meetings; to furnish copies of these minutes to all members of the executive committee and to the division officers. The secretary shall ~~collect such data~~ also be responsible for providing information as may be ~~desired~~ requested by the president or by the executive committee; and shall perform such other duties as usually pertain to the office.

~~Sec. 4. c.~~ Treasurer: The treasurer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer shall report to the executive committee of the union conference after consultation with the president. ~~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 remit~~ The treasurer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the division/General Conference in harmony with the _____ Division policy, and to render such for providing financial statements at regular intervals as may be desired by the president of the union conference or by the executive committee. Copies of these financial statements shall be furnished information to the president and to the executive committee. The treasurer shall also be responsible for furnishing copies of the financial statements to the _____ Division officers.

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~~Sec. 5. Vice President~~ Sec. 2. Other Officers: ~~One or more vice presidents may be elected to assist the president with specialized areas of administration in the _____ Union. Other individuals may serve as officers of the union conference, such as vice president, associate secretary, and associate treasurer.~~

Article ~~VIII~~ VII—Directors of
Departments/Associations/Services

Sec. 1. Advisory Role: The directors of departments/associations/services of this union conference shall work under the direction of the ~~Executive Committee~~ executive committee of the union conference and the president and shall serve in an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Union conference departments/services shall be organized in harmony with the departmental/service structure of the General Conference, but shall not necessarily duplicate the departments/services in the division or the General Conference.

Article ~~IX~~—~~Subsidiary Ministries~~ VIII—Other Organizations

~~Sec. 1. Corporations and Agencies:~~ The _____ Union Conference may carry on its ministry through subsidiary agencies, organizations, and institutions that may, where necessary and appropriate, function either as unincorporated or incorporated entities. ~~Before the union forms any legal organization it shall secure the approval of the _____ Division.~~

~~Sec. 2. Constituency Meetings of Subsidiaries:~~ The constituency meetings of the union conference legally organized subsidiaries shall be held in conjunction with the regularly scheduled constituency meetings of the union conference or as provided by the articles of incorporation of the respective subsidiary legal organization. ~~The election of the board of directors or Executive Committee of these legally organized entities shall be in harmony with the statutory laws applicable to each such entity.~~

Sec. 1. Unincorporated Organizations: The _____ Union Conference may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the union conference.

Sec. 2. Corporations: The _____ Union Conference may form corporate bodies provided it obtains prior approval of the _____ Division. Membership

meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article ~~X~~ IX—Finance

Sec. 1. Tithes and Offerings: ~~The funds of~~ The church funds managed by this union conference shall consist of such tithe, including direct tithe, as it shall be assigned by policy and as received from the local conferences/missions within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Sec. 2. Policies: The portion of the tithe which is reserved for ~~the~~ this union conference, as specified by policy, and all other funds shall be used in harmony with the financial policies of the _____ Division of the General Conference of Seventh-day Adventists; and in the case of donations their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the ~~Division~~ division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Sec. 3 . Bank Accounts: The funds of ~~the~~ this union conference shall be safeguarded in harmony with the financial policies of the _____ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the _____ Union Conference of Seventh-day Adventists in regular or special accounts in such banks or savings institutions as the ~~Executive Committee~~ executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the ~~Executive Committee.~~ executive committee.

Sec. 4. Financial Statements: The _____ Union Conference shall regularly prepare ~~annually appropriate~~ statements of income and fund balances and shall be responsible for the filing of ~~any financial information directly~~ copies of the annual financial statement with the _____ Division and the General Conference of Seventh-day Adventists and, to the extent required by law, with any branch of local or national government.

Article ~~XI~~ X—Budget, Salary Review, and Audit

Sec. 1. Budget: The _____ Union Conference shall prepare an annual budget in harmony with the policies of the _____ Division of the General Conference of Seventh-day Adventists.

Sec. 2. Salary and Expense Review: The ~~Executive Committee~~ executive committee shall constitute an employee remuneration committee to review annually the salary and expense of all the employees of this union conference and set salary rates for the subsequent year.

Sec. 3. Independent Audit: All accounting records of ~~the~~ this union conference shall be audited at least annually by an auditor designated by the General Conference Auditing Service; and the ~~financial~~ records of ~~the~~ this union conference or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor.

Article XIII XI—Indemnification

~~The conference shall indemnify any person who is serving or has served as a member of the Executive Committee or officer of the conference and his executor, administrator, and heirs) against all reasonable expenses (including, but not limited to, judgments, costs, and legal fees) actually and necessarily incurred by him in connection with the defense of any litigation, action, suit, or proceeding, civil, criminal, or administrative, to which he may have been a party by reason of being or having been a member of the Executive Committee or officer of the conference, except he shall have no right to reimbursement for matters in which he has been adjudged liable to the conference for negligence or misconduct in the performance of his duties.~~

Sec. 1. To the extent permitted by law, this union conference shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a member of the union conference executive committee or an officer, employee, or agent of the union conference against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the union conference, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. ~~This right of indemnification shall be in addition to, and not exclusive of, all other indemnification shall be in addition to, and not exclusive of,~~ all other rights to which such member of the ~~Executive Committee or executive committee, officer or department director~~ may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XII—Amendments

~~Sec.—1. Amendment, Revision and Repeal: The Constitution or the Bylaws~~
bylaws of this union conference may be amended, revised and repealed at any duly called
constituency meeting by two-thirds (2/3) vote of the delegates present and voting at any
such constituency meeting of the union conference, provided that if it is proposed to
amend the Constitution and Bylaws at any specially called constituency meeting, notice of
such proposed amendments shall be given specifically in conjunction with the publication
of notice for such special session, which are essential to the unity of the Church
worldwide, and are designated in bold print shall be amended or revised from time to
time in order to comply with changes to the Model Union Conference Constitution and
Bylaws as voted by the General Conference Executive Committee in its annual meetings.
Such amendments or revisions shall be approved by a two-thirds majority vote of the
delegates present and voting at any duly called constituency meeting of the union
conference. Other sections of the bylaws may be amended, revised, or repealed, in like
manner, provided such changes are in harmony with the spirit of the Model Union
Conference Constitution and Bylaws, and have been processed through the union
conference executive committee. Notice of any proposed changes to the Constitution and
Bylaws of this union conference shall be given specifically in conjunction with the
publication of notice for the session.

The constituency or the union conference executive committee may recommend to
the General Conference through the _____ Division of the General Conference of
Seventh-day Adventists amendments to the Model Union Conference Constitution and
Bylaws.

CA 40 20 MODEL LOCAL CONFERENCE
CONSTITUTION AND BYLAWS

~~CA-10-05 Preamble—The 54th General Conference Session, in its consideration of the~~
~~Role and Function of Denominational Organizations, pointed out that the constitutions and~~
~~bylaws of all denominational organizations should be consistent with the Seventh-day~~
~~Adventist concept of church organization and governance. The fruitage of that concept is a~~
~~representative and constituency based system. Its authority is rooted in God and distributed to~~
~~the whole people of God. It recognizes the committee system. It provides for shared~~
~~administration (president, secretary, treasurer) rather than a presidential system. It recognizes~~
~~a linkage of entities (church, conference, union, General Conference) that binds the believers~~
~~together in a universal fellowship. It assures essential unity of purpose and mission. While~~
~~the integrity of each entity is recognized (church, conference, union), each is seen to be a part~~
~~of a sisterhood which cannot act without reference to the whole.~~

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~~CA 10 10~~ **CA 20 05 Local Conference Constitution and Bylaws**—This model constitution shall be followed by all local conferences. ~~The Bylaws may be modified with the approval of the next higher organization~~ Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each local conference. Other sections of the model bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model. Amendments to the Model Local Conference Constitution and Bylaws shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.

CONSTITUTION OF THE _____ CONFERENCE OF SEVENTH-DAY ADVENTISTS

Article I—Name

~~This conference is a part of the _____ Union Mission/Union Conference of Seventh day Adventists, which in turn is a part of the _____ Division of the General Conference of Seventh day Adventists. The name of this organization shall be known as the _____ Conference of Seventh-day Adventists.~~

Article II—Purpose

~~Sec. 1. The specific and primary purpose is to teach the everlasting gospel of our Lord and Saviour Jesus Christ, as symbolized by the three angels of Revelation 14, and to lovingly persuade people to become His disciples and responsible members of the Church.~~

~~Sec. 2. The general purpose is to coordinate a Christian ministry including, but not limited to, a pastoral, teaching, literature, and health ministry.~~

The purpose of this conference is to facilitate the proclamation of the everlasting gospel in the context of the three angels' messages of Revelation 14:6-12 to all peoples within its territory, leading them to accept Jesus as personal Savior and to unite with His church, and nurturing them in preparation for His soon return.

Article III—Relationships

The _____ Conference of Seventh-day Adventists is a part of the _____ Union Conference/Union Mission of Seventh-day Adventists, which in turn is a part of the _____ Division of the General Conference of Seventh-day Adventists, a world church organization; and all purposes, policies and procedures of this conference shall be

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in harmony with the working policies and procedures of the _____ Division and the General Conference of Seventh-day Adventists. This conference shall pursue the mission of the Church in harmony with the doctrines, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article ~~III~~ IV—Territory

The territory of this conference shall consist of _____ .

Article V—Membership

The membership of this conference shall consist of such churches as have been or shall be properly organized in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of the delegates at any regularly scheduled constituency meeting.

Article ~~IV~~ VI—Bylaws

The voters of this conference may enact ~~Bylaws~~, bylaws, and/or repeal them, and such ~~Bylaws~~ bylaws may embrace any provision not inconsistent with the ~~Constitution~~-constitution.

Article VII—Dissolution and Disposition of Assets

This conference may be dissolved only by a two-thirds majority vote of the delegates present and voting at any constituency meeting.

In the event of the dissolution of this conference, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the _____ Division of the General Conference of Seventh-day Adventists.

Article VIII—Amendments

This constitution shall not be amended except to conform to the model local conference constitution when it is amended by action of the General Conference Executive Committee at an Annual Council. This conference shall amend its constitution from time to time at regularly called constituency meetings, any such changes to conform to the model local conference constitution. The conference executive committee may recommend to the General Conference, through the _____ Union Conference/Union

Mission and the _____ Division of the General Conference of Seventh-day Adventists, amendments to the model constitution.

BYLAWS
OF
THE _____ CONFERENCE OF
SEVENTH-DAY ADVENTISTS

Article I—Principal Office

The principal office for the transaction of the business of the _____ Conference is fixed and located at _____, _____. ~~They~~ The executive committee may in an emergency change the location of the principal office on a temporary basis.

Article II—Relationships

~~The _____ Conference of Seventh-day Adventists is a part of the _____ Union Mission/Union Conference of Seventh-day Adventists, which in turn is a part of the _____ Division of the General Conference of Seventh-day Adventists, a world church organization; and all purposes, policies, and procedures of this conference shall be in harmony with the working policies and procedures of the _____ Division and the General Conference of Seventh-day Adventists. This conference shall pursue the mission of the Church within the doctrinal guidelines adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial session.~~

Article IV ~~II~~—Constituency Meetings

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

a. A notice printed in the official publication of the _____ Union Mission/Union Conference at least four (4) weeks before the date of the session or

b. A method approved by the _____ Conference ~~Executive Committee~~; executive committee.

Sec. 2. Special Meeting: a. ~~The Executive Committee~~ executive committee of the this conference shall call a special constituency meeting, at a time and place it deems proper when:

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1) It is ~~deemed necessary~~ voted by the ~~Executive Committee,~~
executive committee, or

2) It is voted by the delegates at any constituency ~~meeting~~
meeting, or

3) It is requested by _____ percent of the churches of the
conference through their church boards or

~~3) 4)~~ It is ~~requested~~ voted by the union committee, division
committee, or General Conference Committee.

b. The union committee or the division committee may call a special
constituency meeting of the conference.

~~b. c.~~ The agenda for special constituency meetings shall be included in the
notice of the meeting.

~~c. d.~~ The time and place of special constituency meetings shall be given in the
same manner as for regularly scheduled constituency meetings.

Sec. 3. Quorum: At least _____ percent (~~_____%~~) of the delegates authorized
~~hereinabove~~ hereinafter under ~~Section 2 a.~~ Section 1-a. of Article III ~~of these Bylaws~~ must be
present at any regular or special constituency meeting to constitute a quorum for the
transaction of business. Once the meeting is declared open, the delegates present shall
constitute a quorum.

Sec. 4. Proxy Voting: All delegates must be present in person at any
constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 5. Voting Rights of the Delegates: Each delegate appointed to act on behalf of
the members of this conference shall be entitled to one vote. The voting rights of the
individual delegates representing the members as hereinafter provided shall be limited to the
particular constituency meeting of the conference in which they have been designated to
represent a local church, an institution, the _____ Union Conference, the _____
Division or the General Conference of Seventh-day Adventists.

Sec. ~~5- 6.~~ Election Election/Appointment and Term of Office: ~~All officers,~~
~~directors of departments/services, officers~~ and members of the ~~Executive Committee~~
executive committee who are not ex officio members shall be elected by the delegates at

the regular meeting of the conference constituency ~~meeting~~ and shall hold their offices until the next regular meeting of the conference constituency, unless they resign or ~~their election is terminated~~ are removed from office, for cause, by the ~~Executive Committee/a executive committee/a~~ special constituency meeting. The election/appointment of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the conference constituency meeting, shall be referred to the executive committee.

Article III—Membership Representation

~~Sec. 1. Members: The membership of this conference shall consist of such churches as have been or shall be properly organized and accepted by vote of the conference. Such churches shall remain indivisible members of the sisterhood of churches unless expelled by the sisterhood of churches in a properly called constituency meeting of the conference.~~

~~Sec. 2. Voice and Vote Privileges: Voice and vote privileges at regular and special sessions of this conference shall be the prerogative of~~

Sec. 1. The delegates at any constituency meeting of this conference shall be regular delegates and delegates at large.

a. Regular Delegates: All delegates duly accredited by any one of the organized churches of the conference. Each church shall be entitled to one delegate for the organization and one additional delegate for each _____ members or major fraction thereof and who hold membership in the local church which accredits them.

b. Delegates at large:

~~b. 1)~~ 1) All members of the ~~Executive Committee~~ executive committee of the _____ Conference.

~~e. 2)~~ 2) All members of the ~~Executive Committee~~ executive committee of the _____ Union Mission/Union Conference who may be present at any constituency ~~meetings~~ meeting of this conference.

~~d. 3)~~ 3) All employees holding credentials or ministerial licenses issued by this conference.

~~e. 4)~~ 4) Members of the General Conference Committee who may be present at any constituency meeting of this conference. The number of such delegates

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representing the General Conference of Seventh-day Adventists shall not exceed ten percent ~~(10%)~~ of the total number of delegates otherwise provided ~~for hereinabove in Section 2 a. of Article III of these Bylaws. for.~~

Article ~~V~~ IV—Committees

Sec. 1. Organizing Committee: a. The ~~Organizing Committee~~ organizing committee shall be constituted as follows: Each church represented at the constituency meeting shall choose, or empower its delegation to choose, one member plus one additional member for each _____ members or a major fraction thereof.

b. The ~~chairman~~ chairperson of the ~~Organizing Committee~~ organizing committee shall be the president of the _____ Union or his ~~representative.~~ designee.

c. The ~~Organizing Committee~~ organizing committee shall nominate and ~~the constituency meeting shall elect:~~

1) ~~A Nominating Committee to serve for the constituency meeting~~ nominating committee

2) ~~A Constitution and Bylaws Committee~~ constitution and bylaws committee

3) Other committees as may be necessary.

d. Members of the ~~Organizing Committee~~ organizing committee shall be chosen at or prior to the constituency meeting.

e. If the ~~Organizing Committee~~ organizing committee is to meet prior to the constituency meeting, the time and place of the meeting shall be given in the official notice of the meeting.

Sec. 2. Nominating Committee: The ~~Nominating Committee~~ nominating committee shall consist of at least _____ and not more than _____ members, ~~with including the president of the union,~~ Union Mission/Conference, or his designee, ~~serving who shall serve as the chairman.~~ chairperson. The membership of the committee shall be balanced, as nearly as possible, between denominational workers and laypersons representing various segments of the work and territories of the conference.

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Sec. 3. Standing Constitution and Bylaws Committee: ~~Each regularly scheduled constituency meeting of this conference may elect a standing Constitution and Bylaws Committee.~~ The standing constitution and bylaws committee shall include an officer of the _____ Union Mission/Conference, and shall be chaired by the secretary of the local conference, or his/her designee.

~~This Committee~~ committee shall function between the regularly scheduled constituency meetings and shall submit its reports and detailed recommendations through the conference ~~Executive Committee and~~ executive committee to the next regular constituency meeting.

Sec. 4. Voting: The election of officers and the voting on all other matters of business shall be by viva voce unless otherwise determined by a majority vote of the delegates present.

Article ~~VI~~ V—Executive Committee

Sec. 1. Membership: ~~The Executive Committee~~ executive committee of the _____ Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than _____ (_____) members. The president, secretary, treasurer, and vice president(s) shall be members ex officio of the ~~Executive Committee.~~ executive committee. The membership of the committee may include at least one departmental director and one institutional representative with the remaining membership balanced as nearly as possible between laypersons and pastors or other denominational employees from various sections of the conference. The officers of the _____ Union Mission/Conference, of the _____ Division and of the General Conference of Seventh-day Adventists are members ex officio of the local conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

Sec. 2. Delegated Authority: ~~The Executive Committee~~ executive committee of ~~the~~ this conference is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to elect or remove for cause officers, directors of departments/services, board and committee members.

Sec. 3. Administrative Authority: ~~The Executive Committee~~ executive committee shall have full administrative authority:

a. To fill for the current term any vacancies that may occur by death, resignation or otherwise, in its boards, committees, departments, or in offices which have been filled by conference election. **If a new president is to be elected, the president of the _____ Union Mission/Union Conference or his designee, shall serve as ~~chairman~~ chairperson of the ~~Executive Committee and~~ executive committee.**

b. To employ ministers, secretaries, teachers, and other persons as deemed necessary for the work of the conference.

c. To grant and withdraw credentials and licenses. The withdrawal of credentials or the removal of those ~~names~~ named under Article ~~VI~~, V, Section 1. of these ~~Bylaws~~ bylaws shall require the consent of two-thirds (~~2/3~~) of the members of the ~~Executive Committee~~; executive committee.

Sec. 4. Regular Meetings: The ~~Executive Committee~~ executive committee may schedule regular meetings at such times and places as it may select.

Sec. 5. Special Meetings: Special meetings of the ~~Executive Committee~~ executive committee may be called at any time or place by the president or, in his absence, by the secretary. A special meeting shall also be called by the secretary in response to the written request of a majority of the members of the ~~Executive Committee~~; executive committee.

Sec. 6. Quorum: _____ () members of the ~~Executive Committee~~ executive committee shall constitute a quorum.

Article ~~VII~~ VI—Officers

Sec. 1. Executive Officers: The executive officers of this conference shall be a president, a secretary, and a treasurer. The secretary and treasurer may be one individual known as the secretary-treasurer. **It is the duty of these officers, in consultation with one another, to carry forward the work according to ~~plans and programs~~ plans, policies, and programs voted by the ~~constituency, and according to plans and policies agreed upon by the conference executive committee~~; constituency and/or the conference executive committee. These plans, policies, and programs shall be in harmony with the doctrines and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.**

~~Sec. 2.~~ **a. President:** The president, who shall be an ordained minister of experience, is the first officer and shall report to the executive committee of the conference in consultation with the secretary and the treasurer. He shall act as chairman

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of the constituency meetings and the executive committee, and serve in the general interests of the _____ Conference as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the _____ Union Mission/Union Conference, the _____ Division and the General Conference of Seventh-day Adventists and Adventists, work in close counsel harmony with the _____ Union Mission/Union Conference ~~Committee~~. Committee, and in close counsel with the union officers.

Sec. 3. b. Secretary: The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chairperson of the executive committee. The secretary shall report to the executive committee of the conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the conference constituency meetings and of the executive committee meetings, to furnish copies of these minutes to all members of the executive committee and to the officers of the _____ Union Mission/Union Conference. The secretary shall ~~collect such data~~ also be responsible for providing information as may be ~~desired~~ requested by the president or by the executive committee, and shall perform such other duties as usually pertain to the office.

Sec. 4. c. Treasurer: The treasurer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer shall report to the executive committee of the conference after consultation with the president. ~~It shall be duty of the treasurer to receive all funds, to disburse them in harmony with the actions of the executive committee, to remit~~ The treasurer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the union and the union/division/General Conference in harmony with the _____ Division policy, and to render such for providing financial statements at regular intervals as may be desired by the president of the conference or by the executive committee. Copies of these financial statements shall be furnished to the officers of the _____ Union Conference/Mission. information to the president and to the executive committee. The treasurer shall also be responsible for furnishing copies of the financial statements to the _____ Union officers.

Sec. 5. 2. Vice President: ~~One or more vice presidents may be elected to assist the president with specialized areas of administration in the _____ Conference.~~ Other Officers: Other individuals may serve as officers of the local conference, such as vice president, associate secretary, and associate treasurer.

Article VIII VII—Directors of
Departments/Associations/Services

Sec. 1. Advisory Role: The directors of departments/associations/services of this conference shall work under the direction of the ~~Executive Committee~~ executive committee of the conference and the president and shall serve in ~~any~~ an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Conference departments/services shall be organized in harmony with the departmental/service structure of the General Conference but shall not necessarily duplicate the departments/services in the union, division, or General Conference.

Article IX VIII—Subsidiary Ministries Other Organizations

~~Sec. 1. Corporations and Agencies: The _____ Conference may carry on its ministry through subsidiary agencies, organizations, and institutions that may, where necessary and appropriate, function either as unincorporated or incorporated entities. Before the conference forms any legal organization, it shall secure the approval of the _____ Division.~~

~~Sec. 2. Constituency Meetings of Subsidiaries: The constituency meetings of the conference legally organized subsidiaries shall be held in conjunction with the regularly scheduled constituency meetings of the conference or as provided by the articles of incorporation of the respective subsidiary legal organization. The election of the board of directors or Executive Committee of these legally organized entities shall be in harmony with the statutory laws applicable to each such entity.~~

Sec. 1. Unincorporated Organizations: The _____ Conference may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the conference.

Sec. 2. Corporations: The _____ Conference may form corporate bodies provided it obtains prior approval of the _____ Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article X IX—Finance

Sec. 1. Tithes and Offerings: ~~The funds of~~ The church funds managed by this conference shall consist of such tithe, including direct tithe, as it shall be assigned by

policy and as received from within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Sec. 2. Policies: The portion of the tithe which is reserved for ~~the~~ this conference, as specified by policy, and all other funds shall be used in harmony with the financial policies of the _____ Division of the General Conference of Seventh-day Adventists; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the union and division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Sec. 3. Bank Accounts: The funds of ~~the~~ this conference shall be safeguarded in harmony with the financial policies of the _____ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the _____ Conference of Seventh-day Adventists in regular or special accounts, in such banks or savings institutions as the ~~Executive Committee~~ executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the ~~Executive Committee~~ executive committee.

Sec. 4. Financial Statements: The _____ Conference shall prepare annually appropriate statements of income and fund balances and shall be responsible for the filing of any financial information directly with the _____ Union and the _____ Division of the General Conference of Seventh-day Adventists and, to the extent required by law, with any branch of local or national government.

Article ~~XI~~ X—Budget, Salary Review, and Audit

Sec. 1. Budget: The _____ Conference shall prepare an annual budget in harmony with the policies of the _____ Division of the General Conference of Seventh-day Adventists.

Sec. 2. Salary and Expense Review: The ~~Executive Committee~~ executive committee shall constitute an ~~Employee Remuneration Committee~~ employee remuneration committee to review annually the salary and expense of all the employees and set salary rates for the subsequent year.

Sec. 3. Independent Audit: All accounting records of ~~the~~ this conference shall be audited at least annually by an auditor designated by the General Conference Auditing

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Service; and the ~~financial~~ records of ~~the~~ this conference or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor.

Article ~~XIII~~ XI—Indemnification

~~The conference shall indemnify any person who is serving or has served as a member of the Executive Committee or officer of the conference (and his executor, administrator, and heirs) against all reasonable expenses (including, but not limited to, judgments, costs, and legal fees) actually and necessarily incurred by him in connection with the defense of any litigation, action, suit, or proceeding, civil, criminal, or administrative, to which he may have been a party by reason of being or having been a member of the Executive Committee or officer of the conference, except he shall have no right to reimbursement for matters in which he has been adjudged liable to the conference for negligence or misconduct in the performance of his duties.~~

Sec. 1. To the extent permitted by law, this conference shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a member of the conference executive committee or an officer, employee, or agent of the conference against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the conference, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the ~~Executive Committee~~ or executive committee, or an officer or department director may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XII—Amendments

Sec. 1. Amendment, Revision, and Repeal: The ~~Constitution or the Bylaws~~ bylaws of this conference which are essential to the unity of the Church worldwide, and are designated in bold print may ~~shall~~ be amended, revised, amended or revised from time to time and repealed at any duly called constituency meeting by two-thirds (2/3) vote of the delegates present and voting at any such constituency meeting of the conference,

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~~provided that if it is proposed to amend the Constitution or Bylaws at any specially called constituency meeting, notice of such proposed amendments shall be given specifically in conjunction with the publication of notice for such special session.~~ in order to comply with changes to the Model Local Conference Constitution and Bylaws as voted by the General Conference Executive Committee in its annual meetings. Such amendments or revisions shall be approved by a two-thirds majority vote of the delegates present and voting at any duly called constituency meeting of the local conference. Other sections of the bylaws may be amended, revised, or repealed, in like manner, provided such changes are in harmony with the spirit of the Model Local Conference Constitution and Bylaws, and have been processed through the conference executive committee. Notice of any proposed changes to the constitution and bylaws of this conference shall be given specifically in conjunction with the publication of notice for the session.

The constituency or the conference executive committee may recommend to the General Conference through the _____ Union Mission/Union Conference and the _____ Division of the General Conference of Seventh-day Adventists amendments to the Model Local Conference Constitution and Bylaws.

Article XIV—Dissolution

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

243-94Gc/SECn/NAD&UnSec/189-95Gb/NADCOA/NADOUP/95YE to HWB

520-95Na MODEL UNION CONSTITUTION AND BYLAWS (Union Conference Constitution and Bylaws)—POLICY AMENDMENT

VOTED, To amend NAD CA 05, Model Union Conference Constitution and Bylaws, section CA 05 10, Union Conference Constitution and Bylaws, Bylaws, Article VI—Executive Committee, section 1, to read as follows:

Article VI—Executive V—Executive Committee

Sec. 1: Membership of Executive Committee—~~The Executive Committee~~ executive committee of the _____ Union Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than _____ (_____) members. The president, secretary, treasurer, vice president(s), the chief administrator of

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each union ~~conference-sponsored major conference~~ institution, and the presidents of constituent conferences/missions shall be members *ex officio* of the ~~Executive Committee~~ executive committee. The remaining membership shall include ~~lay persons, laypersons,~~ departmental directors, pastors, or other denominational employees. The officers of the

Division and of the General Conference of Seventh-day Adventists are members *ex officio* of the union conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

NOTE: The above amendments are incorporated into the Model Union Constitution and Bylaws with bolding (See 595-95N).

241-94Gg/SECn/NAD&UnSec/189-95Gb/NADCOA/NADOUP/95YE to HWB

520-95Nb MODEL UNION CONSTITUTION AND BYLAWS

(Union Conference Constitution and Bylaws)—

POLICY AMENDMENT

VOTED, To amend NAD CA 05, Model Union Conference Constitution and Bylaws, section CA 05 10, Union Conference Constitution and Bylaws, Bylaws, Article VII—Officers, to read as follows:

Article ~~VII~~—Officers VI—Officers

Sec. 1: ~~Officers' Titles~~—The Executive Officers: The executive officers of ~~this the~~ union conference shall be a president, a secretary, ~~a treasurer, and vice president(s), if such are elected and a treasurer.~~ The secretary and the treasurer may be one individual known as the secretary-treasurer. It is the duty of these officers, in consultation with each other, to carry forward the work according to plans, policies, and programs, voted by the constituency and/or the union executive committee. These plans, policies, and programs shall be in harmony with the doctrines and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Sec. 2: a. ~~President~~—The ~~president~~ President: The president, who shall be an ordained minister of experience, is the ~~chief executive~~ first officer and shall act as chairman of constituency meetings and the ~~Executive Committee, and work executive committee, and serve~~ in the general interests of the union conference as the constituency and the Executive Committee may advise executive committee shall determine. In his leadership he shall adhere to the policies of the _____ Division and of the General Conference of Seventh-day

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~~Adventists and~~ Adventists, work in ~~close counsel~~ harmony with the _____ Division Committee. executive committee, and in close counsel with the division officers.

~~Sec. 3: b. Secretary—The secretary~~ Secretary: The secretary, associated with the president as an executive officer, shall ~~work~~ serve under the direction of the ~~Executive Committee executive committee~~ and shall act as ~~vice-chair~~ vice-chairperson of the ~~Executive Committee executive committee~~. The secretary shall report to the executive committee of the union conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the union conference constituency meetings and of the ~~Executive Committee executive committee~~ meetings; to furnish copies of these minutes to all members of the ~~Executive Committee executive committee~~ and to the ~~Division officers~~ to division officers. The secretary shall ~~collect such data~~ also be responsible for providing information as may be desired requested by the president or by the ~~Executive Committee; executive committee;~~ and to shall perform such other duties as usually pertain to the office.

~~Sec. 4: c. Treasurer—The treasurer~~ Treasurer: The treasurer, associated with the president as an executive officer, shall ~~work~~ serve under the direction of the ~~Executive Committee executive committee~~. The treasurer shall report to the executive committee of the union conference after consultation with the president.

The treasurer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with the actions of the executive committee, remitting. ~~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 remit all required funds to the Division/General Conference division/General Conference in harmony with the _____ Division policy, and to render such for providing financial statements at regular intervals as may be desired by the president of the union conference or by the Executive Committee. Copies of these financial statements shall be furnished information to the president and to the executive committee. The treasurer shall also be responsible for furnishing copies of the financial statements to the _____ Division officers.~~

~~Sec. 5: Sec. 2. Vice President—One or more vice presidents may be elected to assist the president with specialized areas of administration _____ Union. Other Officers: Other individuals may serve as officers of the union conference, such as vice-president, associate secretary, and associate treasurer.~~

NOTE: The above amendments are incorporated into the Model Union Constitution and Bylaws with bolding (See 595-95N).

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243-94Ge/SECn/NAD&UnSec/189-95Gb/NADCOA/NADOUP/95YE to HWB

**521-95Na MODEL LOCAL CONFERENCE CONSTITUTION AND
BYLAWS (Local Conference Constitution and Bylaws)—
POLICY AMENDMENT**

VOTED, To amend NAD CA 10, Model Local Conference Constitution and Bylaws, section CA 10 10, Local Conference Constitution and Bylaws, Bylaws, Article VI—Executive Committee, section 1, to read as follows:

Article ~~VI~~—Executive V—Executive Committee

Sec. 1: ~~Membership of Executive Committee—~~The Membership: The Executive Committee of the _____ Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than _____ (_____) members. The president, secretary, treasurer, and vice president(s) shall be members *ex officio* of the ~~Executive Committee~~; executive committee. The membership of the committee may include at least one departmental director and one institutional representative, with the remaining membership balanced as nearly as possible between laypersons and pastors or other denominational employees from various sections of the conference. The officers of the _____ Union Conference, of the _____ Division and of the General Conference of Seventh-day Adventists are members *ex officio* of the local conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.

NOTE: The above amendments are incorporated into the Model Local Conference Constitution and Bylaws with bolding (See 595-95N).

241-94Gi/SECn/NAD&UnSec/189-95Gb/NADCOA/NADOUP/95YE to HWB

**521-95Nb MODEL LOCAL CONFERENCE CONSTITUTION AND
BYLAWS (Local Conference Constitution and Bylaws)—
POLICY AMENDMENT**

VOTED, To amend NAD CA 10, Model Local Conference Constitution and Bylaws, section CA 10 10, Local Conference Constitution and Bylaws, Bylaws, Article VII—Officers, to read as follows:

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Article VII—Officers VI—Officers

Sec. 1: Officers' Titles—The Executive Officers: The executive officers of this conference shall be a president, a secretary, ~~a treasurer, and vice president(s), if such are elected and a treasurer.~~ The secretary and the treasurer may be one ~~individual.~~ individual known as the secretary-treasurer. It is the duty of these officers, in consultation with each other, to carry forward the work according to plans, policies, and programs voted by the constituency and/or the conference executive committee. These plans, policies, and programs shall be harmony with the doctrines and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Sec. 2: a. President—The president President: The president, who shall be an ordained minister of experience, is the ~~chief executive~~ first officer and shall act as ~~chair chairman~~ of the constituency meetings and the Executive Committee, executive committee, and ~~work serve~~ in the general interests of the _____ Conference as the ~~Executive Committee may advise.~~ constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the _____ Union Conference and Conference, the _____ Division of ~~and~~ the General Conference of Seventh-day Adventists Adventists, and work in ~~close counsel~~ harmony with the _____ Union Conference ~~Committee.~~ Committee, and in close counsel with the union officers.

Sec. 3: b. Secretary—The secretary Secretary: The secretary, associated with the president as an executive officer, shall ~~work serve~~ under the direction of the ~~Executive Committee~~ executive committee and shall act as ~~vice-chair~~ vice-chairperson of the ~~Executive Committee, executive committee.~~ The secretary shall report to the executive committee of the conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the conference constituency meetings and of the ~~Executive Committee executive committee~~ meetings, to furnish copies of these minutes to all members of the ~~Executive Committee executive committee~~ and to the officers of the _____ Union Conference, to Conference. The secretary shall ~~collect such data~~ also be responsible for providing information as may be ~~desired~~ requested by the president or by the ~~Executive Committee, executive committee~~ and to ~~shall~~ perform such other duties as usually pertain to the office.

Sec. 4: c. Treasurer—The treasurer Treasurer: The treasurer, associated with the president as an executive officer, shall ~~work serve~~ under the direction of the ~~Executive Committee, executive committee.~~ The treasurer shall report to the executive committee of the conference after consultation with the president.

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 remit The treasurer shall be responsible for

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providing financial leadership to the organization which will include, but shall not be limited to, receiving safeguarding and disbursing all funds in harmony with the actions of the executive committee remitting all required funds to the union and the division/General union/division/General Conference in harmony with the _____ Division policy, and to render such for providing financial statements at regular intervals as may be desired by the president of the conference or by the Executive Committee. information to the president and to the executive committee. Copies of these financial statements shall be furnished to the officers of the _____ Union Conference. The treasurer shall also be responsible for furnishing copies of the financial statements to the _____ Union officers.

~~Sec. 5: Sec. 2: Vice President~~ One or more vice presidents may be elected to assist the president with specialized areas of administration in the _____ Conference. Other Officers: Other individuals may serve as officers of the local conference such as vice president, associate secretary, and associate treasurer.

NOTE: The above amendments are incorporated into the Model Local Conference Constitution and Bylaws with bolding (See 595-95N).

268-95G/SECn/NADCOA/507-95N/NAD&UnSec95YE/95YE to HWB

570-95N CREDENTIALS AND LICENSES—METHOD OF ISSUING— POLICY AMENDMENT

VOTED, To amend NAD D 10, Credentials and Licenses—Method of Issuing, to read as follows:

Credentials and Licenses—Method of Issuing

D 10 05 Issued for Definite Period—Credentials and - No change

D 10 10 Local Conference Employees—By the local - No change

D 10 15 Union Conference Employees—By the union conference ~~or mission~~ to its employees, to employees entitled to papers in union institutions and to other employees within its territory as may be provided for by action of NADCOM.

D 10 20 Interunion/General Conference Institutions—By the - No change

D 10 25 General Conference Employees—By the General Conference to employees under General Conference direction including ex-presidents of the General Conference and the ~~presidents~~ officers of the ~~divisions~~, divisions and to employees in General Conference institutions and to ~~members of the General Conference Committee in North America, but not including union conference presidents.~~ institutions.

D 10 30 Special Employees—By the General - No change

D 10 35 Missionary Interdivision Appointees—By the General Conference to ~~missionaries~~ interdivision employees to cover the period of their preparation and travel to the field.

D 10 40 Permanent Returnees/Chaplains—By the General - No change

D 10 45 Honorary ~~Credentials~~—Missionaries, Credentials—Interdivision employees or those who have been in General Conference employ, who, though in good standing, are without employment in denominational work for a period of one year from the time their employment ceased, shall be referred to the union conference in which they reside, and honorary credentials may be issued to them by the union conference committee and renewed from time to time at its discretion.

D 10 50 General Conference Retired Personnel—Elected members of - No change

D 10 55 Retirement Plan Beneficiaries—All other employees - No change

D 10 60 Spouses of Interdivision Employees—When employees are - No change

D 10 65 To Employees—Credentials/licenses shall be - No change

D 10 66 Ordained Ministers Attending Denominational College - No change

D 10 67 Chaplains—1. *Denominational Organizations* - No change

D 10 68 Change of Employment—Ministers—When an ordained - No change

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D 10 69 Bible Society Employees—A Seventh-day Adventist minister, who is invited to serve the United Bible Society or comparable institutions devoted to the distribution of Scripture, on an employment basis, may be issued a credential/license while he/she serves that institution. Such credential/license shall normally be issued by the division in whose territory the individual serves, however, when the territory of responsibility covers more than one division, the General Conference shall issue the papers. Such employment shall not accrue denominational service credit.

D 10 70 Withdrawing Credentials—Any organization with - No change

196-95G/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

571-95N SUBSEQUENT TRANSFERS—POLICY AMENDMENT

VOTED, To amend NAD D 17 25, Subsequent Transfers, to read as follows:

D 17 25 Subsequent Transfers—1. *To a Third Division* - No change

2. *To the Home Division on an Interdivision Call Basis*—If an employee is called from the adopted division to return to the home division on an interdivision call basis, ~~the employee~~ he/she shall continue to earn service credit in the adopted division provided he/she has a minimum of ten years of service in the adopted division. Any rare exception to this shall be approved by the North American Division Committee for Administration (NADCOA) and the General Conference Appointees Committee.

3. *To the Home Division on Special Arrangement*—If an employee is called from the adopted division to return to the home division on special arrangement, ~~the employee~~ he/she may have service credit earned in the home division subsequent to November 1, 1978, validated by the adopted division provided the following conditions are met (see GC Z 25 70):

- a. Has a minimum of ten - No change
- b. The call is for a - No change
- c. The home division requests - No change
- d. The General Conference - No change

- e. The adopted division accepts - No change
 - f. The home division pays into the - No change
 - g. The home division agrees to return - No change
4. *To the Home Division Without* - No change

197-95G/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**572-95N ALL CALLS THROUGH GENERAL CONFERENCE—
POLICY AMENDMENT**

VOTED, To amend NAD D 20 15, All Calls Through General Conference, to read as follows:

D 20 15 All Calls Through General Conference—Calls for employees from one division to another shall be made through the General Conference Appointees Committee. The General Conference Secretariat shall communicate the action of the General Conference Appointees Committee through the division office, with full information as to the call, the same to be passed by the division to the union, with counsel. It shall be the duty of the union office to take up the matter with the local conference or mission officer, who should pass the call on to the candidate. If, in the judgment of the division or local officers, the employee is not qualified for the work to be done, or cannot possibly be released, the passing on of the call shall be deferred until communication can be entered into with the General Conference.

Calls from one division to another for individuals who are not employed, shall likewise be made through the General Conference Appointees Committee, except in the case of calls by divisions for nationals who are residing outside their own division, but who do not qualify for adopted division status. Such calls shall be placed directly with the individual by the calling division. When placing calls from one division to another for individuals who are not denominationally employed, care being must be exercised in such cases to secure recommendation concerning the individual from the division in which he/she resides. The fact that the General Conference acts as intermediary in effecting calls in no way affects the question as to whether or not the individual is entitled to outfitting allowance or furlough privileges.

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203-95G/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**573-95Na REASONS FOR DISCIPLINE OF MINISTERS—
POLICY AMENDMENT**

VOTED, To amend NAD L 70 15, Reasons for Discipline of Ministers, to read as follows:

L 70 15 Reasons for Discipline of Ministers—Discipline shall be administered to an ordained/licensed/commissioned minister in the following circumstances:

1. *Moral Fall*—In the case of a moral fall in violation of the seventh commandment, including those violations involving sexual perversions, ~~he/she~~ the minister has, by that transgression, made void his/her calling ~~and/or~~ and, where applicable, ordination to the sacred office of the ministry.
2. *Apostasy*—In the case of apostasy whereby ~~he/she~~ the minister falls away to the world, or identifies ~~himself/herself~~ with, or gives continuing support to, any activity subversive to the denomination, and/or persistently refuses to recognize properly constituted Church authority or to submit to the order and discipline of the Church, he/she has, by such disloyalty, proven ~~himself/herself~~ unworthy of a place or part in the gospel ministry of this Church.
3. *Dissidence*—Discipline may also be - No change
4. *Other Reasons*—Any other conduct which is inconsistent with the high standards of the Christian ethic, and which casts a shadow over the integrity of the ministry, and which demonstrates that the individual is unworthy as a leader in the Church.

204-95G/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

**573-95Nb STEPS IN DISCIPLINE OF MINISTERS—
POLICY AMENDMENT**

VOTED, To amend NAD L 70 20, Steps in Discipline of Ministers, to read as follows:

L 70 20 Steps in Discipline of Ministers—When discipline must be administered in the case of a minister, four aspects of his/her relationship to the Church may be affected:

his/her credential/license, his/her ordination, his/her church membership and his/her denominational employment. The discipline and corresponding procedure for administering such discipline in relation to each of these aspects is as follows:

1. *Credential/license*—The credential/license of a minister who experiences a moral fall or apostatizes shall be withdrawn permanently by the employing committee, after consultation with the next higher organization. His/her credential/license may also be withdrawn in the case of dissidence as defined in L 70 15-2 above, after consultation with the next higher organization, but such withdrawal shall be reviewed by the committee after a stipulated ~~period~~ period(s) which shall be determined at the time of withdrawal.

2. *Ordination* - No change

3. *Church Membership*—The organization which has withdrawn a credential/license permanently and, in the case of an ordained minister ~~who has made void~~ has recorded the voiding of his ordination, ~~has recognized and recorded his changed relationship,~~ shall inform the local church of which the offending minister is a member. It shall be the duty of the Church to administer discipline as provided for in the *Church Manual* in the section "Reasons for Which Members Shall Be Disciplined."

4. *Denominational Employment*—It is recognized that a minister who has experienced a moral fall or has apostatized has access to the mercy and pardoning grace of God and may desire to return to the Church. Such an individual must be assured of the love and goodwill of ~~God's people~~ his/her fellow believers. However, for the sake of the good name of the Church and the maintaining of moral standards, he/she must plan to devote his/her life to employment other than that of the gospel ministry, the teaching ministry, or denominational leadership.

291-95G/SECn/NADCOA/NAD&UnSec95YE/95YE to HWB

569-95N ADVENTIST YOUTH SERVICE—POLICY DIRECTIVE

VOTED, To approve a directive to replace the title "General Conference Church Ministries Department" with "Adventist Youth Service Network" wherever necessary in the NAD *Working Policy* Chapter O 05, Adventist Youth Service.

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

**524-95N CARE AND RESPONSIBILITY IN FINANCIAL
OPERATIONS (Institutional Building and Improvement
Projects)—POLICY AMENDMENT**

VOTED, To amend NAD P 15, Care and Responsibility in Financial Operations,
section P 15 70, Institutional Building and Improvement Projects, to read as follows:

P 15 70 Institutional Building and Improvement Projects—1. *Definition*—For institutional and conference building projects, improvements and equipment, 50 percent of the funds needed for the project shall be available in cash or readily convertible assets and satisfactory provision made for securing the remaining 50 percent before authorization is granted by the responsible committee or board and commitments are made. In the case of construction, the work shall proceed and obligations shall be incurred only as funds are available. When college dormitories and ~~health-care~~ health care institutions are considered, ~~NADCOM~~ NADCOA may make an exception to the policy requiring 50 percent of cost to be in hand. A higher percent of borrowing may be permitted to these types of projects where earned income will fund the repayment of loans on a self-liquidating basis. ~~NADCOM~~ NADCOA will consider each case on its own merits. In cases of housing for employees where earned income will fund the repayment of loans, the union may give final approval for construction and borrowing. In all cases where the full amount of the funds needed for a project is not available, the amount borrowed shall be underwritten by the local and union conferences concerned and the plan of finance approved by ~~NADCOM~~, NADCOA, with the exception of health care institutions.

2. *Multiple Units*—In the case of a building - No change

3. ~~NADCOM~~ NADCOA *Approval*—Any project involving the expenditure of ~~\$500,000~~ \$750,000 or more shall be regarded as an undertaking requiring counsel with local and union conference committees, and ~~NADCOM~~ NADCOA as to the viability of the building and financial plans.

4. *Cost Estimates*—Cost estimates from the project's - No change

244-94Gb/SECn/NAD&UnSec/NAD&UnTreS95/NADCOA/NADOUP/NAD&UnSec95YE/
NAD&UnTre95YE/Fin95YE/95YE to HWB

**523-95N CARE AND RESPONSIBILITY IN FINANCIAL
OPERATIONS (Holding Properties)—POLICY AMENDMENT**

VOTED, To amend NAD P 15, Care and Responsibility in Financial Operations,
section P 15 80, Holding Properties, to read as follows:

P 15 80 Holding Church Properties and Other Assets—1. *Conference Corporation*—~~The General Conference advises against the holding of properties by trustees, counseling that some form of conference incorporation be effected. It is advised that title to all church properties be vested in the conference association.~~ Property Ownership—Church properties and other assets shall be held in the name of an appropriate denominational corporate entity, not by individuals or trustees. Where this is not legally possible, unions shall consult with the division concerning alternative possibilities.

2. *Valuation*—All church properties and - No change

95AC/235-95G/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/95YE to HWB

**556-95N SAFEGUARDING THE FUNDS OF THE CAUSE AND
INVESTMENTS (Other Investments)—POLICY AMENDMENT**

VOTED, To amend NAD P 30, Safeguarding the Funds of the Cause and
Investments, section P 30 45, Other Investments, to read as follows:

P 30 45 Other Investments—1. *Approved Instruments for Long-term Investments*—In addition to the investments listed in P 30 40, certain denominational funds (as detailed by entity in P 30 50) when available for an extended period of time shall be diversified and limited to the following investment vehicles:

a. General Conference or union unitized funds—Funds available for investing for at least three years may be invested in a union investment fund which shall be maintained on a unitized basis so that organizations may share in the income and growth of the funds thus invested. In the event a union elects not to maintain union investment funds for union organizations located within its territory, funds may be deposited in one or more of the unitized funds established in the General Conference. The unitized investment funds shall also serve General Conference institutions and the General Conference proper. All organizations

have the prerogative of placing funds in whatever fund is desired and interchanging at any valuation date on a cost-transfer basis. This procedure applies only to unitized funds operated within the General Conference or a union and not between organizations. All loans other than deposits in union revolving loan funds shall be adequately secured by recorded deeds of trust or chattel mortgages on equipment.

- b. Union deposit fund - No change
- c. Union revolving loan fund - No change
- d. Pooled investment/loan fund - No change
- e. Government and corporate bonds - No change
- f. Government, Federal agencies, and - No change
- g. Preferred stocks, common stocks - No change
- h. Special temporary employee loans - No change
- i. Purchase of building sites - No change
- j. 1) Intrad denominational loans to churches and denominational organizations—(Including denominationally owned housing) under loaning entity's jurisdiction where borrowing has been authorized.

2) Loans may also be made to denominational organizations (including hospitals) within the loaning entity's territory but not under its jurisdiction provided approval is obtained from the next higher organization of the borrowing entity. These loans shall be on an interest-bearing, scheduled-repayment basis. If the loaning entity requires repayment earlier than the repayment schedule, the loan shall become due and payable within 90 days through securing of a loan from another source if necessary. All loans of this type shall be adequately secured by recorded deeds of trust or chattel mortgages on equipment.

- k. Secured automobile loans to - No change
- l. Secured loans to denominational - No change
- m. Secured trust deeds/mortgages - No change
- n. Conference Agency Fund - No change

- o. Real estate syndicates - No change
- p. Real estate loans to - No change

RMS/NADOUP/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/95YE to HWB

**547-95N CONTINUANCE OF REMUNERATION—DISABLED
EMPLOYEES—POLICY DELETION**

VOTED, To delete NAD X 45 20, Continuance of Remuneration—Disabled Employees, which reads as follows:

X 45 20 Continuance of Remuneration—Disabled Employees—When an employee becomes disabled, ceases active service, and qualifies for the disability retirement benefits under Z 20 10 the employing organization shall continue his/her full remuneration for six months prior to admittance to the Retirement Plan, these six months to be added to the employee's service record. In cases where an employee is granted sick leave for a period of months, returns to work for a few months, and then is admitted to the Plan because of disability, the previous sick leave may be applied to the six months requirement if it occurred within twelve months of the date of termination of employment. Unused vacation time may also be applied to the six months requirement. Also payments made by an insurer to which the employer has paid premiums may be applied to the six months requirement. Such participants are not eligible for the retirement allowance that is granted to regular participants. Conferences provide this remuneration for church school teachers. The following are exceptions to this provision:

1. *Special Exceptions*—Organizations employing on a regular basis, a former Retirement Plan participant or a person who has received termination settlement of six months or more, shall not be required to continue such an employee for a period of six months on full remuneration or provide a retirement allowance, if he/she has given less than 10 years of service to the denomination since being a participant of the Plan or has received a termination settlement, and because of disability or having reached the retirement age is again granted retirement benefits.

2. *Employing Returned Missionaries*—Organizations employing a person recently returned from mission service whose return was caused by a health problem shall be required to continue the employee on full remuneration for only three months following his/her becoming disabled by recurrence of the health problem that caused the return, if he/she has worked less than three years since his/her return from mission service. The General Conference shall provide full remuneration for an additional three months.

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3. *Employing Missionaries Over 55*—Organizations employing persons permanently returned from mission service who are over 55 years of age, who become disabled within three years of their employment and are approved for retirement benefits, shall be responsible for continuing their remuneration for three months. The General Conference shall provide full remuneration for an additional three months.

4. *Retiring Missionaries*—An NAD-based employee returning from mission service for retirement, is supported by the last employing division for three months from the date of leaving that division. He/she may then be admitted to the Plan and shall be granted a retirement allowance by the General Conference.

5. *Disabled Missionaries*—When an NAD-based employee has become disabled in mission service within two years from his/her arrival and is returned on account of a health problem he/she may be admitted to the Plan with the division in which he/she served continuing full remuneration for three months and the General Conference providing full remuneration for an additional three months.

6. *Literature Evangelists*—Credentialed Literature Evangelists who become disabled while currently qualifying and who have met the requirements according to the retirement plan are eligible for continuance of remuneration. The amount of monthly remuneration is to be based on the average monthly earnings for the previous year. Each union shall develop a plan for the sharing of this expense between the employing conference and the HHES/HHSC/FHES.

214-94G/SECn/TREn/NAD&UnSec/NAD&UnTreS95/NADCOA/NADOUP/181-95G/95YE
to HWB

**522-95N CONFLICT OF INTEREST (Statement of Policy)—
POLICY AMENDMENT**

VOTED, To amend NAD P 35, Conflict of Interest, section P 35 05, Statement of Policy, to read as follows:

P 35 Conflict of Interest

P 35 05 Statement of Policy—1. *Individuals Included* - No change

2. *Definition of Conflict*—A Conflict—a. A conflict of interest arises when a trustee, an officer, or an employee of the organization has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment he

he/she exercises on behalf of the organization. ~~He~~ He/she is to consider only the interests of the organization, always avoid sharp practices, and faithfully follow the established policies of the organization.

b. Because of the common objectives embraced by the various organizational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one denominational committee or board, does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met.

3. *Conditions Constituting Conflict*—Although it - No change

4. *Statement of Acceptance*—The chief administrative officer of the organization concerned shall present a statement of acceptance of the policy on conflict of interest to denominational administrators and department ~~leaders~~ directors, and to each member of the boards of ~~trustees~~ trustees, and all employees of denominational associations and institutional corporations having responsibility in connection with the handling of trustee funds, and such statements shall be signed and made available to the responsible auditors. The boards of trustees of such organizations shall be apprised annually by denominational auditors of inherent exposures to denominational assets.

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

**564-95Na SCHOLARSHIP PLANS (Student Scholarship Plan)—
POLICY AMENDMENT**

VOTED, To amend NAD I 85, Scholarship Plans, section I 85 05, Student Scholarship Plan, to read as follows:

I 85 05 Student Scholarship Plan—Universities, colleges, junior colleges, schools of nursing, academies, day academies, intermediate or elementary schools, and Home Study International ~~shall join the HHES/FHES and local conferences in offering~~ are urged to offer scholarships to apply on future school expenses of all students and prospective students who earn scholarships wholly by the sale of denominational subscription books or ~~magazines; these~~ magazines. These scholarships shall cover board, room, tuition, and other direct school expenses such as books and fees.

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

**564-95Nb SCHOLARSHIP PLANS (Computing Scholarships)—
POLICY AMENDMENT**

VOTED, To amend NAD I 85, Scholarship Plans, section I 85 10, Computing Scholarships, to read as follows:

I 85 10 Computing Scholarships—The amount of the scholarship shall be ~~made up as follows:~~ on the basis of a minimum of twenty-five percent (25%) of the cash forwarded by the student to the school.

1. ~~*Student Earnings*—Credit at the HHES/FHES from commissions earned. A minimum of 50 percent of commissions must be on deposit at the time of settlement in order to qualify for bonuses.~~

2. ~~*Bonus from School*—Twelve percent (12%) by the HHES/FHES from the student's commission Publishing Department.~~

3. ~~Minimum bonus from HHES/FHES 9% of processed sales~~

4. ~~Minimum bonus from Conference 3% of processed sales~~

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

**564-95Nc SCHOLARSHIP PLANS (Time Requirement)—
POLICY DELETION**

VOTED, To delete I 85, Scholarship Plans, section I 85 15, Time Requirement, which reads as follows:

I 85 15 Time Requirement—1. In order to qualify for the benefits offered in the scholarship plan, the student shall be required to work a minimum of 350 hours.

2. When a conference appoints a student to assist in field leadership during part of the summer vacation and employs the student otherwise for a portion of the summer, the time thus spent shall accrue to the service record of the individual.

3. When the student by prearrangement with a denominational school devotes part of the summer vacation to school work, thus shortening the available period of service as a scholarship literature evangelist, the time devoted to summer school work shall apply on the time requirement of the contract. This time is to be figured on the average weekly hours worked by the student in the field.

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

564-95Nd SCHOLARSHIP PLANS (Intermediate and Elementary School Scholarships)—POLICY DELETION

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 20, Intermediate and Elementary School Scholarships, to read as follows:

I 85 20 Intermediate and Elementary School Scholarship—The provisions of the scholarship plan shall apply to a student attending an intermediate or elementary school, day academy, or taking Home Study International courses, in which case 100 hours shall be the minimum requirement.

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

564-95Ne SCHOLARSHIP PLANS (Arrangements for Transportation)—POLICY DELETION

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 25, Arrangements for Transportation, which reads as follows:

I 85 25 Arrangements for Transportation—1. The maximum inducement offered to an accepted student literature evangelist to canvass during vacation shall be the fare to the field, the amount of which may be advanced by the conference and charged to the student's account until the time requirements of the contract are fulfilled. The student's account will then be credited with the amount of the fare.

2. When the time requirements of the contract have been fulfilled, and provided the student has been granted a scholarship, return fare to the school shall be paid by the HHES/FHES office.

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3. Students should be encouraged to work in their home conference; but where conditions are such that it seems advisable for a student to work in another field, arrangements shall be made through the union and local publishing directors involved.

4. The student shall receive fare to the school serving the territory in which the student works. If the student elects to attend some other school, special arrangements with respect to fares to be paid shall be made before the student begins work.

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

**564-95Nf SCHOLARSHIP PLANS (Advances From Commissions)—
POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 30, Advances From Commissions, which reads as follows:

I 85 30 Advances From Commissions—Any person working under the policies applicable to student literature evangelists shall be entitled to draw the money due from the sale of literature at any time from the HHES/FHES office; however, no bonuses are credited on sales represented by the money withdrawn.

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

**564-95Ng SCHOLARSHIP PLANS (Number of Scholarships
Allowed)—POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 35, Number of Scholarships Allowed, which reads as follows:

I 85 35 Number of Scholarships Allowed—During any one year a student may earn scholarship benefits to cover full expenses for a period of up to two years at the school of his choice.

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

**564-95Nh SCHOLARSHIP PLANS (Transfer of Scholarships)—
POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 40, Transfer of Scholarships, which reads as follows:

I 85 40 Transfer of Scholarships—Transfer of scholarship funds shall be permitted only to a member of the immediate family of the student who has earned the scholarship.

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

**564-95Ni SCHOLARSHIP PLANS (Resident Students)—
POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 45, Resident Students, which reads as follows:

I 85 45 Resident Students—Scholarship benefits shall be granted to resident students and also to those who, by permission of the faculty, arrange for room or board outside the school. All scholarship money shall be sent to the school, and the school will return to the student monthly or quarterly, according to the school plan of billing, an amount equal to the estimated cost of board and room in the dormitory. Married students occupying apartments owned by the school shall be allowed a bonus for rent expense on the basis of a single student occupying a dormitory room. The school will pay its bonus only on the amount it retains.

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

**564-95Nj SCHOLARSHIP PLANS (Earning Scholarship While
Attending School)—POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 50, Earning Scholarship While Attending School, which reads as follows:

I 85 50 Earning Scholarship While Attending School—Students canvassing part-time during the school year are allowed regular scholarship bonuses. However, no

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transportation benefits will be allowed. All bills at the HHES/FHES shall be settled in full each month.

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

**564-95Nk SCHOLARSHIP PLANS (Unused Scholarship Bonus)—
POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 55, Unused Scholarship Bonus, which reads as follows:

I 85 55 Unused Scholarship Bonus—If a student leaves school before the end of the period covered by the scholarship, a prorated refund of the bonus shall be made to participating organizations, as computed by the business office of the school.

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

**564-95NI SCHOLARSHIP PLANS (Scholarship for Non-SDA
School)—POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 60, Scholarship for Non-SDA School, which reads as follows:

I 85 60 Scholarship for Non-SDA School—The benefits of the literature evangelist scholarship plan may be extended to those who, with the approval of the conference publishing committee, enroll in non-Seventh-day Adventist schools for courses which are not offered in denominational schools. In such cases the school would not participate, nor would the usual transportation allowance be included in such scholarships.

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

**564-95Nm SCHOLARSHIP PLANS (Determination of Eligibility)—
POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 65, Determination of Eligibility, which reads as follows:

I 85 65 Determination of Eligibility—The eligibility of a student for the scholarship bonus shall be decided by the conference publishing department committee within the provisions of the scholarship policy.

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

564-95Nn SCHOLARSHIP PLANS (Custodian of Scholarship Funds)—POLICY DELETION

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 70, Custodian of Scholarship Funds, which reads as follows:

I 85 70 Custodian of Scholarship Funds—The HHES/FHES office serving the field where the student works shall be the custodian of the scholarship funds and shall by November 1 send all commissions and bonuses due the student direct to the school. The custodian shall include a statement indicating the bonuses paid by the contributing organizations and bill the conference for its portion of the bonuses.

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

564-95No SCHOLARSHIP PLANS (Scholarship Settlements)—POLICY DELETION

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 75, Scholarship Settlements, which reads as follows:

I 85 75 Scholarship Settlements—At the close of the vacation period the student shall take the responsibility of reporting to the HHES/FHES office to effect settlement, to return inventory, and to provide the address of the school the student will be attending. At this time the HHES/FHES treasurer shall send a letter to the school stating the approximate amount of the student's commission credit, scholarship bonus, and approximate date on which the scholarship funds will reach the school. Copies of this letter should also go to the student and to the local and union conference publishing department directors.

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

**564-95Np SCHOLARSHIP PLANS (Scholarship Grants)—
POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 80, Scholarship Grants, which reads as follows:

I 85 80 Scholarship Grants—Children of denominational employees who earn a scholarship as student literature evangelists shall not be disqualified from receiving the regular scholarship grant as provided for in the *Working Policy*.

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

**564-95Nq SCHOLARSHIP PLANS (Students as Assistants in Field
or Office)—POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 85, Students as Assistants in Field or Office, which reads as follows:

I 85 85 Students as Assistants in Field or Office—When an experienced student literature evangelist serves as an assistant publishing department director, as an assistant in the ABC, or as an assistant in the HHES/FHES office during the vacation period, scholarship bonuses will be allowed on the portion of salary deposited with the HHES/FHES. A 40 percent (40%) commission rate shall be used to compute the retail sales value of the literature represented by the salary deposited.

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

**564-95Nr SCHOLARSHIP PLANS (Career Scholarship Plan)—
POLICY DELETION**

VOTED, To delete NAD I 85, Scholarship Plans, section I 85 90, Career Scholarship Plan, which reads as follows:

I 85 90 Career Scholarship Plan—Publishing houses offer career scholarships to college students in their junior and/or senior years who have canvassed successfully at least one summer and who are planning to enter the publishing ministry as literature evangelists,

publishing department directors/assistants, HHES/FHES managers, treasurers, or computer programmers/operators on the following basis:

1. In counsel with the union publishing director, the student shall submit an application in duplicate to the dean of the college. If approved, the application is forwarded to the union publishing director and then to the publishing house serving that territory.
2. Each publishing house board shall set up a committee which includes the union publishing director concerned to process the applications and select scholarship recipients.
3. A career scholarship in the amount set by the publishing house board shall be offered annually for each union in the publishing house territory.

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

576-95Nd LITERATURE EVANGELIST INTERNSHIP PLANS
(Publishing Policy)—POLICY DELETION

VOTED, To delete NAD I 90, Literature Evangelist Internship Plans, which reads as follows:

I 90 Literature Evangelist Internship Plans

I 90 05 Literature Evangelist Internship—Allotments of literature evangelist internships shall be made by NADCOM. Applications are considered by the conference/mission committee and passed on to the union committee for assignment.

I 90 10 Guaranteed Income—1. Appointees shall be assured a guaranteed income for a period of three months during their initial training period.

2. The amount of income guaranteed the literature evangelist shall be within the minimum and maximum set by NADCOM, the amount being determined by the conference/mission committee on the basis of family obligations. NADCOM, the union, and the conference/mission shall share the guaranty.

I 90 15 Requirements—1. In order to receive full benefits, literature evangelists on the Literature Evangelist Internship plan shall work a minimum of 35 hours a week. In the event of sickness or emergency, when it is not possible to put in the full 35 hours, the

literature evangelist shall be paid on a proportionate basis according to hours worked. Special consideration may be given in unusual circumstances.

2. The earnings of the literature evangelist during this three-month period are included in the guaranteed income. If the earnings are less than the guaranteed amount, the guaranteeing organizations shall make up the difference on a proportionate basis as hereinafter provided. If the earnings are equal to or in excess of the guaranteed amount, the total earnings are the property of the literature evangelist, and the guarantors are then free from any obligation.

3. The literature evangelist who receives financial benefits under this guaranty agrees to continue in the literature ministry provided the employing agency so desires.

I 90 20 Conference Responsibility—The employing conference is responsible for guidance and evaluation as follows:

1. The publishing department director or assistant shall spend an equivalent of one week or 40 hours with the literature evangelist in actual selling within the first 30 days of service. The initial training period shall be a minimum of two days or 16 hours, and the remainder of the 40 hours shall be put in during the same 30-day period. Thereafter during the training period the publishing leader shall devote such time as is necessary to ensure the new literature evangelist's success.

2. At the end of each month, the work of the literature evangelist intern shall be reviewed by the local conference publishing committee.

I 90 25 Contract Required—A literature evangelist who is guaranteed the benefits of an internship shall sign a contract with the employing organization. This contract shall contain all the provisions and requirements of this policy.

I 90 30 Literature Evangelist-Ministerial Internship Plan—Conferences may invite college graduates having a major in religion and not as yet assigned as ministerial interns to serve as literature evangelist-ministerial interns on the following basis:

1. When an intern has been approved by the conference committee in counsel with the local publishing committee, he/she shall devote Sabbath and Sunday to evangelistic or pastoral work in an assigned field. If the individual meets the criteria as established by NADCOM, the literature evangelist may be issued a ministerial license. (See L 20 05.)

2. The intern's remuneration from the conference for this service shall be 35 percent of the basic remuneration factor as a monthly stipend. Profits gained from literature

sales shall accrue to the intern. An intern shall be required to canvass a minimum of twenty-five hours per week.

3. In addition to the monthly stipend, conferences may grant a subsidy for rent, transportation, and auto insurance. Health-care assistance shall be granted on the same basis as to regular ministerial interns. Any other courtesies shall be granted according to the terms of the Literature Evangelist Benefit Fund.

4. To qualify for denominational service credit, the hours of the intern shall be computed on the same basis as that of the regular literature evangelist.

5. The work done by the intern shall be under the direction of the conference and publishing committees.

6. The length of the internship shall be left to the discretion of the conference committee.

7. All literature evangelist benefits earned by the intern-literature employee will be part of his regular income. Requirements for benefits will be the hours (140 hours per month) and sales according to current requirements.

8. In order to ensure the permanent success of the intern, it is a requirement of this program that the publishing leader work 40 hours with the trainee in actual selling during the first two weeks of service, at least eight hours per week for the next four weeks, and at least 16 hours per month for the next six months. The local conference Ministerial and Stewardship Association shall work with the intern to ensure continued growth as a successful pastor.

RMS/NADOUP/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/95YE to HWB

546-95N DISABLED EMPLOYEE ELIGIBILITY—NEW POLICY

VOTED, To adopt a new policy, NAD X 22 13, Disabled Employee Eligibility, which reads as follows:

X 22 13 Disabled Employee Eligibility—An eligible employee who becomes disabled and eligible for disability income plan benefits under X 33 shall be eligible for those health care assistance plan benefits that the employee would otherwise be eligible for while the employee continues to earn denominational service credit.

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RMS/NADOUP/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/95YE to HWB

544-95N EMPLOYEE DISABILITY INCOME PLAN— NEW POLICY

VOTED, To adopt a new policy NAD X 33, Employee Disability Income Plan, which reads as follows:

X 33 Employee Disability Income Plan

X 33 05 Statement of Purpose—The Seventh-day Adventist Church recognizes that it has a fundamental interest in the general welfare of its employees. While it cannot provide for all the needs of its employees, the Church as an employer can provide part of the solutions to the personal risk management program of its employees. More specifically, this policy seeks to provide a partial solution to the exposure of risk of loss of income due to a prolonged absence from work because of a disability.

X 33 10 Participation Requirement—Employing entities of the North American Division who participate in the Seventh-day Adventist Retirement Plan and the Seventh-day Adventist Church Retirement Plan for Canadian Employees are required to participate in the Employee Disability Income Plan of the North American Division. Employing entities participating in the Seventh-day Adventist Church Retirement Plan for Canadian Employees are authorized to continue to operate under the terms of the Disability Income Protection portion of the Employee Family Care Program, while continuing to work with the North American Division to as nearly as possible mirror the policies of the Employee Disability Income Plan. This requirement does not apply to Adventist Health Care organizations not operated by a conference or union, Loma Linda University, local conference courtesy payrolls, and school industries.

X 33 15 Plan Administration—This Plan shall be coordinated by the General Conference Adventist Risk Management, Inc. on behalf of the North American Division. Appropriate insurance contracts required to provide the minimum benefits outlined in this policy shall be obtained by Adventist Risk Management, Inc. under the authority of the North American Division Risk Management Committee.

X 33 20 Eligibility—1. All regular full-time denominational employees working an average of at least 35 hours per week shall be eligible to participate in the Employee Disability Income Plan.

2. Credentialed Literature Evangelists while currently qualifying according to provisions of I 75 shall be eligible to participate in the Employee Disability Income Plan. The basic earnings shall be equal to the average monthly earnings for the previous year.

X 33 25 Minimum Benefits—While provided benefits depend on available contracts from providers, any contract providing Employee Disability Income Plan benefits shall contain the following minimum benefits:

1. A monthly benefit amount of 50% of predisability basic monthly earnings, i.e. employee's remuneration percentage multiplied by remuneration factor, integrated with workers compensation and other group and government assistance program benefits related to employment, subject to a minimum monthly benefit of \$300. Basic monthly earnings do not include tuition assistance, area travel, or other allowances.

2. The elimination period before benefits are paid shall be no longer than 180 days with no waiting period for eligibility.

3. The definition of disability shall refer to the employee's own occupation during the first two years of disability, and any occupation after that.

These minimum benefits may be amended as required by professional judgement and available contracts by action of the North American Division Risk Management Committee.

X 33 30 Service Credit Accrual—Employees who become disabled will be granted full service credit for the elimination period of the Employee Disability Income Plan and up to one year immediately following the elimination period while the employee remains eligible for Employee Disability Income Plan benefits.

X 33 35 Employee Benefit Eligibility—Employees who become eligible for Employee Disability Income Plan benefits will be eligible for continuation of other employee benefits for which they would otherwise be eligible for as long as they are granted denominational service credit. Extension of eligibility for other employee benefits may be specifically provided for in the related specific sections of the North American Division *Working Policy*.

X 33 40 Elimination Period Remuneration Continuance—1. *Nonexempt Employees*—The disabled nonexempt employee shall receive continued remuneration from the employing organization according to the provisions of the Sick Leave Policy described in NAD D 65. Each employing organization may choose to extend the period during which remuneration for the disabled nonexempt employee is continued up to the duration of the elimination period. If this option is chosen all unused vacation and sick leave time shall be used first before any extended time is granted.

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2. *Exempt Employees*—When an exempt employee becomes disabled the employing organization shall continue the employee's basic salary for the duration of the elimination period before receipt of Employee Disability Income Plan benefits.

3. *Permanently Returning Interdivision Employee With Health Problem*—When an interdivision employee who has returned to the North American Division because of a health problem, and is employed by a NAD organization within three years of the date of the permanent return, and becomes disabled from the same condition which led to his/her permanent return, the employing organization shall receive reimbursement from the General Conference for any remuneration continuance during the elimination period beyond the first three months.

4. *Permanently Returning Interdivision Employee After Age 55*—When an interdivision employee permanently returns to the NAD after age 55 and is employed by a NAD employing organization within three years of the date of the permanent return, and becomes disabled, the employing organization shall receive reimbursement from the General Conference for any remuneration continuance during the elimination period beyond the first three months.

RMS/NADOUP/NADOUP/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/95YE to HWB

**545-95N BENEFITS FOR RETIRED EMPLOYEES (Tuition Assistance of the North American Division for Children of Seventh-day Adventist Retirement Plan Beneficiaries)—
POLICY AMENDMENT**

VOTED, To amend NAD X 45, Benefits for Retired Employees, section X 45 15, Tuition Assistance of the North American Division for Children of Seventh-day Adventist Retirement Plan Beneficiaries, to read as follows:

X 45 15 Tuition Assistance of the North American Division for Children of Seventh-day Adventist Retirement Plan Beneficiaries in the North American Division—The tuition assistance policy for children of employees as stated in ~~NAD policy~~ X 24 shall apply to children of beneficiaries of the Seventh-day Adventist Retirement Plan of the North American Division except where superseded by the following provisions:

1. *Eligibility*—Participants in the - No change
2. *Amount*—Assistance is provided toward the cost of tuition and regular fees. The maximum is 35 percent for day students and 70 percent for dormitory students.

a. Children of disability participants whose benefit starting date is prior to January 1, 1996 and employees who are denied disability income because of a disability occurring during 1996 from a preexisting condition on January 1, 1996—100 percent of policy.

b. Children of deceased employees/retirees - No change

c. Children of age participants - No change

3. *Exclusions* - No change

4. *Funding*—Tuition assistance for eligible - No change

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

**542-95N BENEFITS FOR RETIRED EMPLOYEES
(Denominational Employment)—
POLICY AMENDMENT**

VOTED, To amend NAD X 45, Benefits for Retired Employees, section X 45 35, Denominational Employment, paragraph 2, to read as follows:

2. *Remuneration Ceiling*—The remuneration of a denominationally employed participant, who is also the recipient of a government retirement program (such as Social Security) which imposes a ceiling on earnings, shall not exceed the annual permissible earnings without penalty. There is no limitation on ~~the earnings of individuals who have attained~~ effective March 1 of the year following the year an individual attains the age of 70½. Mileage and other travel expense may, however, be reimbursed.

EDn/95YE to HWB

**595-95N NONDISCRIMINATION POLICY—ADMISSION OF
STUDENTS—POLICY AMENDMENT**

VOTED, To amend NAD F 05 25, Nondiscrimination Policy—Admission of Students, to read as follows

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

PREn/95YE to DGJ

590-95N EVANGELISM REPORT

Ebony Evangelism—William C Scales Jr reported on Ebony Evangelism. His report focused on the Southwest Region Conference which is the conference in which the Ebony Evangelism activity was conducted in 1995. The president of the conference, Robert L Lister, reported that 1600 people were baptized including several pastors of other denominations. Nine new churches have already been started and a tenth will be organized during the last quarter. Scales then thanked the North American Division for its financial support and investment in evangelism in the Regional Conferences.

NET'95—Monte C Sahlin reported on NET'95, the division-wide satellite evangelism project. A total of 66,000 persons attended in 676 locations. Twenty-three thousand of those were not members of the Seventh-day Adventist Church. Evangelist Mark Finley preached the Word of the Lord and by June 1, nearly 5000 had been baptized into the Seventh-day Adventist Church.

Evangelism For The Hearing Impaired—Manuel Vasquez, Vice President for Special Ministries, challenged the committee to undertake evangelism for the hearing impaired in the North American Division. He reported that there are 28 million hard of hearing and two million profoundly deaf persons in this division. Six hundred and eighty families in the church are deaf or hearing impaired. The North American Division needs to accept the challenge to take the gospel to this isolated people group.

Hispanic Evangelism—Vasquez also reported on Hispanic Evangelism. He indicated that between 1990 and 1994 there was a 17.8% increase in the Hispanic membership in the division. Currently there are 86,000 Hispanic members in the North American Division which represents 10% of the membership, however 21% of all the baptisms in the division take place in the Hispanic churches. Eradio Alonso, associate secretary of the Ministerial Association was responsible for approximately 1,000 baptisms in the quinquennium.

Asian-South Pacific Evangelism—George Atiga, an associate to Vasquez in the Multilingual Ministries Department, gave a brief report on Asian Evangelism. In 1995 Atiga baptized 146 members among the Asian people.

Native American Evangelism—Monte Church, director of Northwest Native Ministries, thanked the division for its support in this difficult area. He reported that there are now 2,400 attending camp meetings. Eight years ago there was only one native American pastor, now there are 22. The best year for baptisms thus far was 1994 and the baptisms for 1995 have already exceeded that figure.

PREn/95YE to MCS

NET'95 EVANGELISM INITIATIVE—PROPOSAL

It was virtually unanimous—95% of the pastors who participated in NET'95 have, in their debriefing interviews, asked for the NAD to launch another satellite-linked evangelism initiative across North America. A planning committee has been working through the summer and fund raising has been wonderfully successful with a total of \$1,200,000 being committed already.

VOTED, To approve the NET'96 Evangelism Initiative Proposal which reads as follows:

Goals

1. Start Bible studies with one million persons prior to the meetings in October 1996. This will include personal Bible studies, correspondence courses conducted by local churches, door-to-door delivery of Bible lessons, video Bible studies and small group Bible Studies.
2. Engage 2,000 local churches in conducting meetings as part of the satellite-linked public series beginning October 5, 1996.

Specific Action Plans

1. October 24, 1995, a pastors conference will be uplinked from the Media Center by the evangelistic team to review the plans and preparations, and answer questions via telephone linkage.

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2. Sabbath, November 11, a worship service will be uplinked from the Thousand Oaks Seventh-day Adventist Church at 11:00 a.m. Pacific Time to introduce NET'96 to local churches across the division.

3. Sabbath, January 20, 1996, a training seminar on how to start Bible studies will be provided to local churches across the division via satellite taught by the NET'96 evangelistic team. All churches wishing to participate should be on line no later than this date in order to participate in the training events.

4. A new feature of NET'96 is a major youth outreach project planned for Orlando and at least one site in each local conference across the division. Student missionaries from each of the colleges and universities in the North American Division will arrive in Orlando, Florida in January, 1996, to begin a year of service and do advance work for additional college and academy student volunteers who will arrive at the beginning of the summer.

5. October 5, 1996, the 26 nights of meetings will begin with Mark Finley as the evangelist, originating from the Forest Lake Academy auditorium in Orlando, Florida.

95YE to MCS

PRAYER COORDINATOR—EACH CONFERENCE

Ruth Jacobsen gave a prayer initiative report. Because of the intensifying supernatural conflict as we approach the final harvest, and because of special prayer needs related to NET'96, the following comes as a joint recommendation from—The Spiritual Life Committee and The Prayer Task Force:

VOTED, 1. To select a Prayer Coordinator for each local conference (who could be a volunteer), who will assist each local church and church educational institution in appointing respected, appropriate leadership for organized prayer initiatives.

2. To encourage a prayer focus on NET'96, Ebony Evangelism, Hispanic and Asian Evangelism, and the spiritual undergirding of pastors, teachers, and other church leaders.

OGC/95YE to GHC

**591-95N TRUST SERVICES REPORT—GIFT ANNUITIES
LAWSUIT**

Rick Caldwell, Associate General Counsel, General Conference gave a summary of the gift annuities lawsuit, which reads as follows:

A federal class action lawsuit has been filed against the American Council of Gift Annuities and 29 other defendants, including the General Conference Corporation and Loma Linda University. The American Council of Gift Annuities is a non-Seventh-day Adventist, nonprofit organization that performs actuarial studies and makes available voluntary payout rates that could be used by charities when receiving gifts of charitable gift annuities.

Even though there are no specific allegations of wrongdoing against any Seventh-day Adventist organization, the General Conference Corporation and Loma Linda University have been named as defendants because of their long-standing involvement with the Council. The lawsuit alleges violations of federal antitrust laws and challenges the manner in which some trusts have been managed and invested.

If the claim does become a class action suit, it would include as defendants some 1,500 charitable organizations that have been receiving thousands of charitable gift annuities for many years.

The General Conference and Loma Linda University believe the claim has no merit, and legal counsel is providing a vigorous defense.

95YE to HWB

PAGE APPRECIATION

VOTED, To express appreciation on behalf of the delegates to the Principal of the Battle Creek Academy and the students who served as pages during the Year-end Meeting.

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NAD&UnPre95YE/BHE/95YE to ACM&HWB-Higher Education Cabinet + 96YE

**574-95Nb HIGHER EDUCATION POLICIES—
POLICY AMENDMENT**

VOTED, To amend NAD FH, Higher Education Policies, to read as follows:

FH HIGHER EDUCATION POLICIES

~~FH 05 North American Division Board of Higher Education~~

FH 05 Objectives

ARTICLE I

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

~~2. *Duties of Board*—It shall be the duty of the Board of Higher Education to maintain a general overview of Adventist higher education in the North American Division and provide a forum for the discussion of topics relating to mutual interests and concerns; to provide information and conduct research on the needs and outcomes of higher education in the North American Division; to initiate, develop, and review overall long-range planning for colleges and universities ensuring regular updating and revision; to provide general guidelines for the governance of colleges and universities; and to coordinate the activities of colleges and universities which effect system-wide outcomes.~~

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

~~a. Provide recommendation for the establishment or discontinuance of universities, colleges, campuses, branches, schools, divisions, departments, majors, degrees, programs, and other units as may be appropriate.~~

~~b. Provide minimum standards for all institutions of higher education for admission and degree granting.~~

~~c. Provide college and university visitation in order to review their manner of operation and implementation of the Board of Higher Education's recommendations.~~

- d. ~~Receive annually all special grant requests from the institutions and allocate funds when available.~~
 - e. ~~Review the application of the North American Division salary and perquisite schedules and recommend general board personnel policies for colleges and universities.~~
 - f. ~~Encourage a harmonious and cooperative relationship between and among the institutions of higher education.~~
 - g. ~~Periodically review existing programs of instruction, research, and training for denominational service in colleges and universities and advise regarding desirable change.~~
 - h. ~~Regularly inform the North American Division of the needs and accomplishments, both qualitative and quantitative, of higher education through periodic reports, releases, conferences, and other means.~~
 - ii. ~~Require from colleges and universities such reports as will enable the Board to perform its duties and functions.~~
4. ~~Composition of Board~~—The Board of Higher Education shall be composed of the following members:
- a. ~~Ex Officio. Ex officio members shall serve as long as they retain their elective office:~~
 - 1 President of the North American Division
 - 1 Secretary of the North American Division
 - 1 Treasurer of the North American Division
 - 1 Associate Secretary of the North American Division
 - 1 Associate Treasurer of the North American Division
 - 1 Assistant to the President of the North American Division
 - 2 Vice presidents of the North American Division
 - 1 Field Secretary of the North American Division
 - 1 Director of the GC Department of Education
 - 1 Executive Secretary of the Board of Higher Education
- ~~The president, secretary, and treasurer of the General Conference
College and university presidents, and board chairs
North American Division union conference presidents.~~

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b. ~~Appointive Members—Appointive members shall serve until the election of the new members at the Year end Meeting following each General Conference session:—~~

~~1 Union conference director of education~~

~~1 Principal, secondary school~~

~~5 Lay members~~

~~3 Others~~

~~1 Finance officer from higher education~~

~~1 Member of the North American Division Public Affairs and Religious Liberty~~

~~Department.—~~

~~The following may sit as consultants:~~

~~Other members of the General Conference Department of Education~~

~~3 Academic deans~~

~~1 Student affairs dean~~

~~1 Registrar~~

~~2 Finance officers from SDA colleges or universities.—~~

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

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

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

~~Chair, President of the North American Division~~

~~Vice chair(s), Vice president(s) of the North American Division~~

~~Secretary, Executive Secretary of the Board of Higher Education~~

~~Treasurer, Treasurer of the North American Division.—~~

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

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

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

~~Chair—President of the North American Division~~

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

~~Secretary—Executive Secretary of the Board of Higher Education~~

~~1 Associate Director, General Conference Department of Education~~

~~Secretary of the North American Division~~

~~Treasurer of the North American Division~~

~~Field Secretary of the North American Division~~

~~5 others chosen by the Board from among its members including lay and minority representation~~

~~Invitees: The associate secretary and associate treasurer of the North American Division are permanent invitees to the Executive Committee~~

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

~~a. Perform, exercise, and discharge the functions, powers, and duties of his/her office.~~

~~b. Administer all policies, guidelines, and recommendations prescribed by the Board.~~

~~c. Organize the work of his/her office in such ways as are consistent with the provisions of his/her office and in such ways as he/she may determine to be necessary for efficient and effective operation.~~

~~d. Issue and promulgate, in the name of the office, such policies, guidelines, and recommendations as may be authorized by the Board.~~

~~e. Formulate and promulgate policies, guidelines, and recommendations for the efficient conduct of the work and general administration of the office.~~

~~f. Make an annual report to the Board and issue such other reports as the Board shall from time to time request or as may be required.~~

~~g. Coordinate effectively the activities of the office in a manner designed to eliminate overlapping and duplicating functions.~~

~~h. Integrate within the office, so far as practicable, higher education services as provided for in the *Working Policy* regarding the Board of Higher Education.~~

~~i. Perform such other functions as may be prescribed by the Board.~~

~~j. Serve as the secretary of the Board and have custody of its official minutes and seal.~~

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

~~l. Encourage cooperative programs by colleges and universities.~~

~~m. Maintain an inventory of data and information.~~

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

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

~~ARTICLE II—MEMBER COLLEGES AND UNIVERSITIES~~

~~1. *Colleges Maintained*—Seventh day Adventist colleges, universities, or professional schools in North America officially maintained for the purpose of providing higher education in the liberal arts, sciences, and various professional, technical, and vocational areas shall hold membership on the Board.~~

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

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

~~ARTICLE III—FINANCES~~

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

~~ARTICLE IV—RIGHT OF APPEAL~~

~~Any action of the Board of Higher Education involving a specific institution may be appealed by the institution in writing within sixty days of notification of such action. Such an appeal may be supported by a representation of no more than three persons from such institution before a meeting of the Board of Higher Education. The Board in closed session shall then render its decision. Further appeal may be made to the North American Division Committee.~~

~~ARTICLE V—CHANGES AND AMENDMENTS~~

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

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

FH 05 05 Objectives for Higher Education - No change.

FH 05 10 Objectives for Graduate Education - No change.

FH 05 15 Higher Education Cabinet—A North American Division Higher Education Cabinet shall be convened by the President of the North American Division to coordinate among the church-affiliated institutions of higher learning in North America; provide for open communication among top institutional and denominational leadership; initiate, develop, and review overall long-range planning for colleges and universities ensuring regular updating and revision; to provide general guidelines for the governance of colleges and universities; and to coordinate the activities of colleges and universities which effect system-wide outcomes.

1. *Membership*—The membership of the Higher Education Cabinet shall include the president, secretary, treasurer, and vice president for education of the North American Division; the chair of the board and the chief executive officer of each college and university operated by a denominational organization within the territory of the North American

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Division. The North American Division President shall serve as chair. A college president shall serve as vice chair. The North American Division Vice President for Education shall serve as secretary.

2. Meetings—The Higher Education Cabinet shall meet twice a year at a time and place determined by the chair. Usually, these meetings will be in conjunction with other meetings at which a majority of the members are present. The dates will be included in the North American Division Calendar of Authorized Meetings for approval by the North American Division Committee (NADCOM).

~~FH-05-15~~ F 05 20 Establishing New or Elevating Existing Colleges or Universities—In order to coordinate the denomination's educational effort, and to avoid misunderstandings, plans to establish new or expand existing schools shall not be implemented or publicized prior to final approval and receipt of official notice of the same by the North American Division ~~Board of Higher Education~~ Higher Education Cabinet.

The recommendation of the General Conference - No change

Unions desiring to establish a college - No change

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

~~FH-05-20~~ FH 05 25 Terms of Employment in Colleges and Universities—
Recommendations for Consideration by Institutional Governing Boards - No change.

~~FH-05-25~~ FH 05 30 College and University Teachers' Section Meetings -
No change.

~~FH-05-30~~ FH 05 35 Reimbursement of Expense for Doctoral Degrees - No change.

FH 05 40 In-Service Training Assistance - No change.

FH 05 45 Affiliation Procedures—North American Division and Educational Institutions Outside of North America—When arranging for an affiliation of a Seventh-day

Adventist post-secondary school outside North America with a Seventh-day Adventist educational institution in the North American Division, the following procedure shall be implemented:

1. Upon authorization - No change
2. If the education advisory - No change
3. The General Conference Department of Education shall:
 - a. Study the application for - No change
 - b. Study the substantiated needs - No change
 - c. Survey possible opportunities - No change
 - d. Initiate and coordinate the possible - No change
 - e. Recommend to the North American Division ~~Board of Higher Education~~ Higher Education Cabinet contractual arrangements involving organizations, program, services, finance, and personnel.
4. The two institutions concerned shall work out all the details and incorporate them into a contract to be signed by the chief administrators of the two institutions, the ~~Executive Secretary of the Board of Higher Education~~, North American Division Vice President for Education, and the Director of the General Conference Department of Education. Among the items that should be taken into consideration in drawing up the affiliation contract are the following:
 - a. The organization of - No change
 - b. An outline of the program - No change
 - c. Services to be rendered - No change
 - d. Personnel to be involved - No change
5. The contractual instrument shall be submitted for approval to the boards of the respective institutions concerned, the division committee requesting the affiliation, and to the General Conference Executive Committee. Copies of this affiliation contract shall be filed

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with the ~~Board of Higher Education~~ North American Division Office of Education, the General Conference Department of Education, Secretariat, and Treasury office.

FH 05 50 Tuition Discounts to Employees From - No change

FH 05 55 Un-sponsored Students - No change

FH 05 60 Distribution of Denominational Books - No change

95YE to ACM

**VICE PRESIDENT OF THE NORTH AMERICAN DIVISION FOR
EDUCATION—NEW POSITION**

VOTED, To approve the position of Vice President of the North American Division for Education.

95YE to ACM

**VICE PRESIDENT OF THE NORTH AMERICAN DIVISION FOR
EVANGELISM/GLOBAL MISSION**

VOTED, To approve the position of Vice President of North American Division for Evangelism/Global Mission.

95YE to ACM

**ASSISTANT TO THE PRESIDENT OF THE NORTH AMERICAN
DIVISION FOR COMMUNICATION**

VOTED, To approve the position of Assistant to the President of the North American Division for Communication.

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95YE to HWB

NETTEBURG, KERMIT L—APPOINTMENT

VOTED, To appoint Kermit L Netteburg as Assistant to the President of the North American Division for Communication.

Adjourned

Alfred C McClure, Chair
Harold W Baptiste, Secretary
Clarence E Hodges, Editorial Secretary
Betty Pierson, Recording Secretary

YEAR-END MEETING

NORTH AMERICAN DIVISION COMMITTEE

October 13, 1:30 p.m., 1995

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

PRAYER Prayer was offered by Claude Sabot, Canadian Union Secretary.

SECn/NADCOA/NAD&UnSec93YE/NADUn&GCO93YE/93YE/561-93Nb/OGC/NADCOA/OGC/NADOUP/OGC/OHR/OGC/OHR/OGC/OHR/OGC/OHR/OGC/OHR/OGC/OHR/OGC/OHR/OGC/RMS/NAD&UnSec94YE/94YE/NAD&UnSec/NADCOA/NADOUP/95YE to RTB

529-95N SEXUAL MISCONDUCT IN CHURCH RELATIONSHIPS INVOLVING DENOMINATIONAL EMPLOYEES AND APPROVED VOLUNTEERS—GUIDELINES—REVISION

VOTED, To revise the Sexual Misconduct in Church Relationships Involving Denominational Employees and Approved Volunteers—Guidelines, to read as follows:

Sexual Misconduct and Sexual Harassment in Church Relationships Involving Denominational Employees and Approved Volunteers

Introduction—Denominational employees and volunteers shall exemplify a Christlike life and avoid all appearances of wrongdoing. They must not engage in behavior that is harmful to themselves or others. Denominational employees and volunteers should respect every individual. To do otherwise is not consistent with the Christian life.

Sexual misconduct and sexual harassment are violations of Christian principles. Sexual misconduct and sexual harassment are never condoned by the Seventh-day Adventist Church. Denominational employees and volunteers are entrusted with sacred responsibilities which include refraining from sexual misconduct and sexual harassment. It is expected that persons functioning in these roles will not engage in such behavior.

The Church and its message are compromised by improper actions of denominational employees and volunteers. The Church seeks to respond to situations where the fitness of a

person for service to the Church is called into question due to accusations of sexual misconduct and sexual harassment. The Church also seeks to advance the healing and integrity of all persons influenced by the ministry of the Church.

Purpose—The purpose of these guidelines is to provide model procedures that respond effectively to allegations of sexual misconduct and sexual harassment against denominational employees and volunteers for use by church entities. The North American Division strongly recommends that all local conferences, union conferences, educational and health care institutions, and all other North American Division church-related entities and boards establish procedures to address sexual misconduct and sexual harassment.

Organizations which adopt these procedures shall inform those responsible regarding the implementation of such procedures. These organizations shall also take reasonable steps to inform members, denominational employees, volunteers, students, and others of these procedures. All church organizations must determine and comply with the abuse reporting requirements of their state or province. If government agencies or authorities become involved in allegations pertaining to sexual misconduct or sexual harassment, all individuals are reminded of their duty to cooperate.

These guidelines are not intended to supersede any conflicting provisions in existing personnel policies, valid contracts, or any provisions of the *Seventh-day Adventist Church Manual*. In the event of any such conflict, the organization or entity enacting procedures to address sexual misconduct and sexual harassment should consult legal counsel to eliminate the conflict. Where a conflict exists, the provisions of the personnel policy, contract, or the *Seventh-day Adventist Church Manual* shall prevail.

Definitions—1. *Accuser*—Any person, regardless of church membership, alleging sexual misconduct or sexual harassment by a denominational employee or volunteer. An accuser may also be a minor's parent or guardian, or any other representative recognized by the Sexual Ethics Committee (SEC), or the legal representative of an incompetent adult.

2. *Accused*—A denominational employee or volunteer who is alleged to have committed sexual misconduct or sexual harassment while in the course and scope of his/her employment or volunteer status.

3. *Church*—For these guidelines, Church means the local conference, union conference, or the North American Division, of which the employing or appointing entity or organization is a part.

4. *Denominational Employee*—Any individual who is employed by the Church.

5. *Designated Officer*—The person at the local conference, union conference, or North American Division of which the employing or appointing organization or entity is a part, who is responsible for initiating the procedures set forth in these guidelines.
6. *Discipline Committee*—The group responsible for the discipline of church employees or volunteers.
7. *Incompetent Person*—A person, who because of health, age, or mental capacity, is legally unable to consent.
8. *Perpetrator*—An accused who is determined by the Sexual Ethics Committee (SEC) to have committed sexual misconduct or sexual harassment.
9. *Sexual Ethics Pool (SEP)*—A group comprised of qualified appointees, from which Sexual Ethics Committees are selected as needed. (See Selection of Sexual Ethics Pool).
10. *Sexual Ethics Committee (SEC)*—The five member committee that is appointed from the Sexual Ethics Pool (SEP) by the Designated Officer to consider a complaint.
11. *Sexual Ethics Committee Chair (SEC Chair)*—A member of the Sexual Ethics Committee, appointed by the designated officer to assume administrative responsibilities of the Sexual Ethics Committee as necessary.
12. *Sexual Harassment*—Any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct, which may include but is not limited to sexually suggestive comments or jokes, crude language, and unwelcome physical contact, which is gender specific or of a sexual nature: a. made either explicitly or implicitly a condition of employment or volunteer relationship; b. used as a basis for affecting those relationships; and/or c. creates an intimidating, hostile, and/or offensive environment.
13. *Sexual Misconduct*—Improper sexual behavior including any of the following:
 - a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power,
 - b. Actual or attempted rape or sexual contact by force, threat, or intimidation.
 - c. Criminal behavior of a sexual nature.

14. *Victim*—An accuser becomes a victim when the accused is determined by the Sexual Ethics Committee (SEC) to have committed sexual misconduct or sexual harassment.

15. *Volunteer*—Any individual whose labor or service is requested by and donated to the Church, and is under the Church's direction or supervision. The existence of a monetary stipend for reimbursement of expenses does not negate volunteer status.

Guiding Principles and Concepts Underlying the Development of These Guidelines—1. *Serious Treatment of Accusations*—All accusations of sexual misconduct and sexual harassment shall be taken seriously and carefully investigated by the Sexual Ethics Committee (SEC). No accusation shall be dismissed without a response, and all shall be processed in a timely manner. The accused and the accuser shall be treated with respect.

2. *Presumptions*—The filing or failure to file a complaint or denial shall not be deemed to be conclusive evidence of any issue, but may be considered as part of the evidence received by the SEC.

3. *Protection of All Involved*—The confidentiality of those involved, including the accuser and the accuser's family, the accused and the accused's family, shall be respected.

4. *Discipline*—A denominational employee or volunteer who has engaged in sexual misconduct or sexual harassment is subject to discipline as outlined in the North American Division *Working Policy*, *Seventh-day Adventist Church Manual*, applicable personnel policies, or employment contracts.

5. *Expenses*—The expenses incurred to implement these guidelines should usually be borne by the Church or by agreement with one of its entities or organizations. The goal of these guidelines is the protection of the members and the work of the Church, therefore, a primary beneficiary of these procedures is the Church and its members.

6. *Unbiased Considerations*—To protect the integrity of the proceedings outlined in these guidelines, the designated officer and the members of the SEC shall be free of actual or apparent bias, prejudice, predisposition or conflict of interest that may be material to the issues, proceedings, or individuals involved. Any of these individuals who are or appear to be biased, prejudiced, predisposed or have a conflict of interest, shall be replaced or excluded from appointment. The discipline committee should also be free of actual or apparent bias, prejudice, predisposition or conflict of interest that may be material to the issues, proceedings or individuals involved.

Selection of Sexual Ethics Pool (SEP)—1. The Sexual Ethics Pool (SEP) shall be selected by the local conference, union conference, or division executive committee and to the extent practicable, reflect the diversity of the Church.

2. Members selected to serve on the SEP shall:

- a. Be members of the Church in good standing;
- b. Be free of any prejudice, predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and
- c. Where possible, have knowledge of the subject of sexual misconduct and sexual harassment.

3. Each member of the SEP shall sign a confidentiality agreement to ensure that the member understands the duty, extent, and nature of confidentiality. Confidentiality of the SEP is of utmost importance.

Preliminary Process—1. Upon receiving a report or learning of alleged sexual misconduct or sexual harassment by a denominational employee or volunteer, the accused's immediate supervisor or chief administrative officer of the institution or entity involved, in addition to any other duties or obligations he/she may have, shall activate the following process by immediately:

- a. Notifying the designated officer of the report or knowledge; and
- b. Timely reporting all allegations or knowledge of sexual misconduct or sexual harassment to:
 - 1) Local authorities as necessary to comply with applicable abuse reporting statutes; and
 - 2) Adventist Risk Management, Inc. and applicable liability insurance carriers.

2. When notified, the designated officer shall immediately convene a meeting with the accuser to:

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a. Hear the allegations.

b. Request the accuser to file a written complaint which shall include the name of the accused, details including the date(s), place(s), and nature of the offense(s), and verification by the accuser. The complaint shall be verified as follows:

I, _____, do verify and affirm
that the within factual accusations of sexual misconduct
or sexual harassment are true and correct to the best of
my knowledge.

Dated this _____ of _____, 19____,

At _____
(City)

(State or province)

(Signature of accuser)

(Signature of designated officer)

c. Request permission from the accuser to use the written complaint and his/her name in discussion with the accused.

d. Request the accuser to appear before the SEC; and

e. Explain to the accuser the process to be followed in response to the complaint and provide a copy of these guidelines.

f. Report the initiation of these proceedings:

1) For an accused employee, to the accused's employing entity or organization and the local conference, union conference, or the North American Division, of which it is a part; or

2) For a volunteer, to the accused's appointing organization and the church board of the congregation of which the volunteer is a member.

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g. Explain to the accuser that if the accuser at any time chooses not to participate, the process shall continue if there appears to be sufficient evidence to believe that an act of sexual misconduct or sexual harassment has occurred.

3. As soon as practicable, the designated officer shall convene a meeting with the accused to:

a. Present the accused with the verified written complaint.

b. Explain to the accused the process to be followed in response to the complaint and provide a copy of these guidelines; and

c. Request that the accused submit a verified written response to the complaint and discuss with the designated officer any additional verbal response the accused may wish to have considered. The written answer shall be verified as follows:

I, _____, do verify and affirm
that the within factual statements and denials set
forth in this answer are true and correct to the
best of my knowledge.

Dated this ____ of _____, 19____,

At _____
(City)

(State or province)

(Signature of accused)

(Signature of designated officer)

4. After meeting with the accused, the designated officer shall immediately begin the process of selecting the five-member SEC.

5. The designated officer shall take steps to maintain the integrity of the affected institution or entity and those involved in the dispute. This may include recommending to the disciplinary body that the accused be placed on administrative leave with pay and without prejudice, or that a volunteer be prohibited from carrying on his/her volunteer duties. Under such circumstances, the accused shall not engage in any church-related duties until the SEC has issued its findings. Other prudent courses of action must also be considered.

6. Should the designated officer, in consultation with the selected SEC members and the concurrence of a majority of those members, determine that the allegations of the accuser are of a nature that could be best resolved between the parties, and there is no factual dispute, then the investigative process may be omitted, provided the accuser, accused, and disciplinary body agree. The notification procedure contained in the decision process, and the disciplinary process, shall be followed as necessary. Should this process not be successful, the matter shall be referred back to the designated officer, who shall then initiate the investigative process.

Investigative Process—The Sexual Ethics Committee, meeting as a group only, shall fully investigate the allegations through information and documentation from the accuser, the accused, and other appropriate sources. The SEC shall meet with parties and witnesses, receive and consider written documents, photographs, and other relevant materials; consider any court or administrative proceedings, including criminal convictions and pleas; and may determine at its own discretion the manner and form in which such evidence is received. Because these proceedings are administrative in nature, the SEC shall have complete control over the hearing format including whether cross-examination of parties will be prohibited, and what evidence will be admitted.

1. After reviewing the verified written complaint of the accuser and the response of the accused, the SEC shall convene a meeting of the parties to gather information to determine whether the factual allegations as set forth in the verified written complaint were more likely to be true than untrue.

The parties may bring other persons who have knowledge of the allegations and who may provide statements under oath. The SEC shall hear and consider the allegations and receive any such additional evidence necessary to support or defeat the verified written complaint. Written statements provided by either party should have notarized signatures, as provided for in the written complaint and denial.

Members of the SEC may ask questions as necessary. The SEC may, upon a determination of good cause, prohibit cross-examination of parties or witnesses. If cross-examination is not allowed, the SEC shall accept written questions from the accused or accuser, and the SEC shall question the party(ies) or witness(es) protected from cross-examination.

2. The SEC members, the accuser, the accused, as well as the parents/guardians, or legal representatives of a minor or an incompetent adult, and with permission of the SEC, qualified therapists of the accuser and/or the accused, or legal counsel of the accuser or the accused, may attend the SEC meetings. Any other individual may attend only upon invitation of the SEC, consent of both parties, or while giving testimony or providing other evidence.

The SEC may seek counsel and advice from therapists, attorneys, or any other experts to assist the SEC in its investigation of the charges or administration of the proceedings.

3. The SEC may convene additional meetings as may be necessary to fulfill its duties and responsibilities. Reasonable efforts will be made to provide notice to both the accuser and the accused of these meetings.

4. The SEC may invite or recall witnesses on its own initiative or at the request of the accuser or the accused as often as is necessary to ensure a fair outcome.

5. The SEC meetings shall not be recorded by videotaping, audio tape recording, or the preparation of a verbatim transcript by a court reporter or stenographer.

6. Upon any criminal disposition adverse to the accused, whether by verdict or pleas of guilt or no contest, of charges based upon sexual misconduct, the SEC shall presume the allegations involving the disposition substantiated and the designated officer shall report the finding to the disciplinary body for appropriate disciplinary action. A finding of not guilty in the criminal court will not of itself affect the process, findings, or disposition under these guidelines.

7. If the accuser at any time chooses not to cooperate, the process shall continue if there appears to be sufficient evidence to believe that an act of sexual misconduct or sexual harassment has occurred.

8. If the accused volunteer chooses to resign his/her membership and volunteer position, the SEC shall consult with and seek the advice of an attorney regarding legal issues concerning continued disciplinary action against the volunteer.

Decision Process—The SEC shall determine whether the charges contained in the accuser's complaint are supported by evidence showing that the charges are more likely than not to be true. Unless otherwise agreed to by the parties in writing, the SEC shall issue a finding within thirty (30) business days from the date of the final hearing.

Based upon its conclusion, the SEC shall take one of the following actions:

1. If the allegations of sexual misconduct or sexual harassment are found to be more likely untrue than true, no further investigatory action shall take place, and reasonable efforts shall be made to exonerate the accused and clear his/her name, including placing the SEC's findings in the accused's personnel file, if applicable. These findings may also be placed in the accuser's records as appropriate. The SEC and the designated officer shall communicate and explain the SEC findings with the accuser and the accused, separately. All

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entities or organizations which were notified of the initiation of these proceedings, shall also be notified of the SEC findings to the satisfaction of the SEC in consultation with the accused.

2. If the allegations of sexual misconduct or sexual harassment are found to be more likely true than not, the SEC shall report its findings to the designated officer, who shall then relay the findings to the appropriate disciplinary body. Upon request, the SEC shall make its members available to meet with the discipline committee. All entities and organizations which were notified of the initiation of these proceedings, shall also be notified of the SEC findings.

Disciplinary Process—1. The discipline committee shall consider the following factors in determining the appropriate discipline:

- a. Severity of the offense(s)
- b. Frequency of the offense(s)
- c. Severity of the injury(ies)
- d. Number, age(s), and gender of victim(s).
- e. Attitude of the perpetrator (is he/she contrite?)
- f. Duration of the injury(ies); and
- g. Nature of the relationship between the parties.

2. Based upon these factors, discipline shall be imposed, and may include one or more of the following:

- a. Educative warning
- b. Written reprimand
- c. Public censure
- d. Mandatory counseling
- e. Suspension and/or
- f. Termination of employment or volunteer relationships.

g. Require that the perpetrator reimburse the expenses incurred by the parties or the SEC.

3. The discipline committee will communicate with the victim(s) and the perpetrator, separately, to explain the action(s) taken. Upon the request of the discipline committee, the SEC and the designated officer shall be available for assistance.

4. If the perpetrator is a denominational employee, the designated officer shall ensure that notations have been placed in his/her personnel file that a complaint had been made, the findings of the SEC, and the action taken by the discipline committee.

5. If the perpetrator is a volunteer, the findings of the SEC and any action taken by the discipline committee shall be reported by the designated officer to the church entity or organization which appointed him/her as a volunteer and to the church board and local conference in which he/she holds membership.

Responses—Once the discipline committee has made its determination and decided upon the disciplinary action, the following steps shall be taken.

1. *Response to the Accused*—a. An appropriate individual shall be made available to the accused early in the process to serve as an interpreter of the process.

b. Inform the accused regarding the disciplinary decision of the discipline committee.

c. Implement discipline committee action.

d. Remove the accused employee from service.

e. Assuming continuation of employment is possible, require therapeutic counseling and/or treatment to be utilized in combination with any of the responses listed above. A therapist who is qualified to deal with sexual misconduct and who is sensitive to issues of professional ethics should be selected by the accused and approved by the designated officer. Assistance shall be made available for the spouse and family where needed and approved. The therapy requirement shall be clearly communicated and monitored as appropriate over time.

f. For minor offenses where it is concluded that the accused is sufficiently capable of effective service again, possible reinstatement of the accused shall be dependent upon the recommendation(s) of the therapist, supervisor, and members of the discipline committee.

g. Limit the service of the accused during the rehabilitation process and appoint a trained supervisor to monitor his/her duties. Any such rehabilitation plan needs to be approved by a qualified therapist to protect other potential victims.

2. *Response to the Accuser(s)*—a. The designated officer shall name an appropriate person as an interpreter for the accuser early in the process. This person shall be available at the accuser's discretion.

b. A list of qualified therapists shall be provided to the accuser(s) to be utilized at his/her/their choice. While this does not imply financial responsibility on the part of the organization, financial support for this purpose may be offered without implying guilt.

3. *Response to the Congregation, Institution, or Church-related Entity*—a. The designated officer of the discipline committee shall meet with the officers of the conference, church, institution, or church-related entity to communicate the results of the hearing process. At this meeting special attention shall be given to the disciplinary action taken and its implications.

b. A trained resource person from the SEC shall be made available to assist the institution or congregation in whatever ways necessary to address their concerns and to bring healing.

4. *Response in Situations Involving Minors*—a. In the event that a complaint involves allegations of sexual misconduct with a minor, the person who receives the complaint is required by law to:

(1) Immediately report the suspicion of sexual abuse against a minor to the local law enforcement authority (i.e., district attorney, child protection services, etc.);

(2) Proceed with the Church's investigation outlined in this document.

b. If charges are filed involving criminal acts against a minor and the accused is prosecuted, two members of the SEC may be assigned to monitor the trial proceedings and report regularly to the commission.

c. If the accused is convicted in court of criminal charges against a minor, the SEC shall recommend to the discipline committee permanent removal from employment or service.

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d. If the complainant does not choose to pursue a formal written complaint with the conference, the designated officer shall continue the investigation if there appears to be sufficient evidence that sexual misconduct has occurred such as to cause concern for the well-being of other minors.

Appeal—Because these sexual misconduct and sexual harassment guidelines are developed to make the process as fair and impartial as possible, the findings of the SEC are considered final, resulting in no further recourse through appeals through the Church.

Education and Prevention—The North American Division seeks to educate employees and volunteers that sexual misconduct is disapproved by the Church and violates the law of the land. To carry out this educational goal, the North American Division publishes these guidelines for its office and field, institutions, boards, and church-related entities and affiliates; develops appropriate sanctions for sexual misconduct; and endeavors to inform all employees, volunteers and members of their right to complain of sexual misconduct and sexual harassment.

The North American Division encourages the establishment of education and prevention programs in churches, schools, and other institutions. Lists containing names of employee and lay resource persons who have indicated that they can provide seminars, sermons, and educational programs may be obtained from the Sexual Ethics Commission of the North American Division.

PREn/OHR/SECn/NAD&UnSec/NADCOA/NADOUP/NAD&UnSec95YE/95YE to RTB

**531-95Na DIVERSITY: A CHRIST-CENTERED MODEL IN
CHRISTIAN UNITY FOR THE NORTH AMERICAN
DIVISION—GUIDELINES**

VOTED, To adopt the Guidelines entitled Diversity: A Christ-Centered Model In Christian Unity for the North American Division, which read as follows:

**Diversity: A Christ-Centered Model In Christian Unity
For the North American Division**

The Challenge: A Response to Changing Times—We live in dynamic, changing times. While the Church must be sensitive to the various forces influencing change, it must not allow these forces to be the main criteria for change. The need for restructuring the

Church must not be driven by economic or political forces, but by the egalitarian factors of the Gospel.

The Need: An Emerging Paradigm—There is a need in the Church to reach a new level of unity in diversity—a new paradigm or way of thinking, valuing, and perceiving the world. This new paradigm exemplified in the phrase “unity in diversity in Christ ” is an expression of the principle of inclusiveness. Since we are one with God, we are also one with each other, equal to each other.—(John 17:23; Acts 10; Galatians 3:28; Ephesians 2:14-22; COL 386 7T 225)

The Assumptions: Shared Values—1. *Basis of Authority*—The Church derives its authority from Christ who is the incarnate Word and from the Scriptures which are the written Word. The writings of Ellen G White are a continuing source of truth and instruction.

2. *Unity in Diversity in Christ*—A genuine Christian experience demonstrates “unity in diversity in Christ.” This “unity” in is an outgrowth of the Gospel, and is reflected in both belief and behavior.

3. *Reflection of the Godhead*—The church fellowship that most closely resembles the relationship of the Godhead is one where there is a unity of spirit, objectives, and beliefs.

4. *Diversity of Gifts*—“Unity in diversity in Christ” is God’s plan for the Church, through the utilization of the diverse gifts of its members.

5. *Unity Essential to Mission Accomplishment*—The full use of all the Church’s resources—physical, financial, and human—are essential for an effective communication of the Gospel. However, the close unity among the believers is even more essential in a greater accomplishment of the mission of the Church in the world today.

6. *An Unchanging God*—In our changing environment the only constant is a God who does not change.

The Model: The Christ-Centered Model of Diversity in Christian Unity (See Graphic)—1. *Illustrates Inclusiveness*—The model illustrates the emerging paradigm of inclusiveness.

2. *Centers on Christ*—The model centers on the cross of Jesus Christ as that which not only draws all people (John 12:32), but is the foundation on which all find a oneness in Christ—(Galatians 3:28)

3. *Supports a Bifocal Vision*—The inner graphic is an ellipse with two foci giving us a bifocal vision—love to God and love to humankind. “On these two commandments hang all the law and the prophets.”—(Matthew 22:34-40) It is only as we love God supremely that we will be able to love each other impartially—(James 2:8-13; 1 John 4:19-21; COL 607)

4. *Clarifies Relationships*—The model illustrates God’s action of breaking down the “dividing wall” of hostility between groups and creating “one new humanity” in Christ.—(Ephesians 2:11-22)

5. *Operates on Two Dimensions*—The model operates on two dimensions of change: The Horizontal—the individual interactional change dimension (embracing and valuing diversity); and The Vertical—the institutional structural change dimension (harnessing and empowering diversity).

6. *Illustrates Koinonia*—This vision or paradigm gives rise to a Christian fellowship (Koinonia) and oneness found in the early Church, resulting in the emergence of community, symbolized by the outer circle. It is here where our differences—racial, ethnic, cultural, biological, physical, and social—that normally divide people in society, find the level ground at the cross in a spirit and behavior of equality.

7. *Symbolizes Mission*—The arrows reaching out from the center and back again are symbolic of the Church’s mission to the world to bring people into the fold of fellowship.

8. *Reflects the Gospel*—The end result of this model is a reflection of the Gospel in a church fellowship that reflects the unity Jesus prayed for in the garden. This unity in diversity will reveal to the world a correct picture of God, as a loving, caring, compassionate Friend, the God of all nations.—(John 17)

The Process: Creating an Inclusive Environment—In the process of restructuring, the Church must take further steps to manage diversity by creating a humane, compassionate Church environment that celebrates unity in diversity by:

1. Encouraging members of diverse backgrounds and experiences to broaden their appreciation and respect of each other;
2. Unleashing the various talents and capabilities which its diverse membership brings to the Church: and
3. Creating a wholesome, inclusive system that is safe for differences, that enables members to reject rejection, and maximizes the full potential of all.

The Goal: The Modus Operandi of Unity in Diversity—This Christ-Centered Model of Diversity in Christian Unity has as its heart two basic goals:

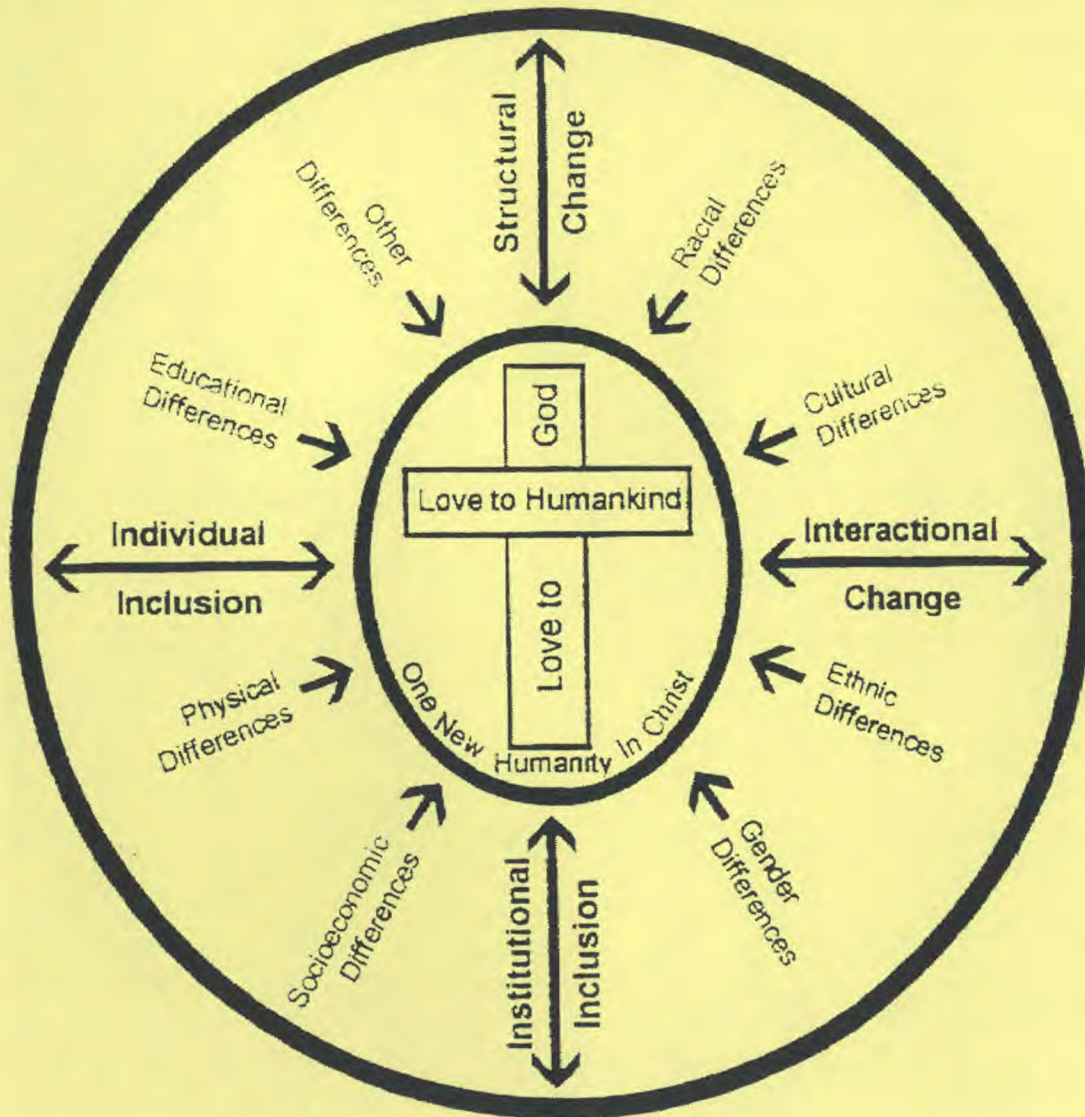
1. To create a church body that transcends all social barriers of age, class, culture, disabilities, ethnicity, gender, race, etc., and reflects the love and oneness of a new humanity in Christ, while respecting differences, thereby enabling the Church to begin living diversity. How is it measured? By whether or not the Five P's of the Church—its Perspectives, Policies, Programs, Personnel and Practices—in all its entities implement four imperatives:

- a. Reflect the heterogeneity of the Church.
- b. Are sensitive to the needs of the various groups in the Church.
- c. Incorporate their contributions to the overall mission of the Church, and
- d. Create a cultural and social ambiance that is inclusive and empowers all groups.

2. To develop an inclusive mind set and culture within the Church that recognizes, respects and values diversity in Christian unity as integral to the Gospel. How is it measured?

- a. Through inclusive programs, sermons and literature.
- b. Through perspectives, comments, and suggestions that automatically enter the decision process without reminder from under-represented persons.
- c. Through a comprehensive evaluation program of Christian practice.

A Christ Centered Model of Diversity In Christian Unity



Unity in Diversity in Christ



“Christ is the center to which all should be attracted; for the nearer we approach the center, the closer we shall come together.”

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531-95Nb STRATEGIES FOR MODELING THE DIVERSITY INITIATIVE—GUIDELINES

VOTED, To adopt the Guidelines entitled Strategies for Modeling the Diversity Initiative, which read as follows:

Strategies for Modeling the Diversity Initiative

Diversity Definition—Diversity in the North American Division (NAD) is defined as the differences (e.g., race, ethnicity, culture, class, physical, biological, educational, and other abilities or qualities) found among its constituency that need attention in order to have continued success in harmoniously living and working together in the mission of the Church. Diversity has to do with appreciating, respecting, and valuing the gifts and talents of each member, and is most successful when it has both attitude and action components.

Guiding Imperatives—1. Implement diversity in Christian unity initiative in a systematic manner that is Christ-centered and spiritual.

2. Be sensitive and inclusive of all the diverse groups in the North American Division.

3. Establish diversity in Christian unity initiatives as the basic premise of all restructuring plans of the Church.

4. Actively support diversity in Christian unity principles in the North American Division and its entities.

Perspectives—The first step in moving from the model to modeling diversity in Christian unity is the implementation of perspective: grasping the vision, the sense of direction, the new paradigm of where the Church is headed. This entails having an understanding of where society is headed, how our cities are changing, the demographic shifts in the neighborhood, and the membership shifts in the Seventh-day Adventist Church, both in the local and global dimension. The need for restructuring the Church must not be driven by economic or political forces, but by the egalitarian factors of the Gospel.

1. The leaders of all entities of the North American Division shall develop or revise vision statements to address the new paradigm of diversity inclusion as reflected within these guidelines.

2. The leadership and employees or members of all NAD entities shall develop Values Statements to address what we are becoming and the behaviors the Church needs to model.

3. The leadership and employees/members of the North American Division and its entities shall develop or revise mission statements to address the reason(s) why their organizations exist in view of the new direction of diversity inclusion and the needs of their target populations.

4. The guiding principle in all vision, values, and mission statements shall be diversity in Christian unity.

Policies—As an outgrowth of the vision, values, and mission statements, the NAD and all its entities shall develop operational policies that make a conscious and deliberate effort to be inclusive. Existing policies shall be reviewed to ensure that they are leading the Church in the direction of living diversity.

1. Leadership shall provide adequate resources (e.g., planned funding strategies) to initiate and maintain the diversity in Christian unity initiative.

2. Administrators shall prioritize diversity in Christian unity through organizational emphasis with clear goals and time lines.

3. Administrators shall develop guidelines that describe the position of the NAD on diversity in Christian unity and give useful ideas about how to value, manage, and live diversity.

4. Leaders shall take a deliberate stand against all racial and gender-biased jokes, negative story telling, and any insensitive attitudes and actions.

5. Leaders shall build time into their regularly scheduled meetings to discuss diversity-related issues and to facilitate small group discussion and dialogue for personal growth, awareness, and feedback on unity in diversity.

6. The various church entities shall devise surveys and instruments to measure behavior and attitudes towards diversity in Christian unity.

7. Leaders shall intentionally structure a receptive community in the church that respects, values, and empowers all diverse groups with specific emphasis given to those that are under represented.

8. The principle of diversity in Christian unity shall be given its rightful emphasis as one of the 27 Fundamental Beliefs of the Seventh-day Adventist Church and shall be taught in the public and personal areas of church life and evangelism. (This will necessitate the publication of additional Bible lessons in the various series used by evangelists, as well as the preparation of model sermons).

9. Study shall be given to the development of a theology of diversity in Christian unity.

10. The NAD *Working Policy*, including the Model Constitution and By-laws, shall be reviewed to assure sensitivity to language and diversity issues.

11. The various manuals and publications of the Church shall be reviewed to assure sensitivity to language and diversity issues.

12. The North American Division shall make recommendations to the *Church Manual* Committee to address misconduct in the areas of diversity and human relations where applicable in the *Seventh-day Adventist Church Manual*.

13. A process shall be put in place for the resolution of issues that arise as a result of the Division's implementation of diversity in Christian unity initiatives.

Programs—All programs of the Church shall be sensitive to its mission and shall reflect the heterogeneity of the body, across boundaries of gender, class, race, physical status, and age.

1. Leaders shall network synergistically between organizations and churches by sharing ideas and methods to strengthen their diversity in Christian unity programs.

2. The North American Division shall make training for diversity in Christian unity a priority throughout all its levels with special effort given to providing unique training and materials for laity and leadership.

3. The North American Division shall make deliberate efforts to assure that, in the design of all church projects, sensitivity is given to diversity in Christian unity.

4. Scholarship and internship programs shall be created that encourage the participation of under-represented constituents.

5. All forms of communication shall be gender inclusive and sensitive to diverse groups.

6. Innovative projects and diversity and cultural awareness activities shall be launched with churches (e.g., cross-cultural clusters of churches) and organizations for multi-cultural training and growth.

7. The kindergarten through graduate curricular and co-curricular activities shall be developed or revised to implement the diversity in Christian unity initiative.

8. The North American Division shall celebrate annually Diversity Week with programmatic helps that highlight the resulting spiritual and personal benefits of diversity in Christian unity.

9. The Office of Human Relations shall develop training teams and a referral list of available diversity trainers who can provide training resources (e.g., workshops, seminars) for NAD entities.

10. Training materials such as exist within the lending library of diversity-related audio and visual aids in the Office of Human Relations shall be expanded to include language diversities.

Personnel—Employees and volunteers at all levels of the Church must reflect the heterogeneity of the body across gender, class, race and age, in all the various departments and positions.

1. Periodic attention shall be given to employment statistics and personnel profiles in order that recruiting and training will include an increase in the employment of persons from under-represented groups.

2. Administrators shall establish mentoring programs that function across age, class, culture, gender, race, ethnicity, and physical abilities or qualities to increase the number of under-represented persons in church organizations.

3. The Church shall broaden its recruitment of diverse speakers, exhibitors, and participants for its various programs.

4. North American Division leaders shall establish incentives and recognition to supervisory personnel throughout its field that achieve excellence in managing diversity.

5. Employing bodies shall give study to workplace issues relevant to the needs of the changing family and shall be encouraged to be flexible and sensitive to needs in this area.

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Practices—Practices relate to the overall conduct of the Church. The Church may have the best perspectives, policies, programs, and personnel, but these are only cosmetic until practiced. Practice is action done many times over until living diversity is achieved.

1. Leaders shall give study to how the NAD can successfully incorporate diversity initiatives in a systemic manner through coordination and clearly defined communication and decision-making channels.
2. The North American Division shall give study to how best to coordinate the Office of Human Relations and the diversity initiatives.
3. Administrators shall establish a process of diversity modeling for all entities in the North American Division.
4. A process for evaluating the effective practices of diversity in Christian unity shall be developed in order to ensure the success of the Church in implementing its vision, values and mission.

OHR/OGC/NADCOA/NADOUP/NAD&UnSec95YE/95YE to RTB

543-95N CONVICTED SEXUAL OFFENDER TRACKING SYSTEM/CLEARING HOUSE—GUIDELINES

The Seventh-day Adventist Church has a responsibility to make its work and worship environments free from sexual abuse, sexual harassment, and sexual misconduct. To achieve this goal, it is necessary to adopt guidelines for relating to convicted offenders who are employees of the division office and field.

VOTED, To adopt the Guidelines entitled Convicted Sexual Offender Tracking System/Clearing House, which read as follows:

Convicted Sexual Offender Tracking System/Clearing House

Employee Convicted of Criminal Charges—If criminal charges are filed against an employee involving sexual acts against a minor or an adult, and the employee is convicted or a judgment or finding of guilt is entered by a court, the person shall be immediately terminated from Seventh-day Adventist employment. Likewise, if sexual abuse, sexual harassment, and/or sexual misconduct charges are filed with the Sexual Ethics Committee against an employee of the Church, and the Committee enters a finding against that person, the employee

may be terminated as provided in the guidelines for Sexual Misconduct and Sexual Harassment in Church Relationships Involving Denominational Employees and Approved Volunteers for the North American Division.

Employee Acquitted of Criminal Charges—Acquittal of criminal charges shall not be understood to automatically terminate proceedings brought on any complaint before the Sexual Ethics Committee. The investigation and hearing by the said Committee may proceed until a determination is made on whether the employee has engaged in sexual abuse, sexual harassment, and/or sexual misconduct in violation of the guidelines for Sexual Misconduct and Sexual Harassment in Church Relationships Involving Denominational Employees and Approved Volunteers for the North American Division.

Employee Terminated After Conviction—When an employee is terminated for conviction of sexual criminal acts, or a judgment or finding of guilt has been entered by a court, a statement of such termination and the basis of the conviction as entered upon the court record shall be placed in the offender's personnel file. Additionally, the termination shall be reported immediately to the North American Division Data Management Services Director, to be placed on its computerized tracking system. This system shall serve as a clearinghouse for identifying convicted sexual offenders. Employing entities of the Seventh-Day Adventist Church in North America are requested to review carefully the records of all potential employees to prevent employment of sexual offenders. Such organizations are also requested to review the Data Management Services tracking system before a commitment for employment is made.

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

565-95N ADVENTIST BOOK CENTER OPERATION— GUIDELINES

VOTED, To adopt the Guidelines entitled Adventist Book Center Operation, which read as follows:

Adventist Book Center Operation

The following is a model for the operation of a successful Adventist Book Center (ABC). While some ABCs may operate successfully and not meet these guidelines, generally speaking these goals must be met to ensure a successful operation.

Criteria for a Successful Adventist Book Center Operation

Financial

The Manager of a successful Adventist Book Center will:

1. Produce an operational net profit of three to five percent of net sales.
2. Issue a monthly operating statement for management and administration.
3. Have an inflation-adjusted gain of 10 percent or more in sales annually.
4. Have a gross trading profit of 25 percent or more.
5. Keep salaries and benefits, including retirement and all employer taxes, to no more than 16 to 18 percent.
6. Keep advertising expense to a minimum of two percent gross trading profit.
7. Keep net expenses to sales from 24 to 26 percent.
8. Not exceed seven percent of the net average yearly sales in accounts receivable, and turn over accounts receivable in not more than 60 days.
9. Turn over its inventory four times annually (excluding periodical sales).
10. Keep current assets to current liabilities ratio at a minimum of four to one.
11. Plan to fund depreciation annually.
12. Meet the standard requirement for working capital as defined in the ABC Accounting Manual.

Marketing

The Manager of a successful Adventist Book Center will:

1. Develop a yearly marketing plan.
2. Maintain a current customer-based mailing list.

3. Use direct marketing to target specific groups (i.e. customers who purchase specific type of items, pastors, teachers, and church special interest groups and the community).
4. Make at least four direct mail advertisements each year.
5. Make regular use of point of sale merchandisers.
6. Change in-store feature displays a minimum of six times per year.
7. Have adequate stock of books at all special events to meet the speaker's needs.
8. Report annually to the Adventist Book Center Board the following:
 - a. Number of conference events per year
 - b. Number of sales events per year
 - c. Number of times with adequate stock for above events.
9. Utilize additional advertising opportunities such as radio, newspaper, and television.
10. Regularly send news notes to local church newsletters through the local conference communications director.
11. Conduct spring and fall sales events in churches and schools.

Public Relations

The Manager of a successful Adventist Book Center will:

1. Maintain open and frequent communication with conference officers and departmental directors.
2. Know conference pastors by name.
3. Manage by walking around, meeting and helping customers on a regular basis.
4. Maintain a team spirit among staff.

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5. Make customer service the number one priority.
6. Use complaints for growth and improvement of staff, policy, and procedures.

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NADOUP/NAD&UnSec95YE/95YE to RTB

**511-95Na NEGLIGENT HIRING PREVENTION TRACKING SYSTEM/
CLEARINGHOUSE—SEXUAL OFFENSES—GUIDELINES**

VOTED, To approve the Guidelines for Negligent Hiring Prevention Tracking System/Clearinghouse—Sexual Offenses, which read as follows:

**Negligent Hiring Prevention Tracking
System/Clearinghouse—Sexual Offenses**

The Seventh-day Adventist Church desires to make its work and worship environments free from abuse of all kinds. To achieve this goal in the employment sector, the following Guidelines have been developed for implementation throughout the North American Division (NAD).

The North American Division shall act as a clearinghouse for the collection and dissemination of personnel and service record information. To initiate the tracking process at the time an incident is to be reported, the denominational employing organization shall notify the NAD in writing of the existence of:

1. Any finding of the Sexual Ethics Commission of sexual abuse, sexual harassment, or sexual misconduct by an employee.
2. Any settlement paid by an insurance carrier or the organization as a result of a fidelity claim or a sexual abuse/harassment/misconduct claim against an employee.
3. Any admission of guilt pertaining to sexual abuse, sexual harassment, or sexual misconduct.
4. Any conviction for sexual abuse, sexual harassment, or sexual misconduct.

The report of the denominational employing organization will cause the North American Division to flag the confidential computerized personnel file and record the date and employer at time of incident. This practice shall be followed in order that no offending

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employee shall be hired by another conference or NAD entity without notice to that conference or entity of prior acts by or claims against the individual.

Church employers shall routinely contact potential employees' most recent denominational employers and shall request from NAD information regarding potential employees prior to employment. If the information reveals a flag, the potential employer shall then contact the previous employer of any candidate for details regarding any incidents giving rise to the flag. Files containing information on the nature of the misconduct and the disciplinary actions taken shall be available only at the employing organization that filed the record of the incident. In the event that an employee is later exonerated of a reported incident, the designated officer of the employing organization shall notify the North American Division office of Data Management Service in writing, and the flag shall be removed immediately from the individual's file. The denominational employing organization shall set up a system of annual review of permanent files in order that files that are misflagged or files that need flag changes can be identified and corrected before files are permanently stored. In addition the North American Division Data Management Service director shall contact the designated officer of all flagged files in the possession of the North American Division to verify their current status.

Designated officers from employing organizations shall make inquiry to the North American Division regarding potential employees by a written request mailed or faxed to the Director of the North American Data Management Services Office in Silver Spring, Maryland. The Data Management Services director will respond by mailing a copy of the potential employee's record to the designated officer of the denominational employing organization. Because of the sensitive nature of the information contained in the personnel record, search committees of congregations and schools shall not contact the North American Division directly. Such information must be obtained from the designated officer of the denominational employing organization only.

Every effort shall be made to assure that accurate information is reported by the employing organization to the North American Division; that information disseminated from the NAD is verified and determined to be accurate; and that annual reviews of the flagged files are conducted to clear any mistakes that might have occurred in the process.

IDC/NADOUP/NADCOA/NAD&UnSec95YE/95YE to MCS

512-95N DEPARTMENTAL PROGRAMS - APPROVAL— GUIDELINES

Among the organizational changes voted at 1994 Annual Council is a General Conference Bylaw amendment that includes the statement "Departments should not promote

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plans that have not been approved by administration." North American Division department heads previously expressed a need for a defined process for them to secure administration approval for plans and programs.

VOTED, To adopt the Guidelines entitled, Department Programs - Approval, which read as follows:

Departmental Programs - Approval

1. Proposals for new programs or strategies will be prescreened with the officer designated as administrative liaison for the department, and the process for approval will depend on the nature of the specific proposal:

a. In every case the proposal shall be reviewed and approved by North American Division Committee for Administration (NADCOA). If NADCOA decides that it is a minor or internal program, the action of NADCOA will be final.

b. If the plan is restricted to one union or local conference, the approval of the administration of that union or conference will be final.

c. If the proposal is deemed by NADCOA to be a major one, it shall be reviewed by North American Division Officers and Union Presidents (NADOUP), and NADOUP may decide to give final approval or refer the proposal to North American Division Committee (NADCOM).

2. Proposals for new resource materials (products and services) will be presented to and approved by the Materials Development and Marketing Executive Committee (M&MEx).

3. Proposals may be discussed for departmental advisory councils before they are presented to NADCOA, but those discussions must be introduced by a clear statement that the proposal is tentative for the purpose of gathering input from the field prior to asking decisions about its implementation, and does not have administrative approval. This statement must appear on any documents describing the proposal.

4. It should be noted that providing information in response to requests for the field or in the context of departmental publications that have the purpose of providing regular updates on an area of ministry shall not be considered "promotion of a departmental plan," and is outside the scope of these guidelines.

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

540-95N REDUCED FIRE RISKS DURING CONSTRUCTION— GUIDELINES

VOTED, To approve the Guidelines entitled Reduced Fire Risks During Construction, which read as follows:

Reduced Fire Risks During Construction

The risk of fire in a building increases sharply when it is under construction. The levels of combustible materials and debris combined with the lack of complete fire protection and the limited access to construction sites all contribute to the potential for a fire.

Construction sites are convenient targets for vandalism, including arson. Often welding and cutting equipment used on the job may be used by vandals. Incorrect or careless use of the same by workmen often causes fire.

Before construction starts, a fire prevention plan should be developed. The following safety precautions are suggested:

1. Verify the location of fire hydrants and fire lanes, and incorporate this information into the construction documents.
2. Provide for an adequate supply of water for fire protection.
3. Provide for an adequate number of portable fire extinguishers of the correct type and size.
4. Supply the architect with information concerning turn-around radius requirements for emergency vehicles, and incorporate this information into the construction documents.
5. Discuss the methods of construction with the contractor. The use of open flames during plumbing and roofing work has been the cause of a number of disastrous building fires. Insist that safe work practices are followed and that a fire-watch is on during, and for at least an hour, following any "hot work."
6. Discuss a time schedule for debris removal. Ideally debris should be removed daily, but that is not realistic in most cases, therefore, provision should be made for safe

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storage until it can be removed. Consider using covered trash containers, or placing debris at a considerable distance from the building.

7. Make sure flammable and combustible liquids are used and stored in an approved manner.

8. Give the contractor ample room to receive and store materials. Consider access by emergency vehicles when you locate on-site storage of materials.

9. Consider fencing the construction site. Temporary fencing may be rented. (If the Project Manager lives on-site, that may be a suitable alternative to a fence.)

10. Secure adequate Builder's Risk Insurance for all construction projects.

The few precautions covered here are only a small part of the fire safety plan. Evaluate all projects for their potential impact on fire safety and security.

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

**579-95N HEALTH CARE ASSISTANCE PLAN FOR EMPLOYEES
OF SEVENTH-DAY ADVENTIST ORGANIZATIONS OF
THE NORTH AMERICAN DIVISION (USA)—
AMENDMENTS**

VOTED, To amend the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations of the North American Division (USA). A copy is on file with the official minutes.

ARMn/RetirePlan/NAD&UnTre95YE/Fin95YE/95YE to GHC

**585-95N HEALTH CARE ASSISTANCE PLAN FOR PARTICIPANTS
IN THE SEVENTH-DAY ADVENTIST RETIREMENT PLAN
OF THE NORTH AMERICAN DIVISION—AMENDMENTS**

VOTED, To amend the Health Care Assistance Plan for Participants in the Seventh-day Adventist Retirement Plan of the North American Division. A copy is on file with the original minutes.

STWn/NAD&UnPre95YE/NAD&UnSec95YE/NAD&UnTre95YE/Fin95YE/95YE to MCS

**566-95N STEWARDSHIP TRAINING, CERTIFICATION, AND
ACCREDITATION PROGRAM—PROPOSAL**

VOTED, 1. Approve the concept of developing and implementing a Stewardship Training, Certification, and Accreditation Program,

2. To adopt the proposal for a Stewardship Training, Certification, and Accreditation Program, which reads as follows:

Stewardship Certification Proposal

The 1991 Spring Council of the General Conference voted a certification process for training and certifying Stewardship Ministries Directors. The proposal of the North American Division Stewardship Planning Committee contained herein expands this process to equip stewardship leaders for different areas of responsibility. Pastors and other local church leaders must be trained in order to effect any real measurable difference in the level of stewardship awareness and practice. Accordingly, the NAD Stewardship Planning Committee's recommendation includes pastors in the training program.

After considering the needs of North American Division and the plan that would best meet these needs, the areas of training were arranged to coincide with the present organizational structure. This would need very little modification when and if there were changes made in the organizational model. The training program with categories are as follows:

1. Participants
 - a. Basic stewardship educators
 - 1) Pastors
 - 2) Conference personnel (other than stewardship directors)
 - 3) Local church officers who may desire to be trained.
 - b. Professional Stewardship Educators
 - 1) Conference stewardship directors

- 2) Union stewardship directors
 - c. Stewardship consultant for selected departmental staff at all levels.
- 2. Curriculum—The certification program will divide the subject matter into four categories and areas of emphasis:
 - a. Leadership Skills
 - 1) Leadership training
 - 2) Stewardship leadership
 - 3) Discipling
 - 4) Modeling
 - b. Stewardship Theology and Philosophy
 - 1) Counsels on stewardship, spirit of the pioneers
 - 2) Stewardship's biblical roots
 - 3) Basic stewardship manual
 - 4) Stewardship foundations and philosophy
- 3. Stewardship Practics and Strategies
 - a. Basic stewardship manual
 - b. SDA financial support plan
 - c. Personal finance and planning
 - d. Basic trust services
- 4. Development Skills
 - a. Organizing a development program

- b. Marketing and communication
- c. Implementation
- d. Successful closure

NOTE: Professional stewardship educators would receive additional and advanced training in the same areas.

2. Plan For Implementation—It is the belief of the Stewardship Planning committee that in order to achieve real and measurable results that the training and certification program must involve pastors. Accordingly, it is planned that time to be made available to educate pastors and lay leaders in the fundamentals of Biblical stewardship.

The proposed plan will allow for a maximum number of pastors to be trained in the shortest possible time and reads as follows:

- a. Prepare packaged materials for each pastor including books, manuals, and syllabi based on the program outlined above.
- b. Spend six to eight hours of time in live training events with the pastors. This professional, fast moving program will set the tone for a spiritual revival.
- c. Outline a personal follow-up study that the pastor would complete at home with assignments and projects.
- d. Those completing the class time, assignments, and projects would be certified. Under this arrangement all pastors would have at least the basics for proper stewardship education in their local churches.
- e. All pastors would receive six to eight hours of live training.
- f. Local conference and union stewardship directors would receive their training in connection with the division-wide ministerial conventions.

4. Cost Estimate—a. The estimated cost of the textbook is about \$10.00. This would be the entire cost for the training materials for this basic level of training. This cost could be divided two ways between the unions and the division. There would be additional costs for those desiring to continue with the certification program.

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b. The pastoral training programs could be conducted in conjunction with the Ministerial Councils in 1996. This would reduce travel expense.

c. The costs are very small when compared with the almost immediate results of having all the pastors and conference personnel trained in one year!

Cal&Offn/NADCOA/NADOUP/94YE/502-94Na/Cal&Offn/NADCOA/95YE to MCS

**502-95Na CALENDAR OF OFFERINGS—
NORTH AMERICAN DIVISION 1996—REVISED**

VOTED, To revise the Calendar of Offerings for the North American Division for 1996 to read as follows:

JANUARY

Outreach/Church Budget	January 6	LocCh
Inner City/World Budget	January 13	* Union
Church Budget	January 20	LocCh
Religious Liberty	January 27	* NAD

FEBRUARY

Outreach/Church Budget	February 3	LocCh
Adventist Media Center	February 10	* NAD
Church Budget	February 17	LocCh
Local Conference Advance	February 24	LocConf

MARCH

Outreach/Church Budget	March 2	LocCh
Adventist World Radio/World Budget	March 9	* World
Church Budget	March 16	LocCh
Christian Record Services/World Budget	March 23	NAD
Local Conference Advance	March 30	LocConf

APRIL

Outreach/Church Budget	April 6	LocCh
Andrews University/World Budget	April 13	* NAD

APRIL - Contd

Local Conference Advance	April 20	LocConf
Hands Across the World	April 27	World

MAY

Outreach/Church Budget	May 4	LocCh
Disaster & Famine Relief/World Budget	May 11	* World
Church Budget	May 18	LocCh
Local Conference Advance	May 25	LocConf

JUNE

Outreach/Church Budget	June 1	LocCh
Chaplaincy Ministries/World Budget	June 8	* NAD
Church Budget	June 15	LocCh
Church Budget	June 22	LocCh
Local Conference Advance	June 29	LocConf

JULY

Outreach/Church Budget	July 6	LocCh
Church Budget	July 13	* LocCh
Church Budget	July 20	LocCh
Local Conference Advance	July 27	LocConf

AUGUST

Outreach/Church Budget	August 3	LocCh
Oakwood College/World Budget	August 10	* NAD
Church Budget	August 17	LocCh
Church Budget	August 24	LocCh
Local Conference Advance	August 31	LocConf

SEPTEMBER

Outreach/Church Budget	September 7	LocCh
Missions Extension/World Budget	September 14	* World
Church Budget	September 21	LocCh
Local Conference Advance	September 28	LocConf

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OCTOBER

Outreach/Church Budget	October 5	LocCh
Voice of Prophecy/World Budget	October 12	* NAD
Church Budget	October 19	LocCh
Local Conference Advance	October 26	LocConf

NOVEMBER

Outreach/Church Budget	November 2	LocCh
Annual Sacrifice/World Budget	November 9	* World
Church Budget	November 16	LocCh
Church Budget	November 23	LocCh
Local Conference Advance	November 30	LocConf

DECEMBER

Outreach/Church Budget	December 7	LocCh
Health & Temperance/World Budget	December 14	* NAD
Church Budget	December 21	LocCh
Local Conference Advance	December 28	LocConf

THIRTEENTH SABBATH OFFERINGS—1996

Asia-Pacific Division	March 30	+
Africa-Indian Ocean Division	June 29	+
South American Division	September 28	+
South Pacific Division	December 21	+

MISSION INVESTMENT PROJECTS—1996

Lake Union	+
Columbia Union	+

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*Special Materials Provided

+Special Project Development

Cal&Offn/NADCOA/NADOUP/94YE/502-94Nb/Cal&Offn/NADCOA/95YE to MCS

**502-95Nb CALENDAR OF SPECIAL DAYS—
NORTH AMERICAN DIVISION 1996—REVISED**

VOTED, To revise the Calendar of Special Days for the North American Division for 1996 to read as follows:

JANUARY

Curriculum Focus for the Month—Friendship Evangelism+

Religious Liberty Week January 20-27 *

FEBRUARY

Curriculum Focus for the Month—Family Life+

Black History Week February 3-10

Christian Home and Marriage Week February 17-24 *

Health and Temperance Ministries Sabbath February 24 *

MARCH

Curriculum Focus for the Month—Women in the Church+

Women's Day of Prayer March 2

Adventist Youth Week of Prayer March 9-16 *

Disability Awareness Sabbath March 23

APRIL

Curriculum Focus for the Month—Stewardship+

Missionary Magazines (*Signs, Message, El Centinela*

La Sentinelle) April 6 *

Stewardship Sabbath April 6

Literature Evangelism Sabbath April 13 *

Education Sabbath April 20 *

Hands Across The World April 29

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MAY

Curriculum Focus for the Month—Community Services+

Community Services Sabbath May 4

Youth Sabbath May 18

JUNE

Curriculum Focus for the Month—Church Growth and Evangelism+

Women's Ministry Emphasis Day June 1

JULY

Curriculum Focus for the Month—Adventist Lifestyle+

Home Study International Promotional Day July 6

AUGUST

Curriculum Focus for the Month—Spiritual Gifts+

SEPTEMBER

Curriculum Focus for the Month—Family Life+

Men's Day of Prayer September 7

Nurture Periodicals (*Adventist Review, Insight, Guide,*
Primary Treasure, Little Friend) September 7-14

Family Togetherness Week September 14-21 *

Hispanic Heritage Sabbath September 28

OCTOBER

Curriculum Focus for the Month—Adventist Heritage+

Children's Sabbath October 5

Health Education Week (*Vibrant Life*) October 5-12 *

Spirit of Prophecy Sabbath October 19 *

Pathfinder Sabbath October 26 *

NOVEMBER

Curriculum Focus for the Month—Health+

Ingathering Campaign Begins	November 2	*
Stewardship Sabbath	November 9	
Week of Prayer	November 9-16	*
Human Relations Sabbath	November 16	
Welcome Home Sabbath	November 23	*
Bible Sabbath	November 30	*

DECEMBER

Curriculum Focus for the Month—Christian Hospitality+

Ingathering Sabbath	December 7	*
Ingathering Campaign Ends	December 28	

+Curriculum resource materials are published in NAD church resource journals—
Celebration, Celebración, Célébration, Kids Stuff, and Cornerstone Youth Resource Journal.
* Special Materials Provided

Cal&Offn/NADCOA/95YE to MCS

**503-95Na CALENDAR OF OFFERINGS—
NORTH AMERICAN DIVISION 1997**

VOTED, To adopt the Calendar of Offerings for the North American Division for 1997 which reads as follows:

JANUARY

Outreach/Church Budget	January 4	LocCh
Inner City/World Budget	January 11	* Union
Church Budget	January 18	LocCh
Religious Liberty	January 25	* NAD

FEBRUARY

Outreach/Church Budget	February 1	LocCh
Adventist Media Center	February 8	* NAD

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FEBRUARY Contd

Church Budget	February 15	LocCh
Local Conference Advance	February 22	LocConf

MARCH

Outreach/Church Budget	March 1	LocCh
Adventist World Radio/World Budget	March 8	* World
Church Budget	March 15	LocCh
Christian Record Services/World Budget	March 22	NAD
Local Conference Advance	March 29	LocConf

APRIL

Outreach/Church Budget	April 5	LocCh
Loma Linda University/World Budget	April 12	* NAD
Church Budget	April 19	LocCh
Local Conference Advance	April 26	LocConf

MAY

Outreach/Church Budget	May 3	LocCh
Disaster & Famine Relief/World Budget	May 10	* World
Church Budget	May 17	LocCh
Church Budget	May 24	LocCh
Local Conference Advance	May 31	LocConf

JUNE

Outreach/Church Budget	June 7	LocCh
Multilingual Ministries	June 14	* NAD
Church Budget	June 21	LocCh
Local Conference Advance	June 28	LocConf

JULY

Outreach/Church Budget	July 5	LocCh
Church Budget	July 12	* LocCh
Church Budget	July 19	LocCh
Local Conference Advance	July 26	LocConf

AUGUST

Outreach/Church Budget	August 2	LocCh
Oakwood College/World Budget	August 9 *	NAD
Church Budget	August 16	LocCh
Church Budget	August 23	LocCh
Local Conference Advance	August 30	LocConf

SEPTEMBER

Outreach/Church Budget	September 6	LocCh
Missions Extension/World Budget	September 13 *	World
Church Budget	September 20	LocCh
Local Conference Budget	September 27	LocConf

OCTOBER

Outreach/Church Budget	October 4	LocCh
Voice of Prophecy/World Budget	October 11 *	NAD
Church Budget	October 18	LocCh
Local Conference Advance	October 25	LocConf

NOVEMBER

Outreach/Church Budget	November 1	LocCh
Annual Sacrifice/World Budget	November 8 *	World
Church Budget	November 15	LocCh
Church Budget	November 22	LocCh
Local Conference Advance	November 29	LocConf

DECEMBER

Outreach/Church Budget	December 6	LocCh
Health & Temperance Sabbath/World Budget	December 13 *	NAD
Church Budget	December 20	LocCh
Local Conference Advance	December 27	LocConf

THIRTEENTH SABBATH OFFERINGS—1997

Eastern Africa Division	March 29	+
Euro-Africa Division	June 28	+

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THIRTEENTH SABBATH OFFERING contd

Trans-European Division	September 27	+
Unusual Opportunities	December 20	+

MISSION INVESTMENT OFFERINGS—1997

Southern Union	+
SDA Church in Canada	+

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*Special Materials Provided

+Special Project Development

Cal&Offn/NADCOA/95YE to MCS

503-95Nb CALENDAR OF SPECIAL DAYS— NORTH AMERICAN DIVISION 1997

VOTED, To adopt the Calendar of Special Days for the North American Division for 1997 which reads as follows:

JANUARY

Curriculum Focus for the Month—Friendship Evangelism+

Religious Liberty Week	January 18-25	*
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FEBRUARY

Curriculum Focus for the Month—Family Life+

Black History Week	February 1-8	
Christian Home and Marriage Week	February 15-22	*
Health and Temperance Ministries Sabbath	February 22	*

MARCH

Curriculum Focus for the Month—Women in the Church+

Women's Day of Prayer	March 1	
Adventist Youth/Week of Prayer	March 8-15	*
Disabilities Awareness Sabbath	March 22	

APRIL

Curriculum Focus for the Month—Stewardship+

Missionary Magazines (*Signs, Message, El Centinela*

<i>La Sentinelle</i>)	April 5 *
Stewardship Sabbath	April 5
Literature Evangelism Sabbath	April 12 *
Education Sabbath	April 19 *

MAY

Curriculum Focus for the Month—Community Services+

Community Services Sabbath	May 3
Youth Sabbath	May 17

JUNE

Curriculum Focus for the Month—Church Growth and Evangelism+

Women's Ministry Emphasis Day	June 7
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JULY

Curriculum Focus for the Month—Adventist Lifestyle+

Home Study International Promotional Day	July 5
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AUGUST

Curriculum Focus for the Month—Spiritual Gifts+

SEPTEMBER

Curriculum Focus for the Month—Family Life+

Men's Day of Prayer	September 6
Nurture Periodicals (<i>Adventist Review, Insight, Guide,</i> <i>Primary Treasure, Little Friend</i>)	September 6-13
Family Togetherness Week	September 13-20 *
Hispanic Heritage Day	September 27

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OCTOBER

Curriculum Focus for the Month—Adventist Heritage+

Children's Sabbath	October 4	
Health Education Week (<i>Vibrant Life</i>)	October 4-11	*
Spirit of Prophecy Sabbath	October 18	*
Pathfinder Sabbath	October 25	*

NOVEMBER

Curriculum Focus for the Month—Health+

Ingathering Campaign Begins	November 1	*
Stewardship Sabbath	November 8	
Week of Prayer	November 8-15	*
Human Relations Sabbath	November 15	
Welcome Home Sabbath	November 22	*
Bible Sabbath	November 29	*

DECEMBER

Curriculum Focus for the Month—Christian Hospitality+

Ingathering Sabbath	December 6	*
Ingathering Campaign Ends	December 27	

+Curriculum resource materials are published in NAD church resource journals—

Celebration, Celebración, Célébration, Kids Stuff, and Cornerstone Youth Resource Journal.

* Special Materials Provided

NAD&UnSec/NADCOA/NADOUP/NAD&UnSec93YE/NAD&UnGCO93YE/93YE/
505-93Nc/NADCOA/NAD&UnSec/NADOUP/NADCOA/NAD&UnSec94YE/94YE/
505-94Nb/SECn/NADCOA/NAD&UnSec/NADOUP/NADCOA/NAD&UnSec95YE/95YE to
HWB

501-95Na AUTHORIZED MEETINGS NAD 1995—REVISED

VOTED, To revise the Authorized Meetings NAD 1995 with the understanding that attendance at these meetings must also be approved by the administration of each entity as follows:

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>October 1995</u>			
1	Sun	Message Advisory	Silver Spring MD
1(eve)-10	Sun	Annual Council	Silver Spring MD
2	Mon	NAD Union Presidents Council	Silver Spring MD
2	Mon	NAD Union Secretaries Council	Silver Spring MD
2	Mon	NAD Union Treasurers Council	Silver Spring MD
3	Tue	NAD Finance Committee	Silver Spring MD
9-11	Mon	Union Directors of Education	Battle Creek MI
11(pm)	Wed	Board of Education, K-12	Battle Creek MI
11(eve)	Wed	AHA Cabinet	Silver Spring MD
11(eve)-13	Wed	NAD Year-end Meeting	Battle Creek MI
16	Mon	NAD Hispanic Leaders	Silver Spring MD
30-Nov 1	Mon	NAD PARL Advisory	San Diego CA
<u>November 1995</u>			
29-Dec 4	Wed	NAD Committees for Elem & Sec Curri	Daytona Beach FL
29-Dec 1	Wed	NET'96 Coordinating Committee	Newbury Park CA
<u>December 1995</u>			
4-6	Mon	Regional Evangelism Council	Huntsville AL
5-8	Tue	NAD Bible Steering Com, K-8	Daytona Beach FL
5-12	Tue	Bible Steering Committee, 9-12	Daytona Beach FL
6	Wed	Adventist Risk Management Board	Silver Spring MD
27-31	Wed	FHES Publishing Convention	Haines City FL

NADCOA/NAD&UnSec/NADOUP/NADCOA/NAD&UnSec94YE/94YE/505-94Nc/SECn/
NADCOA/NAD&UnSec/NADOUP/NADCOA/NAD&UnSec95YE/95YE to HWB

501-95Nb AUTHORIZED MEETINGS NAD 1996—REVISED

VOTED, To revise the Authorized Meetings NAD 1996 with the understanding that attendance at these meetings must also be approved by the administration of each entity as follows:

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>January 1996</u>			
8	Mon	NAD Asian/Pacific Advisory	Silver Spring MD
8,9	Mon	Curriculum Features Commission	Florida

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NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>January 1996</u> contd			
9(pm)-12	Tue	NAD & Union Min Assoc Sec Council	Los Angeles CA
9-12	Tue	NAD & Union Church Min Dir Council	Los Angeles CA
11-13	Thu	NAD & Un Health/Temperance Dir Council	Los Angeles CA
11-15	Thu	College Pastors	Los Angeles CA
14-17	Sun	Materials Dev & Marketing Committee	Los Angeles CA
17-23	Wed	NAD Communications Advisory	Tucson AZ
23	Tue	Breath of Life Advisory	Silver Spring MD
24	Wed	Regional Presidents Council	Silver Spring MD
30,31	Tue	NAD Commission on Mission & Org	Westlake Village CA
<u>February 1996</u>			
1,2	Thu	Secondary Evaluation Instrument Committee	Loma Linda CA
4	Sun	Korean Advisory	Glendale CA
5	Mon	NAD Union Directors of Education	Loma Linda CA
5	Mon	BHE College Presidents and Provosts	Loma Linda CA
5(pm)	Mon	Adventist Information Ministry Bd	Newbury Park CA
6	Tue	Board of Higher Education	Loma Linda CA
7(am)	Wed	Board of Education K-12	Loma Linda CA
7(pm)	Wed	AHA Cabinet	Loma Linda CA
7(pm)-9	Wed	NAD Union Directors of Education	San Bernadino CA
8,9	Thu	NAD Officers & Union Presidents	Loma Linda CA
9	Fri	ASI Missions Inc Board	Loma Linda CA
9-11	Fri	ASI Retreat	Loma Linda CA
11	Sun	ASI Board	Loma Linda CA
12	Mon	NAD Certification Committee	Loma Linda CA
12-15	Mon	Presidents' Retreat	Pine Springs CA
19-21	Mon	NAD Technical Standards Committee	Columbia MD
23(am)	Fri	Assoc of SDA School Admin (ASDASA)	San Francisco CA
23	Fri	ABC Subcommittee	Melbourne FL
26(eve)	Mon	NAD Aviation Committee	Berrien Springs MI
27(am)	Tue	NADEI Finance and Executive Board	Berrien Springs MI
28	Wed	NAD Publishing Board	Boise ID
<u>March 1996</u>			
1-3	Fri	NAD Women's Commission	Silver Spring MD
4	Mon	NAD Women's Ministries Advisory	Silver Spring MD
4	Mon	Moving Van Committee	Silver Spring MD
6	Wed	Adventist Risk Management Board	Silver Spring MD

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October 13, 1995 p.m.
NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>March 1996</u> contd			
11-15	Mon	Elem Bible Textbook Steering Committee	Corpus Christi TX
11-16	Mon	GC Colloquium & Travel Moratorium	Silver Spring MD
15	Fri	La Voz Advisory	Silver Spring MD
17	Sun	Hispanic Education Advisory	Silver Spring MD
18	Mon	Commission for People with Disabilities	Silver Spring MD
18-29	Mon	Sec Bible Textbook Steering Committee	Corpus Christi TX
19	Tue	Sexual Ethics Commission	Silver Spring MD
19	Tue	Hispanic Advisory	Silver Spring MD
20-23	Wed	NAD Campus Ministries	Pine Springs CA
20-23	Wed	NAD Collegiate Adventists Better Lvng	Pine Springs CA
20	Wed	Human Relations Advisory	Silver Spring MD
21	Thu	Human Relations Directors	Silver Spring MD
24-27	Sun	FHES Leadership Workshop	Huntsville AL
27-30	Wed	Student Recruiting/Publishing Weekend	Huntsville AL
<u>April 1996</u>			
2, 3	Tue	Spring Meeting	Silver Spring MD
7-11	Sun	Div H&T Directors' Council	Silver Spring MD
8-10	Mon	NAD Union Secretaries Council	Seattle WA
11,12	Thu	Trust Services Materials & Planning Com	Victoria BC
14	Sun	Trust Services Standing Committee	Victoria BC
15,16	Mon	NAD Union Treasurers Council	Victoria BC
17,18	Wed	NAD Local Treasurers Council	Victoria BC
19	Fri	NAD Risk Management Committee	Victoria BC
28,29	Sun	Mid-America Constituency	Lincoln NE
28-May 2	Sun	Basic Trust Services Seminar	Berrien Springs MI
29,30	Mon	Francophone Advisory	Orlando FL
29,30	Mon	Curriculum Features Commission	Portland OR
<u>May 1996</u>			
3-15	Fri	Advanced Trust Services Seminar	Berrien Springs MI
6-10	Mon	Elem Bible Textbook Steering Com	Silver Spring MD
13-15	Mon	Local Church & Church School Aud Sem	Columbia MD
13-15	Mon	NAD Technical Standards Committee	
14-22	Tue	NAD K-12 Curriculum Meetings (NADCC)	Silver Spring MD
16	Thu	College Teacher Education Committee	Silver Spring MD
19	Sun	North Pacific Union Constituency	Portland OR
20-22	Mon	NAD PARL Council	Jackson Hole WY

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October 13, 1995 p.m.
NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>May 1996</u> contd			
20(pm)-22	Mon	Southwestern Union Constituency	Burleson TX
29	Wed	Adventist Risk Management Board	Silver Spring MD
<u>June 1996</u>			
2,3	Sun	Atlantic Union Constituency	South Lancaster MA
4,5	Tue	NAD Officers and Union Presidents	Silver Spring MD
10-28	Mon	NAD Summer Curriculum Workshops	King of Prussia PA
12(pm)	Wed	GC Staff Day	Gaithersburg MD
12-15	Wed	Church Planting Summit	
12-18	Wed	NAD Union Directors of Education	King of Prussia PA
13,14	Thu	Certification Registrars	King of Prussia PA
16,17	Sun	Lake Union Constituency	Berrien Springs MI
17-19	Mon	Local Church & Church School Aud Sem	Burleson TX
17-July 5	Mon	NAD Secondary Bible TRM	Loma Linda CA
18	Tue	Assoc of Adv Col & Univ Pres (AACUP)	Silver Spring MD
19-24	Wed	NAD National Retirees Convocation	Collegedale TN
21-24	Fri	Canadian Union Constituency	Oshawa CND
<u>July 1996</u>			
8-19	Mon	Sec Bible Textbook Steering Committee	Loma Linda CA
11-17	Thu	NAD Auditors Seminar	Hope BC
15	Mon	Assoc of Adv Family Life Prof Bd	Berrien Springs MI
15,16	Mon	Retirement Seminar	Silver Spring MD
15-17	Mon	Local Church & Church School Aud Sem	Westlake Village CA
21(eve)	Sun	NAD Aviation Committee	Berrien Spring MI
22(eve)	Mon	NADEI Finance and Board	Berrien Springs MI
22-26	Mon	Elem Bible Textbook Steering Committee	Portland OR
23	Tue	Ministerial Training Advisory Council	Berrien Springs MI
29	Mon	NAD Commission on Accreditation	Silver Spring MD
30	Tue	AHA Cabinet	Providence RI
30	Tue	ASI Board	Providence RI
31-Aug 1	Wed	NAD Union Presidents	Providence RI
31-Aug 3	Wed	ASI Division Convention	Providence RI
<u>August 1996</u>			
1-4	Thu	National Trust Services Seminar	Edmonton CND
2-6	Fri	Higher Ed Administrator's Seminar	

October 13, 1995 p.m.
NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>August 1996 contd</u>			
26,27	Mon	Regional Presidents Council	
28	Wed	Adventist Risk Management Board	Burlington VT
29,30	Thu	NAD Officers & Union Presidents	Loma Linda CA
<u>September 1996</u>			
3-13	Tue	GC Staff Travel Moratorium	Silver Spring MD
8-10	Sun	Southern Union Constituency	Knoxville TN
10	Tue	Ingathering Editorial Committee	Silver Spring MD
11	Wed	Materials Development and Marketing Com	Silver Spring MD
11-13	Wed	Union Directors of Education	Portland OR
12-14	Thu	Subscription Literature Annual Advisory	West Coast
12-18	Thu	NAD Union Directors of Education	Portland OR
15,16	Sun	Pacific Union Constituency	Fresno CA
16-18	Mon	Adventist Risk Management Conference	Portland OR
18	Wed	ABC Subcommittee	Hagerstown MD
18	Wed	NAD Publishing Board	Hagerstown MD
19	Thu	Human Resources Workshop	Portland OR
20	Fri	NAD Risk Management Committee	Portland OR
<u>October 1996</u>			
1(eve)-10	Tue	Annual Council	Costa Rica
7-11	Mon	Elem Bible Textbook Steering Committee	Boise ID
7-18	Mon	Sec Bible Textbook Steering Committee	Boise ID
26(night)-27	Sat	Columbia Union Constituency	Takoma Park MD
28,29	Mon	NAD Union Treasurers Council	Silver Spring MD
29	Tue	NAD Union Presidents Council	Silver Spring MD
29	Tue	NAD Union Secretaries Council	Silver Spring MD
30	Wed	NAD Finance Committee	Silver Spring MD
31, Nov 1	Thu	NAD, Union & GC Officers	Silver Spring MD
<u>November 1996</u>			
3	Sun	Message Advisory	Silver Spring MD
3	Sun	AHA Cabinet	Silver Spring MD
3(eve)-7	Sun	NAD Year-end Meeting	Silver Spring MD
11	Mon	NAD Hispanic Union Leaders Meeting	Silver Spring MD
14,15,18	Thu	NAD Technical Standards Committee	Las Vegas NV
17	Sun	Data Management Standards Committee	Las Vegas NV

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October 13, 1995 p.m.

NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>December 1996</u>			
2-4	Mon	Regional Evangelism Council	Huntsville AL
3-6	Tue	NAD Elem & Sec Curriculum Com	_____
4	Wed	Adventist Risk Management Board	Silver Spring MD
10-18	Mon	Bible Textbook Steering Committee (9-12)	_____
26-29	Thu	FHES Convention & Workshop	East Coast

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

501-95Nc AUTHORIZED MEETINGS NAD 1997

VOTED, To adopt the Authorized Meetings NAD 1997 with the understanding that attendance at these meetings must also be approved by the administration of each entity as follows:

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>January 1997</u>			
7(pm)-10	Tue	NAD & Union Min Assoc Sec Council	_____
7(pm)-10	Tue	NAD & Union Church Min Dir Council	_____
9-11	Thu	NAD & Un Health/Temperance Dir Council	_____
9-13	Thu	College Pastors	_____
12-15	Sun	Materials Dev & Marketing Committee	_____
13(eve)	Mon	Signs Board of Editorial Consultants	_____
17	Fri	ASI Missions Inc Board	_____
17-19	Fri	ASI Retreat	_____
19	Sun	ASI Board	Silver Spring MD
20-24	Mon	NAD Science/Health Steering Committee	_____
21	Tue	Breath of Life Advisory	Silver Spring MD
22	Wed	Regional Presidents Council	Silver Spring MD
27-31	Mon	Bible Textbook Steering Committee (1-4)	Southern CA
<u>February 1997</u>			
3	Mon	NAD Union Directors of Education	Loma Linda CA
3	Mon	BHE College Presidents and Provosts	Loma Linda CA
3(pm)	Mon	Adventist Information Ministry Bd	Newbury Park CA
4	Tue	Board of Higher Education	Loma Linda CA
5(am)	Wed	Board of Education K-12	Loma Linda CA

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October 13, 1995 p.m.
NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>February 1997</u> contd			
5(pm)	Wed	AHA Cabinet	Loma Linda CA
5(pm)-7	Wed	NAD Union Directors of Education	Loma Linda CA
6, 7	Thu	NAD Officers & Union Presidents	Loma Linda CA
10-13	Mon	Presidents' Retreat	Pine Springs CA
24(eve)	Mon	NAD Aviation Committee	Berrien Springs MI
25(am)	Tue	NADEI Finance and Executive Board	Berrien Springs MI
<u>March 1997</u>			
3	Mon	NAD Women's Ministries Advisory	Silver Spring MD
5	Wed	Adventist Risk Management Board	Silver Spring MD
10-15	Mon	GC Colloquium	Silver Spring MD
11-14	Tue	Assoc of SDA School Admin (ASDASA)	Daytona Beach FL
12(pm),13	Wed	NAD Publishing Board	East Coast
14	Fri	La Voz Advisory	Silver Spring MD
16	Sun	Hispanic Education Advisory	Silver Spring MD
17	Mon	Hispanic Youth Task Force	Silver Spring MD
17	Mon	Commission for People with Disabilities	Silver Spring MD
17-28	Mon	Bible Textbook Steering Com (9-12)	Orlando FL
18	Tue	Sexual Ethics Commission	Silver Spring MD
18	Tue	Hispanic Advisory	Silver Spring MD
19-22	Wed	NAD Campus Ministries	Pine Springs CA
19-22	Wed	NAD Collegiate Adventists Better Lvng	Pine Springs CA
21	Wed	Human Relations Advisory	Silver Spring MD
20	Thu	Human Relations Directors	Silver Spring MD
<u>April 1997</u>			
2,3	Wed	Spring Meeting	Silver Spring MD
4	Fri	AHA Cabinet	Silver Spring MD
7-9	Mon	NAD Union Secretaries Council	_____
14,15	Mon	NAD Union Treasurers Council	_____
16	Wed	NAD Risk Management Committee	_____
27-May 1	Sun	Basic Trust Services Seminar	Berrien Springs MI
29	Tue	Sm Sch Com/Sec Curr/Sec Special Project	_____
<u>May 1997</u>			
2-14	Fri	Advanced Trust Services Seminar	Berrien Springs MI
12-13	Mon	Francophone Advisory	Silver Spring MD
13-21	Tue	NAD K-12 Curriculum Meetings (NADCC)	_____

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October 13, 1995 p.m.

NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>May 1997</u> contd			
15	Thu	College Teacher Education Committee	
28	Wed	Adventist Risk Management Board	Silver Spring MD
<u>June 1997</u>			
2, 3	Mon	NAD Officers and Union Presidents	Silver Spring MD
9-27	Mon	NAD Summer Curriculum Workshops	
11(pm)	Wed	GC Staff Day	Gaithersburg MD
11-17	Wed	NAD Union Directors of Education	
17	Tue	Assoc of Adv Col & Un Pres (AACUP)	Silver Spring MD
18	Wed	Board of Higher Education	Silver Spring MD
<u>July 1997</u>			
14,15	Mon	Retirement Seminar	Silver Spring MD
15-21	Tue	NAD Auditors Seminar	
20(eve)	Sun	NAD Aviation Committee	Berrien Spring MI
21(eve)	Mon	NADEI Finance and Board	Berrien Springs MI
22	Tue	Ministerial Training Advisory Council	Berrien Springs MI
31-Aug 3	Thu	National Trust Services Seminar	Edmonton CND
<u>August 1997</u>			
1-5	Fri	Higher Ed Administrator's Seminar	
4	Mon	NAD Commission on Accreditation	Silver Spring MD
5	Tue	ASI Board	Albuquerque NM
6-9	Wed	National Convention	Albuquerque NM
11,12	Mon	Regional Presidents Council	
13	Wed	AHA Cabinet	Loma Linda CA
14,15	Thu	NAD Officers & Union Presidents	Loma Linda CA
27	Wed	Adventist Risk Management Board	Burlington VT
<u>September 1997</u>			
2-12	Tue	GC Staff Travel Moratorium	Silver Spring CA
9	Tue	Ingathering Editorial Committee	Silver Spring MD
11-17	Thu	NAD Union Directors of Education	
15-17	Mon	Adventist Risk Management Conference	
18	Thu	Human Resources Workshop	
19	Fri	NAD Risk Management Committee	
22-26	Mon	NAD K-12 Bible Steering Committee	
30(eve)-Oct 9	Tue	Annual Council	Silver Spring MD

October 13, 1995 p.m.
NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>October 1997</u>			
10	Fri	NAD Union Treasurers Council	Silver Spring MD
10	Fri	NAD Union Presidents Council	Silver Spring MD
10	Fri	NAD Union Secretaries Council	Silver Spring MD
12	Sun	NAD Finance Committee	Silver Spring MD
12	Sun	Message Advisory	Silver Spring MD
13	Mon	NAD, Union & GC Officers	Silver Spring MD
13(eve)-16	Mon	NAD Year-end Meeting	Silver Spring MD
20	Mon	NAD Hispanic Union Leaders Meeting	Silver Spring MD
<u>November 1997</u>			
2	Sun	AHA Cabinet	Silver Spring MD
11-14	Tue	NAD Bible Textbook Steering Com K-12	_____
<u>December 1997</u>			
1-3	Mon	Regional Evangelism Council	Huntsville AL
2-5	Tue	NAD Elem & Sec Curriculum Com	_____
3	Wed	Adventist Risk Management Board	Silver Spring MD

WMn/NADOUP/95YE to EAS

550-95N WOMEN'S MINISTRIES DEPARTMENT

The 1995 General Conference Session approved an amendment to the General Conference Constitution and Bylaws which included Women's Ministries as a department of the General Conference. On that basis the Nominating Committee named and the Session elected a Women's Ministries Director.

Earlier in the proceedings when the *Seventh-day Adventist Church Manual* was discussed on the floor of the Session and in the *Church Manual* Committee, the Women's Ministries Department was removed from the list of offices in the *Seventh-day Adventist Church Manual* which are to be filled by the local church nominating committee. This was a mistake, since the 1994 Annual Council had submitted a recommendation which included the Women's Ministries Department in the *Seventh-day Adventist Church Manual* list, as well as in the revised General Conference Constitution and Bylaws. Thus the two actions of the Session are not in harmony.

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October 13, 1995 p.m.

NAD Year-end Meeting

The North American Division needs the position of Women Ministries Director to be included in the list of church offices to be considered by the local church nominating committee.

VOTED, 1. To request union executive committees and conference executive committees to approve an action authorizing and requesting local churches to include the position of Women's Ministries Director in the list of church offices to be considered by the nominating committee.

2. To ask the conferences to inform the pastors and the local church leadership of this and the reason for the action.

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

**533-95N SEVENTH-DAY ADVENTIST RETIREMENT PLAN OF
THE NORTH AMERICAN DIVISION—
POLICY AMENDMENT**

VOTED, To amend NAD Appendix I (formerly NAD Z), Seventh-day Adventist Retirement Plan of the North American Division. (A copy is attached to these official minutes, following page 294.)

95YE to HWB

586-95N NOMINATING COMMITTEE REPORT

VOTED, To accept the Nominating Committee Report as follows:

Vice President for Special Ministries - Manuel Vasquez
Vice President for Evangelism and Global Mission - Cyril Miller
Vice President for Education - Richard C Osborn
General Vice President - Clarence E Hodges
Associate Secretary - Rosa T Banks
Field Secretary - Elizabeth A Sterndale
Associate Treasurer - Donald R Pierson
Associate Treasurer - Juan R Prestol (Subject to his permanent return)
Director, Adult Ministries - Auldwin T Humphrey
Director, Children's Ministries - Noelene Johnsson
Director, Family Life Ministries - Willie Oliver

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NAD Year-end Meeting

Director, Health/Temperance - DeWitt S Williams
Director, Ministerial Association - William C Scales, Jr
Director, Office of Human Relations - Rosa T Banks
Director, Pathfinder, Camp & Adventurers - Norman Middag
Director, Public Affairs/Religious Liberty - Clarence E Hodges
Director, Publishing - Robert S Smith
Director, Stewardship - G Edward Reid
Director, Women's Ministries - Elizabeth A Sterndale
Director, Youth Ministries - Jose Rojas
Associate Director of Education - Dallas Kindopp
Associate Director Elementary Education - Erma J Lee
Associate Director, Ministerial Association - Eradio Alonso
Associate Director, Public Affairs/Religious Liberty and
Editor of *Liberty* - Clifford Goldstein

NADEI/95YE to HWB

**577-95N NORTH AMERICAN DIVISION EVANGELISM INSTITUTE
BOARD (NADEI) (NAD-B)—APPOINTMENT**

VOTED, To appoint the North American Division Evangelism Institute Board
(NADEI) (NAD-B) as follows:

MEMBERS:

McCLURE, ALFRED C, Chair
Schneider, Don, Vice Chair
Burrill, Russell C, Secretary

Andreasen, Neils-Erik
Baptiste, Harold W
Crumley, George H
Farwell, Clayton R
Gallimore, Jay
Gordon, Malcolm D
Hodges, Clarence E
Jacobsen, Donald G
Jones, Theodore T
Johnston, Bruce
Kilcher, Douglas R
Klam, Norman

Martin, Ralph W
Miles, Norman
Mostert, Thomas J Jr
Parchment, Orville D
Prestol, Juan
Sahlin, Monte C
Sandefur, Charles
Scales, William C Jr
Trevino, Max
Vasquez, Manuel
Vhymeister, Werner K

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October 13, 1995 p.m.
NAD Year-end Meeting

2 Pastors

MacCarty, Skip
Jenkins, Philip

1 Layperson

Aitken, Judy

PREn/95YE to ACM

588-95N WOMEN IN MINISTRY

Alfred C McClure responded to comments on his stand and the letter he sent out last July after the General Conference Session in Utrecht relating to women's ordination. McClure encouraged the leaders to support the vote of the world body.

A paper stating his position was made available ("McClure Responds to Questions About Women in Ministry") and a copy is filed with the original minutes.

McClure also proposed that February 3, 1996 be a special day of prayer for affirmation and encouragement for our youth of both genders who feel the call to the ministry.

PREn/95YE to ACM-NADO+NADCOM

592-95N COMMISSION ON WOMEN IN MINISTRY

VOTED, To authorize the appointment of a presidential Commission on Women in Ministry.

96YE to HWB

BATTLE CREEK TABNERACLE PASTOR—APPRECIATION

VOTED, 1. To express appreciation to the pastor of the Battle Creek Tabernacle and to the members for the use of their facilities for these meetings and for their outstanding hospitality.

95YE to HWB

UNION PRESIDENTS—APPRECIATION

Euro-Asia Division expressed its appreciation to the NAD Union presidents for contributing to the phenomenal growth in that division through their financial, material and personnel support. As a token of their appreciation, a Russian bell was presented to each of the union presidents.

96YE To HWB

MIDDAG, NORMAN—APPRECIATION

Appreciation was expressed to Norman Middag for his part in the physical arrangements for the meeting.

96YE to HWB

SMITH, ROBERT—APPRECIATION

Appreciation was expressed to Robert Smith and to the members of the distribution committee.

96YE to HWB

RETIRING NAD STAFF—APPRECIATION

VOTED, To express appreciation to the following people retiring this quinquennium for their years of dedicated service to the North American Division:

Robert L Dale
Marion Hartlein
Gordon Madgwick

Gilbert L Plubell
Owen A Troy

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October 13, 1995 p.m.

NAD Year-end Meeting

Adjourned

A C McClure, Chair

Rosa T Banks, Secretary

M C Van Putten, Editorial Secretary

Nancy Vasquez, Recording Secretary

NORTH AMERICAN DIVISION COMMITTEE

November 14, 1995, 1:30 p.m.

PRESENT

Harold W Baptiste (Ch), Rosa T Banks (Sec), Bill Cash, Martin Feldbush, Dwight Hildebrandt Jr, Clarence E Hodges, Aldwin T Humphrey, Donald G Jacobsen, Noelene Johnsson, Robert E Lemon, Benjamin Maxson, Donald R Pierson, G Edward Reid, Jose Rojas, William C Scales Jr, Robert S Smith, Kenneth M Turpen.

PRAYER REQUESTS

Prayer was requested for Bill Hold's (Retirement) son who sustained serious injuries from a fall this past weekend. Also prayer was requested for the congregations and their members during this unsettling time of elections which are occurring in various parts of the division.

Martin Feldbush offered prayer.

MINUTES of the meeting held September 27, 1995 were approved.

NADCOM to HWB

YEAREND MEETING MINUTES—APPROVAL

VOTED, To approve the Year-end Meeting minutes, as follows:

October 12, 1995, morning session
October 12, 1995, afternoon session
October 13, 1995, morning session
October 13, 1995, afternoon session

PREn/NADCOA/NADCOM to DGJ

FERREIRA, ODETTE—APPOINTMENT

VOTED, To appoint Odette Ferreira as Assistant Director for Adventist Colleges Abroad, effective November 1, 1995.

November 14, 1994 - NADCOM

FER/SECn/NADCOA/NADCOM to HWB

**CREDENTIALS & LICENSES FOR EMPLOYEES OF FAMILY
ENRICHMENT RESOURCES, INC.**

VOTED, To issue credentials and licenses to employees of Family Enrichment Resources, Inc for the period ending August 31, 2000 or for the period of denominational employment if it terminates before that date, as follows:

Ministerial Credentials

Bandfield, Doug
Dalla Tor, Dionisto
Davis, Ronald L
Florian, Samuel S
Labry, Earl J
Lozano, Eliseo
Novales, Pedro H

Orozco, Abel
Otis Jr, Harold F
Pruitt, Milton
Shafer, Daniel H
Soo Cho, Myung (Ron)
Sunderland, Gary
Widmaier, Karl

Ministerial License

Carter, Ronald L

Valderrama, Mauricio

Commissioned Ministerial Credentials

Carter, Larry
Frood, Reginald

Griffiths, David
Liers, William

Missionary Credentials

Aparicio, Oscar
Bartolome, Rudney
Borg, Doris
Diocares, Luis
Easley, Mike
Gotsis, Martha
Kim, Sangchul
Labry, Victoria
Lim, Swee T
Moore, Inez
Perez, Uden
Rusk, Terry

Scalzo, Victor
Scroggs, Deanna
Simons, Reginald
Skov, Kenneth
Strever, Danny
Sunderland, Charlene
Thomas, Carol
Trimarchi, Deanna
Villa, Mercedes
Walters, Liselotta
Ward, Scott
Zenner, Guillermo
Zenith, Oseas

November 14, 1995 - NADCOM

Missionary License

Bautista, Georgina Y
 Davis, Becky
 Delgado, Fred
 Diaz, Alvaro
 Gilbert, Green
 Iuliano, Steve
 John, Azariah I
 Johnson, Barry
 Kelley, Kent

LeBron, Maria
 Lopez, David
 Murray, Duane
 Paul, Joseph
 Pintos, Walter
 Prewitt, Eugene
 Saia, Steve
 Simens, Christine
 Tucker, Sandra

Literature Evangelist Credentials

Abdul-Karim, Camille
 Alconga, Nestor
 Alvarez, Alirio
 Argueta, Neftali
 Ayala, Adolfo
 Bajo, Ismael
 Barreras, Joel
 Berger, Tim
 Borg, Doris
 Brouhard, James
 Caroro, Eunice
 Castaneda, Gilberto
 Chrispens, Kenneth
 Chuquimia, David
 Coloma, Abraham
 Dalla Tor, Elvira
 Dayrit, Rogelio
 Diocares, Luis
 Draper, Don
 Evangelista, Solomon
 Fentress, William
 Flores, Juan
 French, Steve
 Fritzler, Hugo
 Garcia, Gilbert
 Garcia, Marcos
 Geraldo, Libardo
 Guillermo, Camilo
 Hernandez, Fanny

Hoch, John
 Johnson, Cindy
 Krausse, Max
 Kim, Sangchul
 Larsen, Ronald
 Leiss, Norberto
 Lello, Graham
 Lello, Judy
 Lorenzo, Adalinda
 Maritato, Joaquin
 Martin, Hector
 Medrano, Moises
 Nolasco, Edelmiro
 Obando, Mario
 Obando, William
 Pierre, Nacius
 Scalzo, Victor
 Shortall, Paul
 St. Clair, Cecel
 Tejada, Ricardo
 Thomas, Carol
 Urdiales, Abela
 Valderrama, Mauricio
 Velasquez, Robert
 Villa, Mercedes
 Villanueva, Nestor
 Walters, Lisa
 Zenith, Deomelio
 Zenner, Maria

Literature Evangelists Licenses

Alabe, Waldo
 Ames, Irene
 Atchison, Bruce
 Britton, Relzer
 Caesar, Liliana
 Calderon, Isidr
 Cortes, Helen
 DeKock, Maria
 Del Pozo, Magdalena
 Gallion, John
 Grimaldi, Carlos
 Gutierrez, Narciso
 Hardy, Shirley
 Hernandez, Gabriel
 Jimenez, Carlos
 Magdaleno, Eric
 Magpayo, Jose
 Mamani, Gregorio

Marquez, Gerald
 Mercado, Carmen
 Montoya, Cesar
 Montoya, Jose
 Nolasco, Juan
 Novales, Isolin
 Opp, Barbara
 Ordonez, Sabino
 Penaflorida, Narciso
 Schoonmaker, Betty
 Tio, Maximo
 Trent, Ron
 Uriarte, Luis
 Varley, Josephine
 Ward, Paul
 Whitesel, Harold
 Williams, Alice
 Williams, Zane

NADEI/NADCOM to HWB-NADEI

**NORTH AMERICAN DIVISION EVANGELISM INSTITUTE
 BOARD (NADEI) (NAD-B)—TERMS OF REFERENCE**

VOTED, To refer the Terms of Reference for the North American Division Evangelism Institute Board (NADEI) (NAD-B) back to NADEI asking the board clarify number 4. and to consider combining numbers 3. and 7. since the terms have essentially the same meaning.

REPORT

William C Scales Jr reported that the model evangelistic program which involves young evangelists in the Regional Conferences is working very well. A young evangelist, Tim Lewis, has been holding Revelation Seminars in Louisville, Kentucky. This past Sabbath he held the first baptism from the Revelation Seminar and baptized 63 people. Next Sabbath another baptism will be held and he hopes to exceed a total of 100 baptisms as a result of the Revelation Seminars.

November 14, 1995 - NADCOM

Scales also reported that the Ebony Evangelism campaign in the Southwest Region Conference has resulted in 1600 baptisms thus far this year. The goal of 1500 was exceeded by 100 persons at the end of the third quarter for the largest number of baptisms in a calendar year in the history of the conference. As a result of the effort of 18 evangelists and church members, nine new churches have been planted with a tenth expected to be established this last quarter.

Adjourned.

H W Baptiste, Chair
Rosa T Banks, Secretary
Carolyn Rochester, Recording Secretary

