

YEAR-END MEETING

NORTH AMERICAN DIVISION COMMITTEE

November 6, 1996 8:00 a.m.

DEVOTIONAL MESSAGE

Nathaniel Hollis, Pastor, South Atlantic Conference, spoke on "My Passion as a Soul Winner."

I have been given the task of addressing "My Passion as a Soul Winner." So you will hear the word "I" quite a number of times but do not misunderstand it. Jesus is behind that I.

The question comes, how do I keep the vision of global evangelism of the Seventh-day Adventist Church alive in my heart? What is it that burns like fire in my heart when it comes to soul winning? What has caused me to find my way over all the rough spots in my life to fulfill this passion of soul winning? Before I address these questions I would like to share a story with you.

Years ago Napoleon Hill was requested by Andrew Carnegie, then one of the richest men in the world and here in the United States, to find out what all the rich men had in common. He wanted to work out a single method that could be given to the world as a master plan. It took Napoleon Hill twenty years to fulfill this task that Carnegie assigned him to do. Hill put his findings in a book entitled "*Think and Grow Rich*."

I told you that to illustrate what it is that keeps the vision of global evangelism of the Seventh-day Adventist Church alive in my heart. Napoleon Hill put the secrets of his findings of those rich men in a book. God did the same thing. He employed 40 men to write His secrets—His master plan for humanity in a book. It is called the Holy Bible.

One day on life's highway I found myself discouraged with this life. Though my father is a Baptist preacher, he was not there when I was growing up. I was born in the 40s in little city called Albany, Georgia, to a teenage mother who did not know Jesus. For decades I stumbled through this life trying to find my way, living the best I could, with no one that I knew at the time, trying at all to rescue me from the ravages of sin. But one day, the Holy Spirit impressed me to buy this book. I obeyed that voice. I started to read that Book. I saw what Jesus had done for so many others and I said at that moment, "God, if you will save me, I will serve you. Like the Apostle Paul, God delivered me from myself and the enemy who is the devil. All my life I had been trying to make it on my own. Born without Christian parents was a tragedy. Being born into a community in the 40s where if you were poor and Black you fell through the cracks. I had no one to tell me about God's master plan for my

96-192

November 6, 1996 a.m.

NAD Year-end Meeting

life. I was left to perish in the greatest and the richest country in the world. I was written off as an incorrigible derelict on life's highway. But thank God for Jesus who did not write me off.

You want to know what drives me day after day? It is to see that the many who are like myself—left to perish on a lonely island of poverty and despair, to see these people get saved.

I remember when I was a little boy in this particular neighborhood where I used to go to a barber shop. The man cutting my hair was a preacher, but he never said one word to me about Jesus. He lived in that neighborhood and saw all of us living a life contrary to the word of God, but he never mobilized his congregation to rescue us. He watched boys and girls self-destruct like myself. I said I will never do that as a Seventh-day Adventist preacher.

You want to know what motivates me? Now I am blessed; I have a big car, a big house, and degrees. I have been polished to be an instrument to used by God to go back into the trenches to let my little light shine; to talk to the boys and girls and the women and men who are struggling the best way they know how; to let them know that there is a way, and Jesus is that way.

There is a story about some scientists who learned how to program fleas. They would put fleas in a jar, and put the jar into a larger container and the fleas would jump out of the jar into the larger container. So the scientists would take the same fleas and put them back into the jar and put a lid over it. Those fleas would jump and they would bump their heads. After a period of time the fleas stopped jumping so high. Then the scientists came back and took the lid off the jar and the fleas would not jump out of the jar. They were programmed by these scientists.

There are millions who have been programmed, by the devil, to self-destruct. They are trapped, in so many cases, in the ghettos all over this world. No matter who, they are programmed too and unless somebody takes the gospel, the secrets of God in a Book and shares the good news of Jesus with them, they will continue to self destruct.

I am so glad; I am happy that God rescued me. It is so wonderful to be a part of the family of God. You want to know what motivates me to win souls? It is because God has anointed me with this message. This message transformed my life. I can do no other but to preach the Word of God—underneath a tent, in a hall, in a church or on the street corner. It does not matter because God's angels are with me and people are transformed by the hundreds when we preach and teach this Word.

You want to know what motivates me—success! You know the old story—“A winner never quits and a quitter never wins!” All of the success feeds into my psyche. I love to hear people say, “Thank God for you, Pastor Hollis, you didn’t pass us by.” I know what it is like to be lost in an evil, cold, and callous world. I never wanted to pastor a church where people just come in week after week and were never motivated to reach out to help those who are sinking ever deeper in the quick sand of degradation.

God has done so much for me. He elevated me from the ghettos of Washington, D.C.; put me on a bus and sent me to Oakwood College—that is another story in itself. Oakwood was ordained of God. I went to Oakwood with no high school diploma and no money. Mr. Warren heard my story and said “I believe that God has sent you.” He took his pen and wrote a note to someone at the Admissions office saying, “Let this young man in.” While I was there, I studied for my GED and at the same time was trying to get my B.A. degree. I was a “special” student. They did not understand what they had stamped on my transcript—“special.” God had called me to join a team of workers like you; to do my task. We are a team and everybody must do his or her task or the team will not accomplish its mission.

God is good. I promised God by His grace, and through His power that I would run until I couldn’t run any longer. “What did the Lord want me to do after Oakwood and Andrews?” It is found in Act 9:6.

You want to know what motivates me?—a good administration; an administration that believes in me. That helps my psyche. What motivates me is that I know God has called me to do evangelism. I do not strive for other positions because God has not given me those talents. He has given me the ability to win souls for Him. All I need is a tent and a place to pitch it and God will draw the people. Sure, it is hard work, but at the end of the four and five weeks when you are baptizing hundreds and you are sweating doing it, you are just rejoicing.

I know about discrepancies, controversies on different doctrinal teachings of our Church. I do not allow myself to be distracted about righteousness by faith. Jesus will take care of it. I am righteous because I am in Jesus and that is the bottom line. That is what I believe and that is what I preach and people accept. I let those that have the gift of knowledge figure out all that theological stuff.

God said His Word is like fire, ‘Jeremiah 5:14, Matt 3:11.’ That fire is shut up in your bones. What motivates me is a devotional life, reading the Word of God, studying other good writers who have written on the Word of God and have made it plain, like Ellen G White. From my research it is impossible for this woman to have written the *Great Controversy* without the Spirit of God.

96-194

November 6, 1996 a.m.

NAD Year-end Meeting

What keeps me fired up is interacting with people like T A McNeely. When I am around workers I talk about evangelism. I dream and think evangelism. When I am around administrators and other folk with other passions, they say, "Hollis, get a life." When they see me coming they know it is an evangelistic topic. So you have to associate yourself with people of like mind. Because when I talk with other evangelists, we just sit around and talk about evangelism all the time. We don't tell each other to "get a life." We already have a life and that life is doing evangelism. You have to know who you are and what you are about.

I am a part of a great union—the Southern Union, and I'm thankful to be a part of the North American Division and the world Church.

Soul winning starts with God. "Without me," Jesus said, "you can do nothing, but if you follow Me, I will make you a fisher of men." To follow means to conform. When I conform to the teachings of the Master, when I submit my will to the Master, I go fishing with my reel which is my Bible; my bait which is my Bible; I find a pond where lost people are and I will cast my reel into the midst of the people and God will bless it.

Alfred C McClure, Chair, called the fifth session of the 1996 North American Division Committee Year-end Meeting to order.

PRAYER Richard Lane

COMO/EDUn/NADUn&GCO96YE/574-96Na-h/96YE to RCO&HWB

**574-96N COMMISSION ON MISSION AND ORGANIZATION
(EDUCATION SEGMENT)—REPORT**

Richard C Osborn, Vice President for Education, North American Division, presented the report of Commission on Mission and Organization (Education Segment) and its recommendations to the 1996 Year-end Meeting. (A copy of the report is on file with these minutes). It was

VOTED, 1. To receive the report of the Commission on Mission and Organization (Education Segment) and to vote the following:

2. To adopt the underlying philosophy that the denomination should adopt a systems approach to Christian education by broadening its scope to include all aspects of the Church that touch the lives of its youth in such areas as Seventh-day Adventist schools,

Sabbath School, Pathfinders, Seventh-day Adventist Youth, Seventh-day Adventist Junior Youth, summer camps, and other youth programs. To help implement the underlying systems based philosophy, the Commission recommends that:

a. A tracking system be developed which includes the circumstances of every child and young person from birth through age 22 and that strategies be developed to meet the needs of each.

b. Regular meetings be held among the leadership at every level of the Church which touches the youth of the Church for the purpose of developing and monitoring a seamless process which will assist in building the faith maturity and denominational loyalty of the young people.

3. Review the financial criteria used in the accreditation evaluation process with a view to strengthening the procedure where necessary.

4. Undertake a critical review of the terms of accreditation for academies and strengthen the document to ensure better standards in all accredited schools.

5. To ask the North American Division to work with the auditors to develop appropriate management indicators to be included in academy financial statements utilizing the information available on financial ratios in Project Affirmation studies.

6. To ask the North American Division to develop an Academy Finance Consulting Group whose services could be used by secondary schools. Initially this group would conduct in-depth studies of the finances of successful academies of varying size to begin the process of finding out how an academy might become more efficient. They can also project the financial impact of each level of enrollment as a basis for determining the amount of financial aid the academy could afford to give. An academy could obtain the services of this group to help in the budgeting process on a short term or long term basis.

7. To ask the North American Division to establish and fund a task force to explore ways in which technology could be utilized to improve the quality and efficiency of Seventh-day Adventist education.

8. To ask the North American Division to study both secondary and higher education and establish workable models and criteria for viable academies and colleges.

96-196

November 6, 1996 a.m.

NAD Year-end Meeting

9. To ask each union to establish a commission to give study to how many academies their areas should have.

10. To ask each union to give study to establishing fixed funding for the educational system with inefficient systems no longer being subsidized.

11. To ask all levels of the Church to use the report as background material for studying the identified issues in order to develop appropriate solutions.

DMSC/UnPres/96YE to DJ

TECHNICAL STANDARDS COMMITTEE—REPORT

Benny Moore introduced Charlie Cumba, President of CogniTech Corporation, to give a demonstration of the software for a membership system. This tool can facilitate a tracking system to track all members throughout their relationship with the Church.

Charlie Cumba demonstrated the program on the screen and showed the various data elements that could feed into the program to make any member follow-up possible. This software does offer connectivity to other data-based programs that are already in place in our church entities. This program will become the standard for the North American Division and will be updated as new versions become available.

After considerable questions and answers, it was

VOTED, 1. To receive the report and accept the recommendations of the Technical Standards Committee to purchase the Sharkware Program for the Church Membership System. The purchase cost is to be shared by the North American Division and NAD Unions as follows: one third by NAD and two thirds by NAD Unions distributed on a percentage of membership basis.

2. To authorize the North American Division Treasurer to negotiate and contract with CogniTech Corporation for an unlimited site license for the use of customized Sharkware Contact Management software within the North American Division.

3. To request legal counsel knowledgeable in the field of software contracts to review the contract before it is executed.

4. To ask the Technical Standards Committee to be responsible for:

- a. Software customization specifications, and
- b. Development and implementation of a distribution plan.

BOOK PRESENTATION—600 MINUTES WITH GOD

Richard Duerkson presented the first copy of the new book, *600 Minutes With God*, a devotional for men, edited by Rajmund Dabrowski, to Alfred C McClure.

PUBLISHING HOUSES REPORT

Ted N C Wilson, President of the Review and Herald and Bob Kyte, President of the Pacific Press Publishing Association presented the current challenge of the trend of declining subscriptions to magazines published by our publishing houses. The Review and Herald Publishing Association and the Pacific Press Publishing Association are building a cooperative and collaborative relationship.

Ted N C Wilson showed overheads which revealed the decline in subscriptions for the magazines—*Message*, *Listen*, *Guide*, *Winner*, *Vibrant Life*, and *Women of Spirit*. Wilson and Kyte solicited suggestions from the group. They are as follows:

1. Merge *Vibrant Life* and *Signs* to save money.
2. Sample magazines could be placed in church libraries with cards for ordering personal subscriptions.
3. Take a hard look at the really effective magazines and discontinue the others.
4. Reduce the number of magazines published.

Appreciation was expressed to the presidents of both publishing houses for their production of NET'96 materials. The employees of both houses felt they were directly involved in NET'96 since the printing went through their presses.

WHITE ESTATE—REPORT

Juan Carlos Viera, Secretary of the Ellen G White Estate, introduced the International Institute of Prophetic Studies, a new education program which addresses issues of inspiration,

96-198

November 6, 1996 a.m.

NAD Year-end Meeting

revelation, and the role of inspired writings within the Church. The Institute has a teaching staff that will help meet the needs of teachers, theology students, and the general church membership. The courses include Biblical Studies and Prophecies, Dynamics of Inspiration, Principles of Interpretation, and Faith in Action. Viera stated that the White Estate is happy to be part of the North American Division and is at the service of the Division at any time.

PREn/96YE to JRP

VICE PRESIDENT FOR MINISTRIES—NEW POSITION

VOTED, To create a new position, Vice President for Ministries, whose responsibilities will include:

Department Coordination

In keeping with the goals and objectives of the North American Division, the Vice President for Ministries will direct the development of a cohesive strategy with a core curriculum to enable each department to produce materials and training activity designed to support nurture, outreach and service.

The Vice President for Ministries will serve as an advisor to the following departments:

- a. Adult Ministries
- b. Children's Ministries
- c. Family Life/Pathfinders
- d. Health & Temperance
- e. Stewardship
- f. Youth & Young Adults
- g. Women's Ministries

It is the responsibility of the Vice President for Ministries to:

- a. Conduct periodic meetings of departmental leadership
- b. Coordinate biennial departmental advisories
- c. Conduct biennial Ministries Convention
- d. Serve as departmental liaison with division administration
- e. Assist division associate treasurer in budgeting oversight

NAD Administration

The Vice President for Ministries will assist the President of the North American Division in representing the Division in union and conference functions and other assignments as needed.

Committees

The Vice President for Ministries will serve on the following committees.

1. Church Resources Consortium, Vice-chair
2. Departmental Council, Chair
3. North American Division Committee for Administration (NADCOA)
4. North American Division Committee (NADCOM)
5. North American Division Officers (NADO)

PREn/96YE to JRP

**OTIS, ROSE—VICE PRESIDENT FOR MINISTRIES—
ELECTION**

VOTED, To elect Rose Otis as Vice President for Ministries for the North American Division, effective January 1, 1997.

PREn/96YE to MV

**NATIVE EVANGELISM INITIATIVE—
MULTILINGUAL MINISTRIES**

Robert Burnette and Monte Church gave the following report on Native American Ministries:

The Native culture is rich with prophecies in various tribes which foretell the return of the Creator. The Native American Movement has initiated a resurgence of interest in the Native culture even by those who have only a small percentage of blood relation to a tribe. The increase in the Native population and interest in knowing the Creator has provided a tremendous opportunity for the Seventh-day Adventist Church to offer the Gospel of Christ to the Native people.

96-200

November 6, 1996 a.m.

NAD Year-end Meeting

It should be noted that the Native American tribes and nations comprise the language and cultural groups in North America which have yet to be reached with the gospel.

The Native Evangelism Initiative provides a response to the interest within the Native culture by bringing into partnership several key North American Division ministries. The four-year strategy is planned to create a self-supporting evangelistic ministry. An aggressive initiative will be implemented under a servant leadership model, with the goal of planting new churches as the gospel is taken to 200 Native nations within the borders of the United States of America and with as many more Native nations in Canada.

North American Division-Adventist Development and Relief Agency (NAD-ADRA) will facilitate community assessments and projects appropriate to meet Native needs in each targeted nation. There are a wide variety of economic, educational, and cultural issues impacting each nation which will directly affect the approach of ministry to be carried out. Proposals will be developed by NAD-ADRA for those projects within specific criteria.

The Adventist Youth Service Network will recruit young Messengers (Pioneers) to serve as student missionaries to meet the needs of the people. Training will be coordinated by the Center for Youth Evangelism with special emphasis on Bible studies and conducting meetings within the context of Native cultural awareness. The goal is to raise and train an army of 100 youth for the summer of 1997.

The Native Evangelism Initiative is currently waiting to hear from Amazing Facts concerning its request to utilize materials and evangelists. The Native leadership and constituency feel that Amazing Facts literature is the most compatible Bible study material for the Native culture.

After invitations to learn more about the Savior, the Bible, and a better life are mailed to homes in the Native nations, trained youth will personally deliver and share the Bible studies with those who have requested information. Videos, prepared from a native culture perspective and which share the beliefs of the Seventh-day Adventist Church, will be shared by youth from home to home. The Initiative will cover 100 nations in the first year.

A partnership with the North American Division Education Department has fostered a project which will impact evangelism, administration, and education for the world Church. This is the introduction of interactive satellite technology at reasonable prices to the NAD. Leaders have recognized that evangelism begins with our children. A consortium of Native schools has been initiated. An oversight board for Holbrook Indian School has been approved. Holbrook will become the flagship school for all Native schools. The *Journal of Adventist*

Education has approved the concept of including Native education news. Two qualified Native professors have been employed by a Seventh-day Adventist university.

The Native Evangelism Initiative operates within the structure of the conferences, and unions. Each plan or activity concerning the Initiative is first presented to the conference and union for approval. The Initiative has received only the most positive support at all levels of church leadership.

Additional partner relationships are needed for information and nurturing programs. As video programs are released, access to ACN and 3ABN are essential for development of volunteer and financial support. The print media have pledged support already and articles have been printed in various publications. More will be released in the near future. Programs with Women's Ministries, Children's Ministries, Health and Temperance, and Ministerial emphasis are currently planned.

The donors supporting the Initiative are asked to provide funds and commitments on an annual basis for the remainder of this quinquennium. Some of these funds will be sent to the North American Division and a portion of these funds will be sent to conference or union offices to cover the expense of projects and programs. Funds for videos and *Native New Life* will be sent directly to the North Pacific Union. Funds for education programs will be sent to Holbrook Indian School. Funds for humanitarian programs will be sent to ADRA Native centers, Native foundations, or NAD-ADRA.

The four-year budget projects a need for \$869,000. This budget includes programs, products, and services which are needed during the beginning stages of the Initiative to generate soul-winning and establish churches. These programs include training pastors, volunteers, and task force workers. Products include Bible study materials, videos for this visual-learning culture group, and the printing of translated materials. Services include travel expenses for evangelistic programs, consulting, initial fund-raising expenses, and direct mail cost. Some of these needs will be met by organizations providing services free of charge. Over \$460,000 has been committed or received since August 1, 1996.

Six development centers were established across the North American Division. A training program was held after the Youth Congress at Holbrook Indian School. Each of the selected participants either had a computer or was provided a computer through a donor network. Travel for most participants was also provided. All participants received free food, lodging, and fund-raising software to begin their development program. Participants were taught church policy, government policy, department development startup guidelines, and software usage. The centers were given assignments to have three fund-raising and one grant-writing activity in the following twelve months. A donor is providing matching funds

96-202

November 6, 1996 a.m.

NAD Year-end Meeting

for their \$25,000 challenge. In addition, a donor provided one center with funds for operating expenses. Development for the Initiative will be ongoing for the four-year period.

PUBLIC RELATIONS REPORT

Clarence E Hodges announced that several Seventh-day Adventists were elected or reelected to government posts. They are:

1. Sheila Jackson Lee, Texas, Reelected, U S Congress
2. Roscoe G Bartlett, Maryland, Reelected, U S Congress
3. Bob Stump, Arizona, Reelected, U S Congress
4. Judith Hawkins, Tallahassee, Florida, elected County Judge

TREn/SECn/NAD&UnSec/NADOUP/NADCOA/96YE to HWB

506-96Na MASTER OF DIVINITY SCHOLARSHIPS (Types of Scholarships)—POLICY AMENDMENT

VOTED, To amend NAD R 20, Master of Divinity Scholarships, section R 20 05, Types of Scholarships, to read as follows:

R 20 05 Types of Scholarships—Scholarships that are granted to persons who study for a Master of Divinity degree at the Seventh-day Adventist Theological Seminary under the Ministerial Scholarship Plan (L 25) shall be as follows:

1. *Regular Scholarship*—The regular monthly scholarship shall be for ~~up to~~ nine quarters and the amount shall be determined by NADCOM each year at the Year-end Meeting.

~~2. *Scholarship for Eighth/Ninth Quarter in Field*—The scholarship for students who spend the eighth and/or ninth quarter of ministerial training in the field shall be 130% of the Category A remuneration factor.~~

~~3.~~ 2. *Scholarship for Students from Canada/Bermuda*—Married students from Canada and Bermuda, whose spouses are unable to obtain permanent visas allowing them to work during the time their spouses are attending the Seminary, may be granted a scholarship of up to twice the amount of the regular scholarship.

TREn/SECn/NAD&UnSec/NADCOA/NADOUP/96YE to HWB

**506-96Nc MASTER OF DIVINITY SCHOLARSHIPS (Additional
Expense)—POLICY AMENDMENT**

VOTED, To amend NAD R 20, Master of Divinity Scholarships, section R 20 15, Additional Assistance, to read as follows:

R 20 15 Additional Assistance—Students who are recipients of a scholarship shall be eligible for the following additional assistance:

1. Assistance on round-trip travel - No change
2. Expense for moving personal effects - No change
3. ~~Health-care~~ Health care expense assistance, tuition - No change
4. While participating in an evangelistic campaign, the seminary student may be granted an amount equal to 12% of Category A remuneration factor per week for up to six weeks.

HEdC/SECn/NAD&UnSec/NADCOA/NADOUP/96YE to HWB

**507-96Na HIGHER EDUCATION POLICIES (Objectives)—
POLICY REVISION**

VOTED, To revise NAD FH, Higher Education Policies, section FH 05, Objectives, to read as follows:

FH 05 North American Division Higher Education Cabinet

ARTICLE I

1. *Definition*—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 Seventh-day Adventist higher education, ensuring regular updating and revision; to provide general guidelines for the governance of colleges and universities; and

to seek ways for colleges and universities to collaborate and cooperate in accomplishing the objectives of Seventh-day Adventist higher education while respecting the autonomy of institutional boards.

2. *Composition of the Cabinet*—The membership of the Higher Education Cabinet shall include the president, secretary, treasurer, and vice president for education of the North American Division, the chairs of the board and chief executive officer of each college and university operated by a denominational organization within the territory of the North American Division. In the case of Andrews University and Loma Linda University, the board vice-chair will also be a member. The North American Division president shall serve as chair. The immediate past president of the Association of Adventist College and University Presidents shall serve as vice-chair. The North American Division vice president for education shall serve as secretary.

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

4. *Duties of the Cabinet*—The Higher Education Cabinet shall:

a. Review proposals to establish or discontinue programs of study (such as majors, professional, and graduate programs), and institutions (schools, colleges, and universities), whenever such changes appear to impact the system of Seventh-day Adventist higher education in the North American Division and other divisions of the Church as determined by the secretary of the Higher Education Cabinet. Recommendations from such reviews shall be submitted to NADCOM, the General Conference Department of Education, or other sponsoring organizations, and to the respective institutional administration or trustees, in harmony with established procedure. If no prior understanding has been reached in the case of new programs, this would include at a minimum the informing of the respective presidents and departments, the Association of Adventist Colleges and University Presidents, and the Higher Education Cabinet in session.

b. Review the reports from the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities following each institutional accreditation renewal with a view to taking responsibility for the educational standards achieved in the system of Seventh-day Adventist higher education.

c. Establish a schedule for occasional visits by Higher Education Cabinet officers to member institutions for the purpose of keeping these officers informed about institutional issues.

d. Approve disbursement of funding received from the North American Division or other sources for the purpose of supporting Higher Education Cabinet activities.

e. Review North American Division-wide wage and perquisite remuneration arrangements that apply to all institutions, and make recommendations as appropriate.

f. Encourage and facilitate harmonious and cooperative working relationships between and among institutions of higher education by these and other means:

1) Providing a forum for review of shared mission.

2) Facilitating long-term planning for the system of North American Division higher education.

3) Facilitating resolution of apparent conflicts in such areas as recruitment, funding, new programs, and staffing.

4) Calling two regular annual meetings and such other special sessions as may be required.

5) Collecting and analyzing statistical information from the institutions.

5. *Duties of the Higher Education Cabinet Secretary*—The secretary shall:

a. Meet with the Association of Adventist Colleges and University Presidents.

b. Facilitate site visits for the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

c. Provide public relations and information services on behalf of higher education.

96-206

November 6, 1996 a.m.

NAD Year-end Meeting

d. Represent the concerns and interests of higher education to the General Conference and the North American Division.

e. Inform the Association of Adventist College and University Presidents regarding developments, challenges, and opportunities that have been identified in the North American Division and the General Conference.

f. Stay informed about the operations and issues facing Higher Education Cabinet member institutions.

g. Keep custody of all minutes and records of the Higher Education Cabinet.

h. Secure needed funding from the North American Division to support Higher Education Cabinet activities.

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 Cabinet.

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

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 Higher Education Cabinet 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 Higher Education Cabinet.

ARTICLE IV—RIGHT OF APPEAL

Any action of the Higher Education Cabinet 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 Higher Education Cabinet. The Cabinet 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 Higher Education Cabinet 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.

HEdC/SECn/NAD&UnSec/NADCOA/NADOUP/96YE to HWB

507-96Nb HIGHER EDUCATION POLICIES (Establishing New or Elevating Existing Colleges or Universities)— POLICY REVISION

VOTED, To revise NAD FH, Higher Education Policies, section FH 05 20, Establishing New or Elevating Existing Colleges or Universities, to read as follows:

FH 05 20 Establishing New or Elevating Existing Colleges or Universities—In order to coordinate the denomination's efforts, and to avoid misunderstandings, it is requested that plans to establish new or expand existing schools not be implemented or publicized prior to final approval and receipt of official notice of the same by the Higher Education Cabinet.

Unions desiring to establish a college, or to elevate an existing school to advanced status, shall appoint a survey committee to make an on-site study of the proposal. This survey committee shall include representation from the General Conference Department of Education and the North American Division Office of Education. Requests to the General Conference Department of Education for authorization to establish a college or to elevate an existing school to advanced status, shall be accompanied by a report from the survey committee and shall include a description of the purposes of the proposed educational institution, the constituency it is to serve, and the plans for financing and staffing. When the request is for a

96-208

November 6, 1996 a.m.
NAD Year-end Meeting

proposed change in organization or function of an established college, the projected changes should be clearly indicated in the inspection report along with present and projected scholastic levels expected of students attending the school.

The report by the survey committee shall be submitted to the Higher Education Cabinet for review and subsequent recommendation to NADCOM. In the case of a new institution, NADCOM may authorize the establishment of such for a probationary period of three years, subject to review by the sponsoring organization/institution and the respective accreditation agencies, including the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. In the case of an institution seeking to change, e.g. from a two-year to a four-year college, NADCOM will on the basis of the recommendations from the Higher Education Cabinet and/or the General Conference Department of Education, or other sponsoring organizations, advise the trustees of the college in question of its findings.

OGC/SECn/NADCOA/NADOUP/NAD&UnSec96YE/96YE to HWB

**511-96N GOOD AND REGULAR STANDING—
POLICY DIRECTIVE**

VOTED, To amend the phrase “good and regular standing” to read “regular standing” wherever it may be found in the North American Division *Working Policy* book, including the Guidelines published in Appendix V.

SECn/NADCOA/NADOUP/NAD&UnSec96YE/96YE to HWB

524-96N BOARD OF HIGHER EDUCATION—DIRECTIVE

VOTED, To replace the phrase “Board of Higher Education” with “Higher Education Cabinet” in the NAD *Working Policy* wherever it appears because at the 1995 Year-end Meeting the Board of Higher Education was replaced by the Higher Education Cabinet.

SECn/NADCOA/NADOUP/NAD&UnSec96YE/96YE to HWB

**525-96Na CONTINUING EDUCATION FOR MINISTRY
(Organization and Structure)—POLICY AMENDMENT**

VOTED, To amend NAD L 33, Continuing Education for Ministry, section L 33 10, Organization and Structure, to read as follows:

November 6, 1996 a.m.
NAD Year-end Meeting

L 33 10 Organization and Structure—The NAD Ministerial Association is charged with the responsibility of providing and promoting continuing education for ministry in the North American Division.

1. Continuing education for ministry - No change
2. Continuing education for ministry is guided by the ~~NAD~~ Continuing Education for Ministry Advisory (~~NADCEMA~~) (CEMA) as outlined below (see L 33 15).
3. The NAD Ministerial Association cooperates with the Andrews University Center of Continuing Education for Ministry at the SDA Theological Seminary and its Administrative Committee (AUCCEMA^dC) in providing continuing education for the North American Division.

SECh/NADCOA/NADOUP/NAD&UnSec96YE96YE to HWB

**525-96Nb CONTINUING EDUCATION FOR MINISTRY (NAD
Continuing Education for Ministry Advisory [NADCEMA]
Operating Procedures)—POLICY AMENDMENT**

VOTED, To amend NAD L 33, Continuing Education for Ministry, section L 33 15, NAD Continuing Education for Ministry Advisory (NADCEMA) Operating Procedures, to read as follows:

L 33 15 ~~NAD~~ Continuing Education for Ministry Advisory (~~NADCEMA~~) (CEMA) Operating Procedures—1. Members shall be elected at the North American Division ~~Year-end Meeting~~ Committee (NADCOM) following the General Conference Session by ~~NADCOM~~ as follows:

President, NAD, ~~Chairman~~ Chair
Dean, SDA Theological Seminary, ~~Vice-chairman~~ Vice-chair
Secretary, NAD Ministerial Association, Secretary
Secretary, NAD
Treasurer, NAD
Administrative Assistant to NAD President
NAD Vice President for Evangelism/Global Mission
NAD Vice President/Director for Multilingual Ministries
Assistant to the President for Ministries
Vice President for Education

96-210

November 6, 1996 a.m.

NAD Year-end Meeting

Union Presidents, NAD

GC Vice President, Adviser to Ministerial Association

Secretary, GC Ministerial Association

GC Coordinator, Ministerial Continuing Education

Director, Shepherdess International

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

Four local conference presidents from NAD (including one from a regional conference)

~~Chairman~~, Chair, Andrews University Board

President, Andrews University

Director, Andrews University Center of Continuing Education for Ministry, SDA Theological Seminary

Director, Doctor of Ministry Program, SDA Theological Seminary

~~Director, NAD Church Ministries Department~~

~~Director, NAD Multilingual Ministries~~

Director, Institute of Church Ministry, Andrews University

Director, Center of Human Relations, Andrews University

Director, Institute of Hispanic Ministry, SDA Theological Seminary

Director, NAD Evangelism Institute

Ministerial Association Secretaries, NAD unions

Pastors appointed to Ministerial Training Advisory Committee

Laymembers appointed to Ministerial Training Advisory Committee

2. It shall give guidance to:

a. Continuing education for ministry in NAD as directed by the Ministerial Training Advisory Committee (MTAC).

b. Continuing education activities through long-range and strategic planning.

c. Policy recommendations for continuing education for ministry.

d. Program evaluation.

3. Normally it shall meet once a year as directed by MTAC.

HRS/OGC/TREn/SECn/NADCOA/NADOUP/NAD&UnSec96YE/96YE to HWB

**528-96Nb RETIREMENT OF ELECTED EMPLOYEES—
POLICY AMENDMENT**

VOTED, To amend NAD D 40, Retirement of Elected Employees, to read as follows:

D 40 Retirement of Elected Employees

If during the term for which an employee was elected, some condition of health develops that prevents the discharging of his/her duties efficiently, the employing body, after due consultation with physicians, may require the elected employee to request Family and Medical Leave of Absence (see D 67) and/or Employee Disability Income Plan benefits (see X 33). ~~and with~~ With the approval of the responsible higher organizations, the employing organization shall have the authority to effect retirement of such an employee before expiration of the term for which he/she was elected.

HRS/OGC/TREn/SECn/NADCOA/NADOUP/NAD&UnSec96YE/96YE to HWB

**528-96Nc VACATIONS AND HOLIDAYS (Use of Vacation Time)—
POLICY AMENDMENT**

VOTED, To amend NAD D 50, Vacations and Holidays, section D 50 35, Use of Vacation Time, to read as follows:

D 50 35 Use of Vacation Time—Vacation time should generally be taken after it is earned. It may be used at such time or times when requested by the employee, approved by the supervisor, and authorized by the appropriate authority. Leave for Family and Medical Leave of Absence purposes shall be requested in accordance with D 67.

HRS/OGC/TREn/SECn/NADOUP/NADCOA/NAD&UnSec96YE/96YE to HWB

**528-96Nd SICK LEAVE (Extended Sick Leave Time)—
POLICY AMENDMENT**

VOTED, To amend NAD D 65, Sick Leave, section D 65 30, Extended Sick Leave Time, to read as follows:

96-212

November 6, 1996 a.m.

NAD Year-end Meeting

D 65 30 Extended Sick Leave Time—1. Beginning with the - No change

2. To qualify for this benefit, the employee must be under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized the provision of paragraph 1. above shall begin on the day of admittance to the hospital. Any leave under this policy should be coordinated, to the extent applicable, with the Family and Medical Leave of Absence policy (see D 67).

HRS/OGC/TREn/SECn/NADCOA/NADOUP/NAD&UnSec96YE/96YE to HWB

**528-96Ne SICK LEAVE (Part-time Work After Illness)—
POLICY AMENDMENT**

VOTED, To amend NAD D 65, Sick Leave, section D 65 55, Part-time Work After Illness, to read as follows:

D 65 55 Part-time Work After Illness—An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the extended sick leave bank as long as hours of accrued sick leave time are available. Any provision of the Family and Medical Leave of Absence policy shall continue in accordance with D 67 until the employee has been released by his/her physician to return to full-time employment.

TREn/NADCOA/NAD&UnTre96YE/NAD&UnSec96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**533-96N INVESTMENT POLICY BY DENOMINATIONAL
ENTITY—POLICY AMENDMENT**

VOTED, To amend NAD P 30 50, Investment Policy by Denominational Entity, paragraph 1-d, to read as follows:

d. Plant Fund

1) P 30 40 - No change

November 6, 1996 a.m.
NAD Year-end Meeting

- 2) P 30 45 items a.-f., j., k., l., and m.
- 3) P 30 45 items g. and o. (AU and LLU only) - No change

TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**534-96N VACATIONS AND HOLIDAYS (Maximum Accrual)—
POLICY AMENDMENT**

VOTED, To amend NAD D 50, Vacations and Holidays, section D 50 15, Maximum Accrual, to read as follows:

D 50 15 Maximum Accrual—Vacation time may only be earned and accumulated from year to year up to a maximum of six weeks. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.

TREn/NADCOA/NAD&UnTre96YE/NAD&UnSec96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**541-96N CARE AND RESPONSIBILITY IN FINANCIAL
OPERATIONS (Debt Control)—POLICY AMENDMENT**

VOTED, To amend NAD P 15, Care and Responsibility in Financial Operations, section P 15 60, Debt Control, paragraph 4, to read as follows:

4. *Annual Report*—Each union conference is to make an annual report to the North American Division Treasury of all borrowing of funds up to ~~\$500,000~~ \$750,000 approved by the union committee.

96-214

November 6, 1996 a.m.

NAD Year-end Meeting

TREn/NAD&UnTre96YE/NAD&UnSec96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**542-96N DENOMINATIONAL RETAIL STORES (Fiscal Year for
Adventist Book Centers)—POLICY AMENDMENT**

VOTED, To amend NAD I 55, Denominational Retail Stores, section I 55 90, Fiscal Year for Adventist Book Centers, to read as follows:

I 55 90 Fiscal Year for Adventist Book Centers—The fiscal year for ~~ABCs~~ Adventist Book Centers shall be the period beginning ~~February 1 and ending January 31~~ January 1 and ending December 31. This change must be completed by December 31, 1998.

TREn/NAD&UnTre96YE/Fin96YE/NAD&UnSec96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**543-96N CONFLICT OF INTEREST (Statement of Policy)—
POLICY AMENDMENT**

VOTED, To amend NAD P 35, Conflict of Interest, section P 35 05, Statement of Philosophy, paragraph 3-h, to read as follows:

h. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.

TREn/NADCOA/NAD&UnTre96YE/Fin96YE/NAD&UnSec96YE/NADUn&GCO96YE/
96YE to GHC&HWB

**545-96N UNION REVOLVING LOAN FUND—
POLICY AMENDMENT**

VOTED, To amend NAD P 20, Union Revolving Loan Fund, paragraph 5, to read as follows:

5. *Excess Capital*—In the event excess capital is available in the ~~fund~~ funds, such may be invested in all items in ~~P 30 40~~ P 30 40, General Conference Unitized Funds, and/or in the Union Revolving Loan Fund of any other union under terms mutually agreeable.

SECn/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to HWB

554-96N COUNCILS (NADCOM)—POLICY REVISION

VOTED, To revise NAD B 25, Councils, section B 25 10, NADCOM, to read as follows:

B 25 10 NADCOM—A meeting of NADCOM known as the Year-end Meeting will be held each year following the General Conference Annual Council.

SECn/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to HWB

556-96N INTERDIVISION TRAVEL (Travel by Employees Serving in the North American Division)—POLICY AMENDMENT

VOTED, To amend NAD C 15, Interdivision Travel, section C 15 05, Travel by Employees Serving in the North American Division, to read as follows:

C 15 05 Travel by Employees Serving in the North American Division—1.
*Requests from Divisions—*a. When the officers - No change

b. If the division officers and the officers of the employing organization are willing to release the employee for a visit to another division, authorization shall be by action of the ~~General Conference Committee~~ North American Division Committee for Administration (NADCOA).

2. *Requests Initiated by the North American Division—*a. At times it - No change

b. If the officers of the division in which the visit is to take place are willing to arrange a visit, authorization shall be by action of the ~~General Conference Committee~~ North American Division Committee for Administration.

3. *Planning the Visit* - No change

4. *Official Correspondence*—All correspondence between the North American Division and the overseas division shall be channeled through the ~~GC~~ General Conference vice president appointed for this work.

96-216

November 6, 1996 a.m.

NAD Year-end Meeting

5. *Travel Expenses*—Travel expenses of employees shall be negotiated by the ~~GC~~ General Conference vice president appointed for this work with the division concerned. In some instances travel expenses may be paid by the calling/receiving division and in other instances by the sending/initiating division.

149-96Ga/96AC/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to HWB

**557-96Na MODEL UNION CONFERENCE CONSTITUTION AND
BYLAWS (Executive Committee)—POLICY AMENDMENT**

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

Article V—Executive Committee

Sec. 1. Membership of Executive Committee - No change

Sec. 2. Delegated Authority - No change

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

a. To fill for the current term - No change

b. To appoint committees, such as an administrative committee, with their terms of reference.

~~b. c.~~ To employ such personnel as may be ~~necessary~~; necessary to execute its work effectively.

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

Sec. 4. Regular Meetings - No change

Sec. 5. Special Meetings - No change

Sec. 6. Quorum - No change

149-96Gc/96AC/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to HWB

**557-96Nb MODEL LOCAL CONFERENCE CONSTITUTION
AND BYLAWS (Executive Committee)—
POLICY AMENDMENT**

VOTED, To amend NAD CA 20, Model Local Conference Constitution and Bylaws, section CA 20 05, Local Conference Constitution and Bylaws, Bylaws, Article V—Executive Committee, to read as follows:

Article V—Executive Committee

Sec. 1. Membership: The executive committee - No change

Sec. 2. Delegated Authority: The executive - No change

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

a. To fill for the current term - No change

b. To appoint subcommittees, such as an administrative committee, with their terms of reference.

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

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

Sec. 4. Regular Meetings - No change

Sec. 5. Special Meetings - No change

Sec. 6. Quorum - No change

96-218

November 6, 1996 a.m.

NAD Year-end Meeting

172-96Ga/96AC/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to HWB

**558-96Na MODEL UNION CONFERENCE CONSTITUTION AND
BYLAWS (Name)—POLICY AMENDMENT**

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

Article I—Name

The name of this organization shall be known as the _____ Union
Conference of Seventh-day ~~Adventists~~. Adventists, hereinafter referred to as the union
conference.

172-96Gc/96AC/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to HWB

**558-96Nb MODEL LOCAL CONFERENCE CONSTITUTION
AND BYLAWS (Name)—POLICY AMENDMENT**

VOTED, To amend NAD CA 20, Model Local Conference Constitution and Bylaws, section CA 20 05, Local Conference Constitution and Bylaws, Constitution, Article I—Name, to read as follows:

Article I—Name

The name of this organization shall be known as the _____ Local Conference
of Seventh-day ~~Adventists~~. Adventists, hereinafter referred to as the conference.

EDn/NADCOA/NADUn&GCO96YE/NAD&UnSec96YE/96YE to HWB

**562-96N CALLING EMPLOYEES FOR INTRADIVISION
SERVICE (Calls for Teachers)—POLICY AMENDMENT**

VOTED, To amend NAD D 30, Calling Employees for Intradivision Service, section
D 30 60, Calls for Teachers, to read as follows:

November 6, 1996 a.m.
NAD Year-end Meeting

D 30 60 Calls for Teachers—An organization placing a call for a teacher or any salaried employee working in a ~~denominationally-operated school~~ denominationally-operated school, including teachers in hospital schools of nursing and nursing school staffs in collegiate schools of ~~nursing, after May 1 of each year~~ nursing, shall first obtain the consent of the organization employing such employee.

However, every effort should be made on the part of school administrators to cooperate with the General Conference in filling emergency calls which may arise at any time for teachers or employees working in denominational schools. (~~The General Conference has requested divisions~~ The North American Division requests organizations to anticipate as early as possible their needs for educational employees so that their calls may be processed before May 1.)

159-96G/96AC/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to HWB

563-96N BASIC PRINCIPLES FOR OPERATING PUBLISHING INSTITUTIONS—POLICY DELETION

VOTED, To delete NAD I 05, Basic Principles for Operating Publishing Institutions, which reads as follows:

I 05 Basic Principles for Operating Publishing Institutions

All denominational publishing houses are both Church owned and Church operated. The object of their establishment was for the furtherance of the work of the Church, and it is therefore imperative that they be operated in harmony with the missionary purposes, objectives, and principles of the Seventh-day Adventist organization. Boards of management and the employees in these institutions, individually or collectively, are urged to make no attempt to alter or depart from the established principles or fundamental practices of the Church in the conduct of its institutional work, except within the framework of approved Church procedures.

Should these principles and practices be changed at will by those carrying on the work of these Church institutions, the inevitable result would be confusion and disruption and eventually in their passing out of the control of the denomination. This is demonstrated by the experiences of many other denominations.

96-220

November 6, 1996 a.m.

NAD Year-end Meeting

employees, and is based not on the wage scales generally prevailing in the world but upon denominationally accepted principles of missionary self-sacrificing service and support. Those accepting service in denominational work should therefore recognize this principle in the remuneration they receive.

To change this basis of operating denominational institutions would result in confusion, and they could easily cease to be instruments for carrying out the purposes and objectives of the Church.

The conduct of institutional work should always be placed upon and kept at a high spiritual level. The Master's injunction that "all ye are brethren" (Matt. 23:8) should ever be a guiding principle with everyone connected with this work, and at no time should there be any occasion for a division into groups in any Church-operated institution.

While recognizing that the primary responsibility for the conduct of the affairs of the institutions must rest with the boards of management elected by the constituency, the Church does not accept the idea prevailing in the world that results in the unreasonable distinction which is often drawn between management and labor. This is entirely foreign to the very spirit and purpose of a Christian organization. From the boards of trustees, right through the plant, including managers, treasurers, department heads, superintendents, foremen, and employees in all departments, there should be maintained at all times a spirit of Christian fellowship, cordial cooperation, and mutual respect. To maintain such an atmosphere is the purpose of the Church in the conduct of all its institutions. The basic principle in accomplishing this end is to maintain a real and wholesome family relationship throughout the entire institution, in which every employee occupies his or her place as a responsible member, and is recognized as an integral part of the whole.

Ways and means of solving all problems arising in the conduct of the respective institutions can readily be found within the organizational framework and established policies, and this should be the constant purpose of all those connected with the institutional work. Misunderstandings of whatever nature can successfully be cleared away by mutual counsel, fellowship and understanding.

In harmony with the foregoing principles, the following policies will apply:

1. Frequently scheduled meetings of the respective institutional families shall be held, at which times the work of the institutions and matters relating to the employees in general may be considered, items of interest may be reported upon, plans for further expansion and development may be studied, and suggestions for improving the work of the institutions may be offered by members of the institutional family.

2. Full information relating to the personal well-being of the employees, such as hours of employment, plan of remuneration, sick benefits, compensation, insurance, other allowances, etc., shall be made available to those entitled to such information.

3. The constituencies, in the election of the respective boards of management, shall include suitable and experienced individuals from among the institutional family and the field, and the respective boards in making up the executive committees shall take care to see that a reasonable balance from the various departments is maintained.

4. In harmony with the principles of denominational institutions, when new organizations within institutions are desired, they shall be organized in counsel with and by approval of the respective institutional boards.

5. Appropriate credentials or licenses shall be issued to all regular full-time employees in publishing institutions in harmony with the provisions of the North American Division Working Policy.

173-96G/96AC/NADCOA/NAD&UnSec96YE/NADUN&GCO96YE/96YE to HWB

**566-96N LOCAL CONFERENCE STATUS PROCEDURE—
POLICY AMENDMENT**

VOTED, To amend NAD B 09 10, Local Conference Status Procedure, to read as follows:

~~B 09 10 Local Conference Status Procedure—Local Status—Procedure—Local~~
missions desiring local conference status shall proceed as follows:

1. The local mission shall request - No change

2. At the request of the local mission, the union and the division shall assist the local mission administration to complete a self-evaluation form, based on the Criteria for Conference Status outlined in B 09 05, and to prepare for the responsibilities that rest upon a conference.

3. The local mission - No change

4. If the union executive - No change

96-222

November 6, 1996 a.m.

NAD Year-end Meeting

5. The survey team shall - No change
6. The union executive committee - No change
7. The division executive - No change
8. Upon the approval of the - No change
9. Where there has been - No change

184-96G/96AC/NAD&UnTre96YE/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/
96YE to GHC&HWB

568-96N CAMP MEETING MISSION OFFERING—POLICY AMENDMENT

VOTED, To amend NAD U 25, Camp Meeting Mission Offering, to read as follows:

U 25 Camp Meeting Mission Offering

U 25 05 Mission Emphasis—Conferences are urged to follow the plan of emphasizing mission giving in connection with camp meetings and/or district and regional meetings.

1. *Sabbath School*—At the Sabbath school hour during camp meeting the appeal is to be confined to the regular Sabbath School ~~Offering.~~ mission offering.

2. *Worship Hour*—~~The Service~~—If a camp meeting offering for missions is to be taken at a Sabbath morning worship ~~service.~~ service, such offering will be divided as follows:

a. When there are two Sabbaths in a camp meeting program, the worship service offering is to be distributed in one of two ways. The offering may be divided on each of the two Sabbaths on a fifty-fifty basis between local needs and the mission offering, or the offering may be designated on one Sabbath entirely for local needs, and on the other Sabbath entirely as a mission offering.

b. When there is only one Sabbath in the camp meeting program, the offering is to be divided on a fifty-fifty basis between local needs and missions.

November 6, 1996 a.m.
NAD Year-end Meeting

c. When the worship service offering is received at camp meetings, attendees should be told how the offering is to be allocated. Further, they should be advised that they have the right to designate in writing how their own camp meeting offering is to be divided between local projects and missions.

3. ~~*Division of Offering*~~—When the offering is to be divided between local projects and missions, the division will be as follows:

a. ~~When there are two Sabbaths in the camp meeting program, the two offerings may be divided on a fifty-fifty basis, or one offering may be assigned to missions and the other to local work.~~

b. ~~When there is only one Sabbath in the camp meeting program the offering is to be divided on a fifty-fifty basis.~~

c. ~~When the offering is to be divided, it is to be made clear to all that the offering will be divided unless an individual specifically requests that his total offering be credited to missions or to a local project.~~

170-96G/96AC/NAD&UnTre96YE/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/
96YE to GHC&HWB

**569-96N WORLD MISSION FUND (Definition)—
POLICY AMENDMENT**

VOTED, To amend NAD U 05 05, Definition, to read as follows:

U 05 05 Definition—The regular mission funds in all the world include such general offerings as: Sabbath School, Annual Sacrifice, Missions Extension, and all donations given for the purpose to which mission appropriations are made. These funds are designated the World Mission Fund and are recognized as General Conference funds. They are therefore included in the annual world mission budget distribution. The Annual Sacrifice offering distribution is recommended to the world Church by the office of Global Mission.

96-224

November 6, 1996 a.m.
NAD Year-end Meeting

167-96G/96AC/NADCOA/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/
NADUn&GCO96YE/96YE to GHC&HWB

**570-96N 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 - No change
- b. Union deposit fund - No change
- c. Union revolving loan - No change
- d. Pooled investment/loan - No change
- e. Government and corporate - No change
- f. Government, Federal agencies - No change
- g. Preferred stocks, common - No change
- h. Special temporary employee loans—These interest-bearing loans are given under special conditions such as in connection with a move. The controlling ~~committee or board~~ committee, board, or properly appointed subcommittee must give approval for each loan with the details included in the action recorded in the minutes.
- i. Purchase of building sites - No change
- j. 1) Intrad denominational loans - No change
2) Loans may also be - No change
- k. Secured automobile loans - No change

- l. Secured loans to denominational - No change
- m. Secured trust deeds - No change
- n. Conference Agency Fund - No change
- o. Real estate syndicates - No change
- p. Real estate loans to - No change

TREn/SECn/NAD&UnSec/NADCOA/NADOUP/96YE to GHC&HWB

**509-96N REVIEW OF LOCAL CHURCH FINANCIAL RECORDS
(Donor Records)—NEW POLICY**

VOTED, To adopt a new policy NAD P 62 07, Donor Records, which reads as follows:

P 62 07 Donor Records—In harmony with NAD B 60 and good business practice of storing duplicate copies of vital records at another site, in order to guard against loss by such disasters as fire, flood, or theft, each local church shall provide the local conference treasurer with a copy of the monthly remittance worksheet. This will ensure the preservation of the records. The confidentiality of such records shall not be compromised.

NAD&UnTre/NADOUP/NAD&UnTre96YE/Fin96YE/NAD&UnSec96YE/
NADUn&GCO96YE/96YE to GHC&HWB

**535-96N AUTOMOBILE POLICY (Automobile Insurance
Assistance)—POLICY AMENDMENT**

VOTED, To amend NAD X 30, Automobile Policy, section X 30 15, Automobile Insurance Assistance, to read as follows:

X 30 15 Automobile Insurance Assistance—1. Eligibility—No change

2. Educational Personnel K-16—Employees whose job requires less frequent use of their automobile are not eligible for automobile insurance assistance. Nevertheless, for their protection and the denomination's protection when their automobile is used in the course

96-226

November 6, 1996 a.m.

NAD Year-end Meeting

of employment, it is recommended that they maintain the same minimum level of bodily injury liability protection as required for employees receiving automobile insurance assistance.

2. 3. *Deductible*—Assistance (as calculated in c. below) may be granted on annual automobile insurance expense that exceeds ~~2.34~~ 25 percent of the ~~regular yearly current~~ monthly Category A remuneration factor (~~monthly remuneration factor Category A x 12~~, rounded to the nearest dollar). Proof of payment and minimum insurance limits as in a. below is required.

- a. *Required Coverage* - No change
- b. *In the event* - No change
- c. *The amount of* - No change
- d. *An unmarried denominational employee* - No change

NAD&UnTre/NADOUP/NAD&UnTre96YE/NAD&UnSec96YE/96YE to GHC&HWB

536-96N EMPLOYEE DISABILITY INCOME PLAN (Service Credit Accrual)—POLICY AMENDMENT

VOTED, To amend NAD X 33, Employee Disability Income Plan, section X 33 30, Service Credit Accrual, to read as follows:

X 33 30 Service Credit Accrual—Employees who become disabled will be granted full service credit ~~for while employed during~~ 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.

ARM/TREn/NAD&UnTre96YE/Fin96YE/NAD&UnSec96YE/NADUn&GCO96YE to GHC&HWB

546-96Na RISK MANAGEMENT POLICIES (Protection of Denominational Assets)—POLICY AMENDMENT

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 05, Protection of Denominational Assets, to read as follows:

November 6, 1996 a.m.
NAD Year-end Meeting

P 50 05 Protection of Denominational Assets—1. *Operating Policies*~~The Risk Management Services is operated exclusively for the benefit of the Seventh-day Adventist Church and its affiliated divisions, unions, conferences, corporations, institutions, and associations. In *Policies*—~~In order to maximize protection for all church operations against risk of accidents, property and liability losses, and medical claims, the following operating policies shall be followed:

a. ~~Treasurers and managers of denominational organizations, in cooperation with the Risk Management Services of the General Conference, organizations shall initiate measures to prevent losses and/or minimize the loss in the event of an occurrence and shall be responsible for maintaining insurance or self-insurance coverage. funds. Losses and accidents, including work-related injuries and illnesses, shall be reported on a timely basis in harmony with state/provincial statutes and the term and conditions of the insurance contracts or protection plans and denominational operating policies. Minimum limits of liability insurance shall be defined by the NAD Risk Management Committee and approved annually by at the North American Division Committee Year-end Meeting.~~

b. Denominational assets and liability exposures - No change

c. Treasurers and managers of denominational organizations shall be responsible for holding and maintaining a complete record of the insurance policies covering the buildings and other assets. The original copy of all liability insurance policies ~~and protection plans~~ shall be retained as a permanent record.

1) This record shall include the name and description of the property and schedule of liability exposures, the amount of insurance carried, the name of the company with which it is insured, policy numbers, the expiration date of the insurance policy, etc.

2) Negotiations for the renewal of insurance policies shall begin at least 90 120 days before the expiration date, to avoid unintentional lapse of coverage.

3) ~~Coordination of insurance coverage among denominational entities is critical. Thus Risk Management Service or an independent insurance consultant should be consulted in all insurance negotiations, including the development of funded self-insurance programs.~~

4) 3) All affiliated and subsidiary organizations and institutions of the Seventh-day Adventist Church shall name the parent organization(s), up to and including the General Conference Corporation of Seventh-day Adventists, as an additional named insured on

96-228

November 6, 1996 a.m.

NAD Year-end Meeting

all liability insurance policies. ~~A recommended endorsement is available from Risk Management Services.~~

d. It shall be the duty of the auditor to check and report to the governing board or committee as to whether the provisions of insurance coverages are reasonably adequate and in harmony with the *Working Policy* recommendations. ~~Risk Management Services shall assist the auditor upon request.~~

e. Adventist Risk Management Services Management, Inc. shall serve as consultant to the North American Division, union, conference, and institutional ~~Risk Management~~ risk management or insurance committees, including the ~~Risk Management Committee~~ risk management committee and trust boards for the Adventist Health Systems or Services, and shall assist in the establishment of specifications for programs which may be available from the insurance and risk management industry.

f. If insurance ~~premiums or self-insurance premium~~ contributions from denominational entities which participate in NAD Master insurance programs become delinquent more than 90 days, the North American Division Treasurer, after counsel with, and authorization from the union treasurer, shall deduct such delinquent amounts from annual North American Division appropriations to unions.

RM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Nb RISK MANAGEMENT POLICIES (Self-Supporting
Institutions)—POLICY DELETION**

VOTED, To delete NAD P 50, Risk Management Policies, section P 50 06, Self-Supporting Institutions, which reads as follows:

P 50 06 Self-Supporting Institutions—1. Liability Insurance—All self-supporting institutions shall maintain the same minimum limits of liability insurance as required for denominational entities, defined in P 50 07, during the time any denominational employee is assigned to the institution and is on the payroll of a conference. The conference shall be named as an additional insured with respect to any liability that may arise from any authorized activity of the employee arising out of his duties for the self-supporting institution. Evidence of continuous coverage shall be kept on file in the conference office.

November 6, 1996 a.m.
NAD Year-end Meeting

2. *Workers' Compensation Insurance*—For Workers' Compensation purposes the remuneration of these employees shall be included with the denominational entity issuing the payroll check. The conference may charge the self-supporting institution for Workers' Compensation coverage.

ARM/TREn/NAD&UnTre96YE/Fin96YE/NAD&UnSEc96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Nc RISK MANAGEMENT POLICIES (Minimum Limits of
Liability Insurance)—POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 07,
Minimum Limits of Liability Insurance, to read as follows:

P 50 07 Minimum Limits of Liability Insurance—~~Effective January 1, 1993,~~
~~Minimum Limits Insurance—Minimum limits shall be defined as no less than:~~ defined as:

General Liability (Primary)	US\$ 1,000,000	per occurrence with no annual aggregate
	or \$ 1,000,000	per occurrence with a reasonable annual aggregate limit no less than \$10,000,000
Publishers and Broadcasters Liability (Primary)	1,000,000	per occurrence and annual aggregate
Commercial Auto Liability	1,000,000	per occurrence
Garage Liability (Primary)	1,000,000	per occurrence
<u>Employment Practices Liability</u>	<u>1,000,000</u>	<u>per occurrence***</u>
Excess Liability	49,000,000 <u>99,000,000</u>	per occurrence*

*Lower limits of Excess Liability of not less than \$9,000,000 per occurrence may be obtained over the following primary policies: general, commercial auto, garage and employers liability if minimum limits are not available from financially sound insurance companies or is not affordable as may be determined by the North American Division Risk Management Committee.

**Including renter liability if applicable as outlined in NAD *Working Policy C 65 30*.

***Recommended Optional Coverage.

96-230

November 6, 1996 a.m.

NAD Year-end Meeting

Aircraft Liability	50,000,000	per occurrence with no per passenger limit**
Nonowned Aircraft Liability	50,000,000	per occurrence with no per passenger limit**
Airport Liability	50,000,000	per occurrence
Executive Risk: Directors and Officers Liability	25,000,000	per loss and annual aggregate with \$50,000 deductible
Fiduciary Liability	10,000,000	per loss and annual aggregate with \$25,000 deductible
Employee Dishonesty Coverage	3,000,000	per loss and annual aggregate with \$1,000 deductible
Misc Professional Liability	1,000,000	per loss and annual aggregate with \$75,000 <u>\$25,000</u> , <u>except Notaries \$10,000</u> deductible
Trustees Errors and Omissions	1,000,000	per loss and \$4,000,000 annual aggregate with \$75,000 <u>\$50,000</u> deductible
Workers' Compensation		Statutory Limits
Employers' Liability	1,000,000	per occurrence
Hospital Professional Liability	50,000,000	per occurrence
	100,000,000	annual aggregate

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Ne RISK MANAGEMENT POLICIES [Property (Fire)
Insurance]—POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 10, Property
(Fire) Insurance, to read as follows:

P 50 10 Property (Fire) Insurance—1. *Replacement Values*—Adequate insurance
shall be - No change

2. *Survey of Buildings*—The treasurers of unions - No change

3. ~~*Appraisal*—Assistance in determining the estimated replacement value and the
estimated insurable value may be supplied by the Risk Management Service.~~

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Nf RISK MANAGEMENT POLICIES (Earthquake and
Flood Insurance)—POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 12,
Earthquake and Flood Insurance, to read as follows:

P 50 12 Earthquake and Flood Insurance—Earthquake and Flood insurance should
be considered on all denominational property. ~~Quotations shall be requested from financially
sound insurance companies every three (3) years and shall be presented to boards of trustees
for their decision on the advisability of purchasing such coverage after considering~~
Considerations of the costs, the risks associated with earthquakes and floods in their respective
areas, and all other alternatives, including closing the institution in the event of a major
earthquake or flood, should be carefully evaluated.

96-232

November 6, 1996 a.m.

NAD Year-end Meeting

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE to
GHC&HWB

**546-96Ng RISK MANAGEMENT POLICIES (General Liability
Insurance)—POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 25, General Liability Insurance, to read as follows:

P 50 25 General Liability Insurance—There is a definite trend in today's litigious society for nonprofit religious organizations to be held legally liable for accidents and injuries of every description. Therefore, it is recommended

1. *Denominational Properties and Operations*—Liability protection should be secured on all denominational properties and operations, including new buildings under construction, products, etc., with sufficient limits to protect the assets of each respective organization. All locations should be scheduled on the same policy. Coverage should be written on a blanket basis whenever possible with all property titled in the name of each respective organization holding title, such as the local conference corporation or association. The policy should be obtained in an A-rated company and should contain as few exclusions as possible. It is recommended that liability coverage be extended to cover volunteer groups but only respecting particular projects and adhering to specific guidelines as follows:

a. ~~The project must be preapproved by the conference/mission or organizational administrative committee.~~

b. ~~The project and its nature must be reported to the General Conference Risk Management Services well in advance in order to arrange for proper extension of coverage.~~

c. ~~The premium coverage must be guaranteed by the union or local conference.~~

2. *Construction Contracts*—~~Risk Management Services can assist denominational entities in the review of construction contracts. All~~ Contracts—All construction contracts shall be carefully reviewed by the conference building committee for approval prior to the commencement of construction. Contract review should include careful consideration to the risks being assumed under the contract and the requirements for contractors and sub-contractors to provide adequate insurance protection.

3. *Independent Construction Contractors*—All independent construction contractors shall be required to maintain a minimum of \$1,000,000 limits of liability for major construction projects and a minimum of \$300,000 limits of liability for minor construction projects and shall provide evidence of coverage prior to commencement of construction on any denominational property. Wherever possible it is recommended to obtain higher limits of liability above the minimum limit as stated. Major construction projects would include, but not be limited to, building new structures or additions, structural changes or alterations to existing buildings, installation of heating and cooling equipment, electrical wiring, excavating, and demolition. Minor construction projects would include, but not be limited to, painting, roofing, plumbing, and floor covering. ~~Risk Management Services should be consulted if there is any question as to the necessary liability limits required.~~ The General Conference of Seventh-day Adventists and affiliated organizations shall be named as additional ~~insureds~~ insured under the contractor's policy. Also all contracts shall contain a hold-harmless clause in favor of the General Conference of Seventh-day Adventists and affiliated organizations. (See P 50 35-4, Independent Construction Contractors.) It is recommended to have legal counsel assist in the review of all major construction contracts before they are executed.

4. *Medical Professional Liability Insurance*—All employed and/or contracted physicians shall obtain a professional liability insurance policy for at least ~~\$300,000~~ \$1,000,000 coverage for which they will be reimbursed by the denominational entity by which they are employed. All volunteer physicians shall be required to maintain a professional liability insurance policy with minimum limits of ~~\$300,000~~ \$1,000,000. Evidence of coverage shall be provided to the organization to which they are donating services prior to commencement of service.

5. *Miscellaneous Professional Liability*—~~Denominational organizations shall participate in the North American Division master policy for professional liability insurance on clergy, educators, notary publics, internal auditors, accountants and attorneys who are employees of the denominational entity while acting within the scope of their assigned duties. Trustees Errors and Omissions Insurance shall also be carried on all trust officers employed by the denominational entity, as approved by the NAD Risk Management Committee.~~

5. *Contractual Liabilities*—All contracts entered into by denominational organizations should be carefully reviewed before they are executed to avoid the unnecessary assumption of risks which may bring liability to the organization.

6. *Proper Supervision*—Adequate planning and supervision should be provided for all denominationally sponsored activities to prevent accidents. Signed permission forms should be obtained from parents or legal guardians before minor-aged children are allowed to

96-234

November 6, 1996 a.m.

NAD Year-end Meeting

participate in activities. Medical information and release forms should be maintained on all children for use in the event of accident or injury.

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Nh RISK MANAGEMENT POLICIES (Vehicle Insurance)—
POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 26, Vehicle Insurance, to read as follows:

P 50 26 Vehicle Insurance—1. *Commercial Auto*—Liability protection should be secured on all owned, hired, and nonowned vehicles used on behalf of the employing organization, with adequate limits of bodily injury and property-damage liability; and, ~~whenever possible, they should be insured by the same company that covers the premises and operations. liability.~~ All vehicles owned by each organization should nevertheless be included in one policy, with an automatic fleet endorsement or equivalent attached. All vehicles should be registered in the legal corporate name of the governing denominational entity and included ~~in on~~ the master policy. This includes academies and local entities. (See P 50 07 for minimum limits of liability.)

2. *Maintenance*—Each vehicle owned or - No change

3. ~~Vehicle Use—Vehicles~~ *Use*—All vehicle usage should comply with all Federal, state and/or provincial laws. Vehicles owned or registered in the name of denominational entities shall not be lent, leased, or rented to nondenominational organizations nor leased or rented to individuals.

4. ~~Driver Record/Qualifications—The recommended minimum age for drivers shall be twenty-one (21) years of age.~~ *Record/Qualifications*—All drivers shall be properly licensed and comply with all Federal, state and/or provincial laws for the class of vehicle being operated. The recommended minimum age for drivers shall be twenty-one (21) years. A minimum allowable age of nineteen (19) years old may be granted with the approval of the conference officers. ~~Motor Vehicle Records~~ The driving record (Motor Vehicle Record) of each driver shall be obtained from state/provincial records and reviewed on a regular basis. Drivers shall have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver

does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.

5. *Load capacity*—Vehicles should not be - No change

6. *Bus Use*—Buses shall be used only for official activities of the Seventh-day Adventist Church and shall not be loaned, leased, or rented to individuals or nondenominational organizations.

a. *Pre-1977 buses* shall not be purchased or otherwise obtained. It is recommended that currently owned pre-1977 buses should be removed from the fleet.

b. Each bus shall be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified mechanics. A copy of the maintenance schedule and all other written records of maintenance shall be kept current and available for review.

c. Before operating the bus, the driver shall determine that the bus is in safe mechanical condition, is equipped as required by law, and that all equipment is in good order. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Ni RISK MANAGEMENT POLICIES (Church, Camp, and
School Bus Safety and Operation)—POLICY DELETION**

VOTED, To delete NAD P 50, Risk Management Policies, section P 50 27, Church, Camp, and School Bus Safety and Operation, which read as follows:

P 50 27 Church, Camp, and School Bus Safety and Operations—1. The definition of church, camp, and school buses includes all vehicles designed for carrying more than ten persons including the driver.

2. *Bus Use*—Buses shall be used only for official activities of the Seventh-day Adventist Church and shall not be loaned, leased, or rented to individuals or nondenominational organizations.

96-236

November 6, 1996 a.m.

NAD Year-end Meeting

3. *Pre-1977 Buses*—Pre-1977 buses shall not be purchased or otherwise obtained after January 1, 1991. It is recommended that currently owned pre-1977 buses should be upgraded as follows:

a. Provide protective steel structure around the fuel tank or move it to a safer position inside the chassis as required by the manufacturers as of April 1, 1977. However, this recommendation does not apply to diesel-powered or greyhound-style coach buses.

b. Install retrofit padding on unprotected steel bars on seats and in other hazardous areas.

c. Mirrors must be in place on the left and right sides of the bus, the interior, and in such a manner on the front, that an unobstructed view is provided of the front of the bus (bumper line to one foot out), the area immediately adjacent to the left and right wheels and the entrance door.

d. These safety modifications for pre-1977 buses should be completed no later than July 1, 1992.

4. *Maintenance*—Each bus shall be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified mechanics. A copy of the maintenance schedule and all other written records of maintenance shall be kept current and available for review.

5. *Driver Qualifications*—Each driver shall be properly licensed to drive the vehicle and shall have fulfilled prescribed hours of training as required by local law. The recommended minimum age for drivers shall be 21 years old. A minimum allowable age of 19 years may be granted with the approval of the conference officers.

6. *Driver Record*—Prior to driving, the motor vehicle record of each driver shall be obtained from state records and reviewed. Each driver shall have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.

7. *Daily Inspection*—Before operating the bus, the driver shall ensure that the bus is in safe mechanical condition, is equipped as required by law, and that all equipment is in good order. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.

8. *Load Capacity*—Buses shall not carry more than the official rated load capacity.

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Nk RISK MANAGEMENT POLICIES (Executive Risk)—
POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 28,
Executive Risk, to read as follows:

P 50 28 Executive Risk—Denominational organizations in the North American
Division shall participate in a worldwide master policy for the following executive risks:

1. *Directors and Officers Liability*—Coverage for - No change
2. *Employee Dishonesty*—Coverage for dishonest - No change
3. *Fiduciary Liability*—Coverage for failure to act prudently as a fiduciary of a
pension and employee benefit ~~programs; program.~~ ~~The premium allocation shall be approved
annually by the NAD Risk Management Committee.~~
4. *Outside Directorship Liability*—Coverage for wrongful acts when asked to serve
on a board at the request of the denominational entity.
5. *Premium Allocations*—The premium allocation shall be approved annually by
the NAD Risk Management Committee and charged to each organization.

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96NI RISK MANAGEMENT POLICIES (Excess Liability)—
POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 29, Excess
Liability, to read as follows:

96-238

November 6, 1996 a.m.

NAD Year-end Meeting

P 50 29 Excess Liability—Denominational organizations shall participate in the Excess Liability NAD Master Policy for catastrophic losses which exceed \$1,000,000 limits of primary general liability, employment practices liability, employers liability, commercial auto and garage policies. The NAD Risk Management Committee shall be responsible for the establishment of adequate limits, approve requests for variances and determine the allocation of premiums to all entities on an annual basis.

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Nm RISK MANAGEMENT POLICIES (Workers'
Compensation Insurance)—POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 35,
Workers' Compensation Insurance, to read as follows:

P 50 35 Workers' Compensation Insurance—~~1. *Support of Injured Employees*—The financial responsibility for the support of injured or incapacitated individuals and their families may unnecessarily become a drain on the financial resources of a union, local conference, or institution.~~ **Insurance**—1. *Employees*—Denominational organizations are encouraged to secure Workers' Compensation and Employers' Liability insurance or its equivalent on all employees. Where workers' compensation insurance is not required by law, coverage may be purchased on a voluntary basis. In some jurisdictions, volunteer workers may be included as part of the workers' compensation insurance policy.

2. *Approved Coverages*—Denominational organizations are encouraged to secure Employers' Liability Insurance and Workers' Compensation Insurance or its equivalent on all employees of denominational organizations. Where Workers' Compensation insurance for employees is not required by law, coverage may be purchased on a voluntary basis and may include volunteer workers as well. In some jurisdictions, volunteer workers cannot be included in the Workers' Compensation Insurance Policy. In that instance, coverage may be obtained from General Conference Risk Management Services under a volunteer labor master accidental death and medical indemnity policy. *Volunteers*—Denominational organizations which utilize the service of volunteers should consider providing coverage for accidental injuries which may occur as the result of their volunteer service. Either workers' compensation or a volunteer labor accidental medical insurance policy should be used for this purpose.

3. *Catastrophic Risks*—Since the cost of Workers' Compensation Insurance varies with is impacted by the insured's accident and loss experience, management should avoid potential catastrophes which may arise from a concentration of large numbers of employees while traveling in buses, trains, automobiles, and aircraft.

4. *Independent Construction Contractors*—All independent - No change

5. Time off due to workers' compensation injury or illness for employees may be coordinated with the leave provisions under the Family and Medical Leave of Absence policy D 67.

ARM/TREn/NAD&UnTre96YE/Fin96YE/NAD&UnSec96YE/NADOUP/96YE to
GHC&HWB

**546-96Nn RISK MANAGEMENT POLICIES (Fire Protection in
Denominational Buildings)—POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 40, Fire Protection in Denominational Buildings, to read as follows:

P 50 40 Fire Protection in Denominational Buildings—Fire safety is dependent on a balanced combination of good building construction, proper attention against specific hazards, approved fire detection systems, adequate fire-extinguishing facilities, and a well-organized fire-prevention and evacuation procedure. Preventing loss of life or personal injury by fire is the first objective of all fire-protection programs. The following standards are among those which shall be applied:

1. *New Construction*—a. In the construction of new buildings, a definite effort shall be made to meet the requirements of fire-resistive construction. Special care for life safety should be given to buildings designed primarily for habitational use.

b. All plans drawn for any denominational - No change

c. ~~The use of wood frame and/or combustible materials shall not be considered in the construction of more than one story, unless completely protected by an approved automatic sprinkler system, including adequate pressure and water supply. Single or double family dwellings, small service buildings, and farm buildings are excluded from this requirement. Heavy and hazardous industries of any size, and single-story educational buildings of combustible construction with a dollar value of \$200,000 or more are~~

~~recommended to be completely protected by an approved automatic sprinkler system. Hospitals, retirement homes, and nursing homes, regardless of construction, shall be protected by an approved automatic sprinkler system.~~

~~2. Existing Buildings—~~a. ~~In order to avoid unsafe fire conditions during the major remodeling of existing buildings, consultation may be obtained from the Risk Management Services before construction begins.~~

~~b. Existing wood frame and/or combustible construction of more than one story shall be completely protected by an approved automatic sprinkler system. Single or double family dwellings, small service buildings, and farm buildings are excluded from this requirement.~~

~~c. Heavy and hazardous industries of any size, and single-story educational buildings of combustible construction with a United States dollar value of \$200,000 or more are recommended be completely protected by an approved automatic sprinkler system. Hospitals, retirement homes, and nursing homes, regardless of construction, shall be protected by an approved automatic sprinkler system.~~

~~d. All open stairways in existing buildings shall be enclosed with walls of one-half hour fire-resistant construction (20-minute doors). Enclosures connecting four stories or more in new construction must provide two-hour fire barriers (one-and-one-half hour doors), while enclosures in new construction, three stories or less, require one-hour fire barriers (one-hour doors). Doors shall be installed to swing with the exit traffic and equipped with self-closing devices to close off each floor automatically. Any exceptions to this policy shall be in accordance with the National Fire Protection Association (NFPA) Life Safety Code 101.~~

~~e. Fire doors shall not be blocked, wedged, or fastened in the open position. Fire doors may be held open only with an approved automatic self-closing device.~~

~~f. Approved fire extinguishers of the proper type and quantity should be placed throughout the premises. Soda acid, carbon tetrachloride, and foam fire extinguishers shall not be used. Proper fire extinguishers or other approved fire suppression systems should be used in data processing centers. All fire extinguishers and fire suppression systems should be inspected annually and tagged on a regular basis and recharged by a licensed fire extinguisher technician.~~

~~g. Electrical wiring shall be installed and maintained in accordance with the National Electrical Code.~~

2. Fire Prevention and Life Safety—All Buildings—a. Fire doors shall not be blocked, wedged, or fastened in the open position. Fire doors may be held only with an approved automatic self-closing device.

b. Approved fire extinguishers of the proper type and quantity should be placed throughout the premises. All fire extinguishers, fire suppression and sprinkler systems should be inspected annually and tagged on a regular basis and recharged by a licensed technician.

c. Electrical wiring shall be installed and maintained in accordance with the National Electrical Code.

d. Installation of an approved fire detection system which signals an alarm to a central station should be considered. Such an installation greatly increases the fire protection of the building and may also reduce the fire insurance premium.

e. An approved hood and vent system with an automatic fire-extinguishing system shall be provided for all commercial and institutional cooking equipment such as ranges, griddles, broilers, and deep fat fryers.

f. Data processing back-up tapes and records shall be stored in a fire resistive location which is remote to the data processing center of the organization.

3. ~~Dormitories and Other Sleeping Quarters—~~a. Habitational Areas—a. All dormitories shall have approved interior smoke detection and fire alarm systems with power backup in accordance with National Fire Protection Association standards. These systems shall be inspected on a regular basis and monitored by a central station where monitoring is available.

b. Dormitories not of fire-resistive - No change

c. All sleeping areas shall be - No change

4. ~~Fire Detection Systems—~~The installation of an approved fire detection system which signals an alarm to a central station should be considered. Such an installation greatly increases the fire protection of the building and may also reduce the fire insurance premium.

5. ~~Special Fire Protection—~~An approved hood and vent system with an automatic fire-extinguishing system shall be provided for all commercial and institutional cooking

96-242

November 6, 1996 a.m.

NAD Year-end Meeting

~~equipment such as ranges, griddles, broilers, and deep fat fryers. This standard does not apply to cooking areas for normal residential family use.~~

~~6. *Data Processing or Computer Centers*—Data processing or computer centers should be located in windowless, burglar-resistant areas which are at or above grade. They should be separated from the rest of the building by walls (and floors and ceilings where applicable) of two-hour minimum fire rating. Backup tapes shall be stored in a fire resistive location which is remote to the data processing center.~~

TREn/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to GHC

549-96N ADVENTIST REVIEW—NAD EDITION

VOTED, To continue the North American Division edition of the *Adventist Review* for 1997 by providing \$441,942 as follows:

From the General Conference	\$220,971
From the North American Division	<u>220,971</u>
Total	<u>\$441,942</u>

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

Union Conference	\$1.41
Local Conference	\$1.47

TREn/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to GHC

550-96N REGIONAL CAPITAL REVERSION FUND ALLOCATIONS 1997

VOTED, To approve the allocation of Regional Capital Reversion funds available for 1997 as follows:

Central States Conference	33.3%
Lake Region Conference	33.3%
Northeastern Conference	33.3%

TREn/NAD&UnTre95YE/Fin95YE/NADUn&GCO96YE/96YE to GHC

**552-96N NAD UNION REVOLVING FUND 1997—MAXIMUM
INTEREST RATES**

VOTED, To set the 1997 maximum interest rate for union revolving funds at eight percent.

NAD&UnTre96YE/NADUn&GCO96YE/96YE to GHC

571-96N REMUNERATION SCALE PERCENTAGE CHANGES

VOTED, To approve the remuneration scale percentage changes as follows:

ADVENTIST MEDIA CENTER

Percentage
Min Max

Media Production Services and Support Services

140	160	Manager
138	158	Associate Manager
137	157	Treasurer
135	155	Department Director
133	153	Associate Department Director
133	153	Trust Officer
131	151	Assistant Department Director
131	151	Programmer/Analyst
131	151	Assistant Trust Officer

96-244

November 6, 1996 a.m.

NAD Year-end Meeting

Percentage
Min Max

Accountants, Various (see section on Accountants)

108	138	Supervisor
92	122	Administrative Assistant III
89	119	Administrative Assistant II
87	117	Administrative Office Secretary
87	117	Administrative Assistant I
87	117	Audio/Studio Technician
84	114	Mail Clerk III
84	114	Secretary
63	93	Mail Clerk II
63	93	Receptionist
58	88	Clerk-Typist
52	82	Clerk
52	82	Mail Clerk I

Radio & Television Components

140	160	Director/Speaker
138	158	Manager
137	157	Treasurer
135	155	Associate Director/Speaker
135	155	Department Director
133	153	Associate Department Director
131	151	Assistant Department Director

96-245
November 6, 1996 a.m.
NAD Year-end Meeting

Percentage		
<u>Min</u>	<u>Max</u>	
108	138	Supervisor
92	122	Administrative Assistant III
89	119	Administrative Assistant II
87	117	Administrative Office Secretary
87	117	Administrative Assistant I
84	114	Secretary
58	88	Clerk-Typist
52	82	Clerk

Adjourned

Alfred C McClure, Chair
Harold W Baptiste, Secretary
Cyril Miller, Editorial Secretary
Betty Pierson, Recording Secretary

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

November 6, 1996 2:30 p.m.

Alfred C McClure, Chair, called the sixth session of the 1996 North American Division Committee Year-end Meeting to order.

PRAYER Alvin Ringer

**ADVENTIST YOUTH SERVICE NETWORK (YOUTHNET)—
PRESENTATION**

Jose Rojas, Director, Youth Ministries Department, reported that since the approval of the proposal to establish the Adventist Youth Service Network and the YouthNet they have met seven of the goals set forth in the original proposal. The Center for Youth Evangelism has been established at Andrews University with the purpose of training youth to serve in YouthNet. An average of 250 calls per month are received through the YouthNet 800 number, 200 of which lead to applications. Of those applications sent out there is an average of 100 completed applications returned per month. A total of 40 baptisms have occurred in 1996 as a result of the work of YouthNet and more are preparing to be baptized.

A prayer conference is scheduled in Birmingham, Alabama for January 14 to 18, 1997. There will be a "Vacation From Noise" January 11 to 18, 1997. Developed to date are several brochures and booklets designed to assist and inform the youth and those who would lead the youth in evangelism. Thirty-thousand brochures and booklets will be produced and mailed within the next few months.

The Youth Emergency Services (YES) purpose is to equip youth to aid their communities in the event of an emergency by enabling youth to help their communities every day. It functions as a facilitator for youth service and training throughout the North American Division. It is a cooperative effort of the Adventist Youth Service Network (NAD Youth Ministries), Adventist Community Services (NAD-ADRA), the Department of Education, conferences, academies and local youth volunteers to involve youth in disaster relief.

96-248

November 6, 1996 p.m.

NAD Year-end Meeting

ADVENTIST RISK MANAGEMENT PRESENTATION

Risk management falls into the category of stewardship. We are stewards of properties that are valued in the hundreds of millions if not billions of dollars, not to mention the personal safety of the lives of the people that we serve.

The definition of ministry is the act of ministering or serving others. Conferences need to become involved in this ministry. It is a caring, personal, strategic, and universal ministry. A caring ministry is one that demonstrates care and concern for our church community by anticipating and controlling the risks which threaten our safety, assets or resources. A personal ministry is one where we individually impact the ministry for better or worse. Our personal interest in the well-being of others motivates our care and concern for their physical and spiritual welfare. A strategic ministry is one where we plan now for our ministry in the future. Successful ministry means achieving results which were planned. Risk management is a universal ministry in that we all participate cooperatively in the ministry of the Church. It is our duty to care.

To date there have been a total of 47.6 million dollars in losses throughout the division since 1990. More than \$35.5 million of these losses could have been prevented through effective risk control efforts. (This total does not include losses due to sexual misconduct or harassment lawsuits.) There have been bus accidents, church fires, and a pedestrian run over by a church vehicle. Losses due to natural causes (storms) have totaled \$32.9 million since 1990. These are unpreventable losses in most cases.

Risk management is more than insurance. The two keys of success are aggressive risk control efforts to prevent losses from occurring, and professional and timely management of claims after a loss occurs. The results are dollars saved for ministry and outreach. The \$35.5 million lost since 1990 could have provided salaries for 270 ministers, the full cost of NET'95 and NET'96, and several lives could have been saved.

Our Church cannot purchase enough insurance to protect its assets. It has a captive insurance company which deserves our support. Everyone needs to become involved. It is a team effort of denominational employees and the laity.

96AC/185-96Ga/ARM/96YE to GHC

**ADVENTIST RISK MANAGEMENT, INCORPORATED—
RESOLUTION**

VOTED, To approve an Adventist Risk Management, Incorporated Resolution, as follows:

RESOLUTION

In keeping with the principles of biblical stewardship, the Seventh-day Adventist Church recognizes the importance of aggressive management in controlling the risk associated with property, liability, personnel, and income losses. Successful risk control must be a function/responsibility of the office of the president and the administrative leadership team of each organization.

The Church recognizes the importance of operating a risk financing instrument to pool and retain risk capital for the benefit of the General Conference, divisions, unions, local conferences/missions, and their respective institutions. The preservation of this risk financing instrument can only be successful when each organization's president and administrative leadership team fulfill their duty in the prevention of losses. This includes establishing specific policies and procedures to prevent losses before occurrence, implementing corrective actions when losses have occurred, and proactive education of church employees and layleaders in safety and risk control practices.

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

**546-96Nd RISK MANAGEMENT POLICIES (Contracted Services)—
NEW POLICY**

VOTED, To adopt a new policy NAD P 50, Risk Management Policies, section P 50 08, Contracted Services, which reads as follows:

P 50 08 Contracted Services—All organizations and individuals contracted to perform ministry functions, i.e., youth outreach, youth ministries, or creation of substantial written or recorded publications shall maintain \$1,000,000 minimum limits of liability insurance as required for denominational entities, defined in P 50 07. The conference or contracting church organization shall be named as an additional insured with respect to any liability that

96-250

November 6, 1996 p.m.
NAD Year-end Meeting

may arise from the authorized activity. Evidence of continuous coverage shall be kept on file in the office of the denominational entity contracting for the service.

ARM/TREn/NAD&UnSec96YE/NAD&UnTre96YE/Fin96YE/NADUn&GCO96YE/96YE to
GHC&HWB

546-96Nj RISK MANAGEMENT POLICIES (Miscellaneous Professional Liability)—NEW POLICY

VOTED, To adopt a new policy NAD P 50, Risk Management Policies, section P 50 27, Miscellaneous Professional Liability, which reads as follows:

P 50 27 Miscellaneous Professional Liability—1. Denominational organizations shall participate in the North American Division master policy for professional liability insurance on clergy, educators, notary publics, internal auditors, accountants, and attorneys who are employees of the denominational entity while acting within the scope of their assigned duties.

2. Trustees Errors and Omissions Insurance shall also be carried on all trust officers employed by the denominational entity as approved by the NAD Risk Management Committee.

3. All attorneys who are hired or retained by denominational entities shall be required to maintain errors and omissions liability insurance with minimum limits of \$1,000,000. Evidence of coverage should be provided to the organization prior to the commencement of their service.

94AC/H&Tn/NADO/NADOUP/NADUn&GCO96YE/96YE to MCS

553-96N YEAR OF HEALTH AND HEALING 1997

The 1994 General Conference Annual Council designated 1997 as the year of Health and Healing in the world field. The NAD Health and Temperance Department has developed a strategic plan for the implementation of the Year of Health and Healing in North America.

VOTED, To approve the following strategic plan for the Year of Health and Healing during 1997 throughout the North American Division.

1. Needs to be Addressed

- a. To recommit Seventh-day Adventists to the health doctrine and involve them in the health ministry in the community
- b. To attract new members to our faith through health outreach and evangelism
- c. To provide health-related resources and educational materials
- d. To initiate community-based service projects that engender health, healing, and hope.

2. Theme

The theme for the Year of Health and Healing will be "Health and Healing '97: Sharing the Vibrant Life."

3. Action Plans

- a. Local conferences are asked to devote either a camp meeting, convocation, or other major event to health and healing in 1997 so as to interest, involve, and recommit Seventh-day Adventists to our health message and doctrines. It should include training seminars and community outreach events with opportunities for volunteers to attain program leadership certification.
- b. The Health and Temperance Department will work through the Adventist Health Network in collaboration with the Adventist Youth Service Network and ADRA/North America to organize short-term mission trips to each of eleven target cities throughout 1997. It should involve as many people, organizations, schools, and resources in a given union as possible in a volunteerism/service rally and health-related community service activities.
- c. Health-related resources and educational materials will be provided for families, schools, libraries, hospitals, and clinics, and community organizations.
- d. With the coordination of the Assistant to the President for Communication, focused efforts will be made to contact the media, working through the Adventist Health Network and in collaboration with Adventist hospitals and universities to providing authoritative and expert voices for the discussion of key health issues.

96-252

November 6, 1996 p.m.

NAD Year-end Meeting

e. A comprehensive planning and action guide will be provided for the local church or conference health and temperance departments and church-related institutions.

f. The publishing houses, Seventh-day Adventist hospitals, other denominational entities, and appropriate ASI organizations will be invited to become cosponsors with opportunity to produce materials in conjunction with the Year of Health and Healing.

Cal&Offn/NADCOA/95YE/503-95Na/Cal&Offn/NADCOA/NADUn&GCO96YE/96YE to KLN

**502-96Na CALENDAR OF OFFERINGS—
NORTH AMERICAN DIVISION 1997 - REVISED**

VOTED, To revise 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 Television Ministries	February 8	* NAD
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

November 6, 1996 p.m.
NAD Year-end Meeting

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
NAD Evangelism/Seminars '97	May 24	* NAD
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
Women's Ministries	July 12	* NAD
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

96-254

November 6, 1996 p.m.

NAD Year-end Meeting

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
Special Mission Appeal	December 13	* World
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	+
Trans-European Division	September 27	+
Unusual Opportunities	December 20	+

MISSION INVESTMENT OFFERINGS—1997

Southern Union	+
SDA Church in Canada	+

*Special Materials Provided

+Special Project Development

Cal&Offn/NADCOA/95YE/503-95Nb/Cal&Offn/NADCOA/NADUn&GCO96YE/96YE to
KLN

**502-96Nb CALENDAR OF SPECIAL DAYS—
NORTH AMERICAN DIVISION 1997 - REVISED**

VOTED, To revise the Calendar of Special Days for the North American Division for
1997 which reads as follows:

JANUARY

Curriculum Focus for the Month—Friendship Evangelism+

Day of Prayer January 4
Religious Liberty Week January 18-25 *

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—Health+

Missionary Magazines (*Signs, Message, El Centinela*
La Sentinelle) April 5 *
Stewardship Sabbath April 5
Literature Evangelism Sabbath April 12 *
Education Sabbath April 19 *

96-256

November 6, 1996 p.m.

NAD Year-end Meeting

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 Ministries Emphasis Day June 7

JULY

Curriculum Focus for the Month—Adventist Lifestyle+

Home Study International Promotional Day July 5

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 (*Adventist Review, Insight, Guide,*
Primary Treasure, Little Friend) September 6-13

Family Togetherness Week September 13-20 *

Hispanic Heritage Week September 20-27

OCTOBER

Curriculum Focus for the Month—Adventist Heritage+

Children's Sabbath October 4

Health Education Week (*Vibrant Life*) October 4-11 *

Spirit of Prophecy Sabbath October 18 *

Pathfinder Sabbath October 25 *

NOVEMBER

Curriculum Focus for the Month—Stewardship+

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

Cal&Offn/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE to KLN

503-96Na CALENDAR OF OFFERINGS— NORTH AMERICAN DIVISION 1998

VOTED, To adopt the Calendar of Offerings for the North American Division for
1998 to read as follows:

JANUARY

Outreach/Church Budget	January 3	LocCh
Inner City/World Budget	January 10	* Union
Church Budget	January 17	LocCh
Religious Liberty	January 24	* NAD
Local Conference Advance	January 31	LocConf

96-258

November 6, 1996 p.m.

NAD Year-end Meeting

FEBRUARY

Outreach/Church Budget	February 7	LocCh
Adventist Television Ministries	February 14	* NAD
Church Budget	February 21	LocCh
Local Conference Advance	February 28	LocConf

MARCH

Outreach/Church Budget	March 7	LocCh
Adventist World Radio/World Budget	March 14	* World
Church Budget	March 21	LocCh
Christian Record Services/World Budget	March 28	* NAD

APRIL

Outreach/Church Budget	April 4	LocCh
Andrews University/World Budget	April 11	* NAD
Church Budget	April 18	LocCh
Net '98	April 25	* NAD

MAY

Outreach/Church Budget	May 2	LocCh
Disaster & Famine Relief/World Budget	May 9	* World*
Church Budget	May 16	LocCh
Local Conference Advance	May 23	LocConf
Local Church	May 30	LocCh

JUNE

Outreach/Church Budget	June 6	* LocCh
Chaplaincy Ministries/World Budget	June 13	* NAD
Church Budget	June 20	LocCh
Local Conference Advance	June 27	LocConf

JULY

Outreach/Church Budget	July 4	LocCh
Women's Ministries	July 11	* NAD
Church Budget	July 18	LocCh
Local Conference Advance	July 25	LocConf

November 6, 1996 p.m.
NAD Year-end Meeting

AUGUST

Outreach/Church Budget	August 1	LocCh
Oakwood College/World Budget	August 8	* NAD
Church Budget	August 15	LocCh
Local Conference Advance	August 22	LocConf
Local Church	August 29	LocCh

SEPTEMBER

Outreach/Church Budget	September 5	LocCh
Missions Extension/World Budget	September 12	* World
Church Budget	September 19	LocCh
Local Conference Advance	September 26	LocConf

OCTOBER

Outreach/Church Budget	October 3	LocCh
Voice of Prophecy/World Budget	October 10	* NAD
Church Budget	October 17	LocCh
Local Conference Advance	October 24	LocConf
Local Church	October 31	LocCh

NOVEMBER

Outreach/Church Budget	November 7	LocCh
Annual Sacrifice/World Budget	November 14	* World
Church Budget	November 21	LocCh
Local Conference Advance	November 28	LocConf

DECEMBER

Outreach/Church Budget	December 5	LocCh
Health & Temperance/World Budget	December 12	* NAD
Church Budget	December 19	LocCh
Local Conference Advance	December 26	LocConf

96-260

November 6, 1996 p.m.

NAD Year-end Meeting

THIRTEENTH SABBATH OFFERINGS—1998

Euro-Asia Division	March 28	+
Inter-American Division	June 27	+
Southern Africa Union Conference (Attached Field)	September 26	+
Asia Pacific Division	December 19	+

MISSION INVESTMENT PROJECTS—1998

Southwestern Union	+
Atlantic Union	+

*Special Materials Provided + Special Project

DevelopmentCal&Offn/NADCOA/NADUn&GCO96YE/96YE to KLN

503-96Nb CALENDAR OF SPECIAL DAYS— NORTH AMERICAN DIVISION 1998

VOTED, To adopt the Calendar of Special Days for the North American Division for 1998 to read as follows:

JANUARY

Curriculum Focus for the Month—Friendship Evangelism+

Day of Prayer	January 3
Religious Liberty Week	January 17-24 *

FEBRUARY

Curriculum Focus for the Month—Family Life+

Black History Week	February 7-14
Christian Home and Marriage Week	February 14-21 *
Health and Temperance Ministries Sabbath	February 21 *

MARCH

Curriculum Focus for the Month—Women in the Church+

Women's Day of Prayer	March 7
Adventist Youth Week of Prayer	March 14-21 *
Disability Awareness Sabbath	March 28

APRIL

Curriculum Focus for the Month—Stewardship+

Missionary Magazines (<i>Signs, Message, El Centinela</i> <i>La Sentinelle</i>)	April 4 *
Stewardship Sabbath	April 4
Literature Evangelism Sabbath	April 11 *
Education Sabbath	April 18 *

MAY

Curriculum Focus for the Month—Community Services+

Community Services Sabbath	May 2
Youth Sabbath	May 16

JUNE

Curriculum Focus for the Month—Church Growth and Evangelism+

Women's Ministries Emphasis Day	June 13
---	---------

JULY

Curriculum Focus for the Month—Adventist Lifestyle+

Home Study International Promotional Day	July 11
--	---------

AUGUST

Curriculum Focus for the Month—Spiritual Gifts+

96-262

November 6, 1996 p.m.

NAD Year-end Meeting

SEPTEMBER

Curriculum Focus for the Month—Family Life+

Men's Day of Prayer	September 5
Nurture Periodicals (<i>Adventist Review, Insight, Guide, Primary Treasure, Little Friend</i>)	September 5-12
Family Togetherness Week	September 12-19 *
Hispanic Heritage Week	September 19-26

OCTOBER

Curriculum Focus for the Month—Adventist Heritage+

Children's Sabbath	October 3
Health Education Week (<i>Vibrant Life</i>)	October 3-10 *
Spirit of Prophecy Sabbath	October 17 *
Pathfinder Sabbath	October 24 *
Ingathering Campaign Begins	October 31 *

NOVEMBER

Curriculum Focus for the Month—Health+

Stewardship Sabbath	November 7
Week of Prayer	November 7-14 *
Human Relations Sabbath	November 14
Welcome Home Sabbath	November 21 *
Bible Sabbath	November 28 *

DECEMBER

Curriculum Focus for the Month—Christian Hospitality+

Ingathering Sabbath	December 5 *
Ingathering Campaign Ends	December 26

+Curriculum resource materials are published in NAD church resource journals—

Celebration, Celebración, Célébration, Kids Stuff, and Cornerstone Youth Resource Journal.

* Special Materials Provided

November 6, 1996 p.m.
NAD Year-end Meeting

96YE to KLN

WORLD OFFERING DECEMBER 13, 1997

VOTED, To designate the offering for December 13, 1997, to build churches in the Euro-Asia Division.

EURO-ASIA DIVISION REPORT

C Lee Huff, president of the Euro-Asia Division, showed slides depicting the beautiful people and churches in Moscow, but also noted that not one of the churches in Moscow belong to the Seventh-day Adventists. The Baptists and the Seventh-day Adventists have shared the use of a church for many years. During Stalin's and Lenin's reign this church was allowed to stay open because the government wished to show western world visitors that religion was allowed to exist in their country.

Today this congregation numbers approximately 600 members. Seventh-day Adventists have never owned a church building in the city of Moscow. There are over 6000 members in Moscow and no church facility. Even though there is excitement about this offering, a tremendous challenge still exists. In 1994 the church in Moscow experienced an 18 percent growth in membership. The Euro-Asia Division needs 100 people a year to conduct meetings. The goal is to double the membership during the coming year.

Adjourned

Alfred C McClure, Chair
Rosa T Banks, Secretary
Juan R Prestol, Editorial Secretary
Carolyn Rochester, Recording Secretary

