

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

Silver Spring, Maryland  
October 9, 1997, 8:00 a.m.

**DEVOTIONAL MESSAGE**

Reuben Ramos presented the devotional message. He stated that it was joy for him to share what the Lord is doing, especially here in Potomac Conference, in the Hispanic community.

The first Hispanic Church here in Potomac was organized in 1957. Eighteen years later, there were three churches with approximately 500 members, returning a little over \$300,000 in tithe. By the end of 1996, another eleven years later, there are 19 churches with over 3,000 members. Behind those numbers there are many stories, moving stories, of people that have been touched by the power of the grace of God and I praise God for that. I know that this is only the beginning of what the Lord can do for this whole Division.

The Hispanic advisor for the Potomac Conference plans to organize 12 new churches by the end of the year 2000. We would like to see over 500 new members in these churches. When I heard that the Division was talking about church planting, I said, "Hallelujah! Praise the Lord!" It has been demonstrated in our own experience that church planting is one of the key elements in church growth. We all recognize that only God can bring true growth and He deserves all the glory. But nevertheless, let me share at least three key factors that have been shown to be the basic elements for church growth.

First and most important is the commitment and the spirit of sacrifice shown by our loving brothers and sisters. They come from different countries as immigrants and have to work hard to make their living. But in spite of that, they spend several hours of their spare time visiting the people, giving Bible studies, organizing small groups, and besides that, they give their tithes and offerings to support our church with willingness and love.

The second key factor, is the church-planting strategy. It is one of the greatest methods of church-growth.

The last factor is the leadership of our pastors who are not satisfied with the status quo. They are willing to take risks. When I see the struggles and problems in our way, I see also great doors of opportunity that God is ready to open before our own eyes. I believe with all my heart that the greater the problems, the greater the opportunities.



97-80

October 9, 1997 a.m.

NAD Year-end Meeting

I invite you to open your Bibles to John 9. In this beautiful story we find the insight I want to share with you this morning. I have chosen the title, "Seeing as Jesus Sees." The Bible starts by saying, "As he went along, he saw a man blind from birth." I wonder, why Jesus focused on the blind man on that Sabbath? He could have seen many other important things—the temple, the palace, the walls, or the gates of the city. He could also see the priests performing their tasks at the temple or the worshipers. But He saw a blind man. I understand that we usually see what is important to us. Our focus of attention will be greatly determined by what is in our hearts.

Jesus came to this world to reveal God's passion to save the lost. That was His obsession. Throughout the Gospel we see that Jesus was willing to skip rest, food, water, and everything else to bring hope to the hopeless, healing to the wounded, and salvation to the lost. He traveled long distances in order to reach a single soul. That is why He saw the blind man on that Sabbath morning. He saw the blind man because His heart was filled with compassion. What Jesus saw called forth His infinite love and compassion for the lost. If I am to see as Jesus sees, I will need to share His passion. I need to be obsessed as He was obsessed. I need to feel like Jesus felt. I need to have a tender heart as did Jesus.

When the blind man met Jesus and obeyed Him, his eyes were opened and he began to experience the compassion of Jesus. He proclaimed to his neighbors openly and boldly what Jesus had done for him. He wasn't afraid to give glory to God. This is what is going to happen to every person who allows Jesus in his life.

Where Jesus saw a blind man in great need and a great opportunity to show God's power, the disciples saw a theological problem. They asked Jesus, "Rabbi, who sinned, this man or his parents that he was born blind?" Does a theology have any value if it does not focus on what really matters to God? My conviction is that whenever theology lacks that focus, it becomes a hindrance. I hope that we won't be so obsessed in trying to solve all the theological questions that we may find ourselves not seeing as Jesus sees.

The neighbors heard the testimony of the blind man. It was a convincing testimony, but they couldn't see as Jesus sees. They wasted a great opportunity to see God's glory and to receive the true light that is found in Jesus. They remained in darkness. The same will happen to a person who relies on the judgement and thinking of others rather than on God's revelation.

So they took the matter to the Pharisees, as they were accustomed. But if we want to see as Jesus sees, we need to trust Jesus and take Him and His Word with absolute confidence. When the pharisees heard that a miracle took place on Sabbath, they couldn't accept it. According to their rules, that was an unlawful act. They were so obsessed with details that



they made unbearable human rules for themselves and the rest of the people. I cannot understand how they could see the Sabbath as a joyful day when they had to count their steps the whole day. Could you imagine yourself counting steps the whole day from the beginning of the Sabbath on Friday until sunset on Sabbath evening—counting steps? It is possible that their intentions were good, but whenever we find ourselves more obsessed with keeping all our human rules, traditions, and ideas, we will not be able to see as Jesus sees.

If a tradition or a human rule does not help me to feel God's passion, and prevents me from seeing as Jesus sees, I have to reject it. If not, these traditions and rules will blind me. The Pharisees became so blind that they couldn't understand even the most basic, clear logic presented by the blind man. The Pharisees refused to believe the testimony of the man and so they summoned his parents. This is for me the saddest part of this story, that the parents had more evidence than anybody; they knew the blind man was their son and that he had been blind since his birth. They knew that only God could do such a thing. They should have been praising God and thanking Him for His mercy. Instead, they refused to verify the miracle. Their answer was very clever, but cowardly, when they said that their son was old enough to speak for himself. What mattered most to them was the acceptance of the people in their town.

As a believer, a father, a husband, and especially as a pastor, I feel a great need to see as Jesus sees. There are times when I don't know what to do, what to say, or what direction to take. But for me it is comforting to know that Jesus is willing to break through our confusion and darkness to bring light into our hearts. The Holy Spirit is ready to help us see as Jesus sees.

## **CALL TO ORDER**

Alfred C McClure, Chair, called the second session of the 1997 North American Division Committee Year-end Meeting to order.

**PRAYER**     Edwin Gibb



97-82

October 9, 1997 a.m.

NAD Year-end Meeting

COMn/97YE to KLN

### **534-97N COMMISSION ON THE PUBLIC IMAGE OF THE CHURCH—REPORT**

VOTED, To accept the report of the Commission on the Public Image of the Church, which reads as follows:

#### **Commission on the Public Image of the Church**

The Seventh-day Adventist Church in North America seeks to lead people to a saving relationship with Jesus Christ. In order to accomplish that mission, the Church seeks to do good in the community and to become known for the good it does.

To lay plans toward that objective, the North American Division established the Commission on the Public Image of the Church in 1994. Among its mandates was to follow through on the recommendations of the Communication Strategy Council of the General Conference.

The Commission surveyed the public in 1994 and learned that awareness had dropped sharply during the previous decade. In 1986 about 70% of the public indicated they had heard of the Seventh-day Adventist Church, and about 50% could name some fact about the Church. By 1994 only 53% indicated they had heard of the Church, and only about 35% could name some fact about the Church.

The public did link the Seventh-day Adventist Church with Jehovah's Witnesses and Mormons, although even those misperceptions were held by only 2% of the public. The primary finding of the Commission's survey was that most people knew nothing about the Seventh-day Adventist Church.

The Commission concluded that two factors contributed most heavily to the decrease in public awareness and perception. The first factor was the decrease in the presence of the Seventh-day Adventist Church in the mass media. Throughout the 1980s and the early 1990s, the Church's contacts with the public media decreased. Press relations dried up. The Church stopped producing public service announcements for radio and television. Church communication leaders turned their attention toward sending messages to internal audiences.

The second factor was a decrease in the Church's programs that contacted the public directly, usually through door-to-door communication. For example, Ingathering solicitation attracted fewer members during the 1980s and early 1990s, until members virtually ceased



making door-to-door Ingathering contacts. Literature Evangelists increasingly relied on lead cards, with the result that few LEs did door-to-door solicitation. In addition, community health programs such as the Five-Day Plan to Stop Smoking, later Breathe Free: The Plan to Stop Smoking, received less emphasis.

### Commission Findings

The key finding of the Commission is that the Church needs to focus its energies once again on developing public awareness and positive perceptions of the Church. A primary benefit will be that this will create more opportunities to lead people to Christ. Additional benefits will include:

1. Good will for the Church to draw on, especially in times of crisis.
2. Greater visibility as a respected Christian church in the community, not as a cult to be feared.
3. Increased likelihood that people will attend evangelistic meetings and hear the unique Seventh-day Adventist presentation of the gospel in the light of the Three Angels Messages.
4. Significant positive effects on members, nurturing a healthy sense of pride and well-being about their Church.
5. More opportunities for members to give personal testimonies of their faith in Jesus.
6. Added credibility and legitimacy for the Church's programs designed to improve life in the community.
7. Greater opportunities for local churches to participate in community-based programs and special events.
8. More chances that the Church will be seen as a leader for its programs of emphasis.
9. More chances that the Church will be seen as a source to which communities and/or organizations can turn for assistance, input, and cooperative ventures.



97-84

October 9, 1997 a.m.

NAD Year-end Meeting

10. Positive reinforcement at critical decision-making times, especially when people are deciding about joining the Church.

11. Support for public contact programs such as Literature Evangelism and Ingathering.

The Commission concluded that there must be two parts to a strategy of developing a public image. The first part is for the Church to agree upon one specific public image. The second part is to develop implementation tactics that will help all entities to speak uniformly about the Church, so that messages from the Division reinforce messages sent by the local church, and union conference publications reinforce the messages sent by health care institutions, and advertising and brochures from health care institutions reinforce messages from educational institutions, and so on.

Thus, the Commission's task was two-fold: First, the Commission identified a public image for the Church. Second, the Commission identified implementation tactics. The following sections of the report make specific recommendations in these two areas:

1. The public image of the Seventh-day Adventist Church
2. Implementation strategies for developing the public image of the Church.

#### Recommendations Regarding the Public Image of the Seventh-day Adventist Church

The Commission noted that Church communication had not always focused around one central theme. To continue to produce uncoordinated messages in the future is to risk one or both of two dangers. One danger is that people's conception of the Church will be so vague that no image will be established in people's minds. The other danger is that different people will have different perceptions, or that the same person will have different perceptions at different times; in either case no clear image will result.

Many organizations have floundered because they do not have a single public persona—the public image by which they are known. Conversely, successful companies have a single public perception. For example, the Red Cross is known as helping in times of disaster. Nordstrom's is known for exceptional service to its customers. Honda is known for the perfection with which it builds cars.

McDonald's provides a good case study. It is not merely a fast-food restaurant. It is the fast-food restaurant for families with young children. It started this "family-oriented" image by having Ronald McDonald become a spokesperson. Then it offered "Happy Meals."



Now it has playgrounds at many of its restaurants. Each of these corporate activities reinforces its image as the family-oriented fast-food restaurant. Even its entry into philanthropy—the building of Ronald McDonald houses for the families of children with life-threatening diseases is in tune with this public image.

The Church of Jesus Christ of Latter-day Saints, the Mormons, have stayed with the same public image campaign for more than a quarter of a century. When they started broadcasting TV and radio spots about families in the early 1970s, they were working to reverse a public image that had been with them since the 1800s.

The Commission reviewed themes the Seventh-day Adventist Church has used in the past 25 years. These themes included the evangelistic thrusts known as Mission 72 and NET'95 and NET'96. They featured slogans such as "The Caring Church." And the themes covered distinctive features of the Church such as the Sabbath, prophetic interpretation, and The Second Coming.

The Commission also reviewed two major studies of what public image the Church should pursue. One was the 1988-89 study of the United Marketing Task Force, which recommended that the Church should seek to be known as "the family that's there when you need us." The other was the General Conference Communication Strategy Council, which concluded that the Church should "communicate hope by focusing on the quality of life that is complete in Jesus Christ."

Based on its review of these previous plans and studies, the Commission voted the following recommendation regarding the public image of the Seventh-day Adventist Church:

VOTED, 1. That the Seventh-day Adventist Church in North America seek to enhance the quality of life, both for its members and for those not part of its fellowship.

This recommendation about the public image of the Seventh-day Adventist Church could be misunderstood. It could be felt that the recommendation pandered to yuppie consumerism. It could be viewed as little more than BMWs and Bally Fitness Centers. To explain in greater detail what the Commission means when it says that the Church should seek a public image of enhancing quality of life, the Commission adopted the following statement:

### **Statement Concerning Seventh-day Adventists and Quality of Life**

"Quality of Life" is a concept that pervades Seventh-day Adventist belief. Seventh-day Adventists teach that no act, word, or deed is too small to be transformed by the grace of God. Seventh-day Adventists believe that God is concerned with the quality of human life.



Everything—the way we live, think, speak, eat, care for our bodies, treat each other, and care for the world around us is part of God's design and plan for improved quality of life. Our families, children, jobs, talents, bodies, money, relationships, and time are all important to Him and are avenues by which He brings grace into our lives. Nothing about the quality of our lives escapes our Father's attention or care.

The fundamental beliefs of the Seventh-day Adventist Church come from our understanding of the grace of Christ and directly address the general theme of quality of life. The Commission cites, for example:

Marriage and Family:

God intended for society to be centered in relationship. Husband, wife, and children experience the fullness of God's love. This describes God's plan for quality of life within a family setting. Where "family" is broken or defines a single parent or individual, the church provides a family presence. Together, in relationship with others and with God, we are stronger and happier than we can ever be alone. Thus, the church can create quality of life for families of all definitions.

Sabbath:

Celebrating Sabbath is our response of honor and worship to God's personal invitation of love. God has set aside this time to lead us into His freedom and strengthen us in our relationship with Him. Sabbath is 24 hours of renewal and re-creation in which we prioritize the temporal values and eternal principles of life. Sabbath is God creating a Genesis event in the chaos of our lives.

Quality of life has been part of the mission of Seventh-day Adventism as well. Virtually every local Seventh-day Adventist Church is involved in some quality-of-life activity, activities which are contextualized to local community needs and resources. These experiences provide a useful starting point for localized communication efforts. On the denominational level, the Seventh-day Adventist Church has addressed quality-of-life issues throughout its history, and the major institutions of the Church have developed in response to these issues. Health care, education, publishing, humanitarian and disaster response, and local church ministry all have strong quality-of-life components within their endeavor, and many of the largest Seventh-day Adventist entities have quality of life as their primary concern.



### Recommendations Regarding Implementation Strategies for Developing a Public Image

The Commission reminded itself of an important management principle: "If you keep doing what you've been doing, you'll keep getting what you've been getting." The Commission believes that the Seventh-day Adventist Church is not satisfied with the public image revealed by the Commission's survey, and that the Seventh-day Adventist Church must make changes in order to impact the public image of the Church.

The Commission reviewed a wide range of options for changes in the way the Seventh-day Church presents itself to the public. The Commission has adopted these recommendations as a realistic plan for implementing the "Quality of Life" theme. The implementation of these recommendations should include comprehensive orientation and education of churches and institutions regarding the relationship of the "Quality of Life" theme to the mission of the Church. Implementation also must stress the importance of developing a positive public image.

### Recommendations Related to Community Involvement

2. To challenge churches and institutions to become centers of "Quality of Life" enhancement in their communities.
3. To educate churches and institutions about the value of becoming centers of "Quality of Life" enhancement in their communities.
4. To challenge members, churches, and institutions to participate in activities which enhance the quality of life in their communities, whether or not those activities are sponsored solely by the Seventh-day Adventist Church.
5. To produce resources which enable local churches and institutions to be positioned as active, accepting participants in enhancing the quality of life in the community. These resources may include
  - series of church-based seminars for the community
  - satellite down-linked events and programs
  - traveling programs such as musical concerts
6. To involve community people in planning, sponsorship, and promotion of these events so the programs meet community needs.



97-88

October 9, 1997 a.m.

NAD Year-end Meeting

7. To produce resources that assist congregations in initiating and participating in community wellness networks.

Recommendations Related to Church Institutions and Communication Vehicles

8. To encourage all Seventh-day Adventist institutions to focus on "Quality of Life" as a key aspect of their market positioning strategy.

9. To encourage mass communication vehicles of the Adventist Church to help establish the "Quality of Life" themes in articles, programs, and other materials. This would include

- Publications targeted at external audiences, such as *Signs*, *Message*, *Listen*, *Liberty*, and *Vibrant Life*
- Television ministries such as *It Is Written*, *Breath Of Life*, and *Faith for Today*
- Radio ministries such as *Voice of Prophecy* and *La Voz de la Esperanza*
- Radio stations and networks such as *Life Talk Radio*, *Positive Life Radio*, and *Adventist Radio Network (ARN)* stations
- Telephone ministries such as the *Bible Line*
- World Wide Web home pages from all Seventh-day Adventist entities
- Publications targeted at internal audiences, such as *Adventist Review*, union papers, Sabbath School pass-along papers.

10. To encourage supporting Seventh-day Adventist ministries to help establish the "Quality of Life" theme by including articles, programs, and other materials which support improved quality of life.

11. To develop a companion paperback and video targeting nonmembers and focusing on Seventh-day Adventist lifestyle and its advantages to quality of life.

12. To implement an extrapolation from the Seventh-day Adventist health study to determine its marketable aspects, including stories that illustrate those concepts marketed through non-Seventh-day Adventist bookstores and home shopping.



13. To recruit professional writers to produce books that could be distributed through well-known bookstores. These books will underscore various aspects of the Seventh-day Adventist quality of life. These books could lead to exposure for the authors or subjects on national talk shows, and to significant advertising that will help create the quality of life image for Seventh-day Adventism.

Recommendations Related to Identifying Seventh-day Adventist Churches and Institutions

14. To encourage all churches, institutions, agencies, auxiliaries, and levels of the church to identify themselves and their initiatives as Seventh-day Adventist.

15. To encourage the Church at all levels, as appropriate, to consider adopting the new Seventh-day Adventist Church logo and implement its use in communication.

16. To urge Seventh-day Adventist churches in North America to identify themselves properly so that people will associate the church with the Seventh-day Adventist denomination. This should be done through:

- church identification signage
- highway directional signs
- listings in newspaper advertising pages
- listings in yellow pages and white pages of telephone directories.

Recommendations Related to Establishing a Media Relations Program for the Church in North America

17. To establish a media relations program at the North American Division with the sole responsibility of speaking directly with public media and to assist union, conference, and local church communication people as they communicate with public media.

18. To build a network of Seventh-day Adventist professionals in media relations who will volunteer to help the Seventh-day Adventist Church in its media relations program.

19. To communicate to local and national media, news and feature stories about the centers of volunteer activities at local churches and institutions.



97-90

October 9, 1997 a.m.

NAD Year-end Meeting

#### Recommendations Related to Awareness Spots

20. To make a long-term commitment to production of an annual division-wide awareness campaign. This will be accomplished through fresh "image" spots for TV, radio, and other media. All of the spots and events will be designed in such a way as to be valuable to the greatest number of churches and institutions.

#### Recommendations Related to Television

21. To explore the creation of a television network that programs information targeted to nonmembers and delivers that signal via satellite, cable stations, over-the-air stations, and other means to the widest possible viewing public.

#### Recommendations Related to Professionalism in Church Communication Work

22. To encourage unions and conferences to appoint full-time communication directors who are professionally trained.

23. To build a network of volunteer communicators with professional training who will help the Church in all facets of its communication work.

#### Recommendations Related to Funding

24. To allocate substantial and adequate resources to implement these goals.

25. To give priority to funding interns whose primary task in the job assignment will be to create greater public awareness of the Church.

PARC/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

#### **565-97N CREDENTIALS AND LICENSES—POLICY AMENDMENT**

VOTED, To amend NAD D 05, Credentials and Licenses, to read as follows:

##### **D 05 ~~Credentials and Licenses~~ Denominational Employees Classification and Accreditation**

**D 05 05 Types—~~To Whom Issued~~—Denominational employees Persons in the categories listed below shall be classified and accredited by the employing responsible**



organization (see D 10) through the issuance to then of a credential, license, or certificate as indicated under each category according to the categories listed below. No person shall be issued a credential, license, or certificate for included in more than one category at the same time.

**~~D 05 10 Ministerial Employees—Ordained, Licensed, and Commissioned—~~**

1. ~~*Ministerial Credential*—To ordained ministers.~~
2. ~~*Ministerial License*—To unordained pastors, evangelists, and Bible teachers who are on the path toward ordination. (See L 20.)~~
3. ~~*Commissioned Minister Credential*—a. To associates in pastoral care; Bible instructors; General Conference, division, union, and local conference treasurers and departmental directors including associate and assistant directors; institutional chaplains; presidents and vice presidents of major institutions; auditors (General Conference director, associates, area and district directors); and field directors of the Christian Record Services. These individuals should have significant experience in denominational service, usually not fewer than five years, and demonstrate proficiency in the responsibilities assigned to them. Their remuneration should be at approximately the maximum for their category in the denominational wage scale.~~
  - b. ~~It is recommended that an appropriate commissioning service be conducted when an employee is granted a Commissioned Minister Credential.~~
  - c. ~~It is not the normal practice to ordain an individual holding a Commissioned Minister Credential.~~
4. ~~*Commissioned Minister License*—To employees listed in paragraph 3. with limited experience (fewer than five years).~~

**D 05 10 Ministerial Employees—Ordained, Commissioned and Licensed—1. a.**  
*Ministerial Credential*—To ministerial employees who have demonstrated a divine call to ministry and have been previously classified as licensed ministers and ordained to the Gospel ministry. An ordained minister is authorized to perform all the ministerial functions of the Church without limitation. (See L 45).

**b. *Ministerial License*—To ministerial employees who have demonstrated a divine call to ministry which is recognized by a conference with an assignment as a spiritual leader, pastor or evangelist. Such employees must have been ordained as a local elder, and**



97-92

October 9, 1997 a.m.

NAD Year-end Meeting

are authorized to perform substantially all the ministerial functions within the assigned district or congregation. A licensed minister is on the path toward ordination as a minister of the Gospel. (See L 20.)

2. *Commissioned Minister—*a. *Commissioned Minister Credential*—To ministerial employees who have demonstrated a divine call to ministry and have been previously classified as a licensed commissioned minister, in which capacity he/she has served for at least five years. In addition, individuals who have demonstrated a divine call and whose spiritual leadership is acknowledged by election or appointment to serve in General, Division, Union, or Local Conference administrative positions, as vice president, secretary, under/associate secretary, treasurer, under/associate treasurer or director of a department, and presidents of major institutions, are also eligible to receive Commissioned Minister Credentials. Such employees must have been ordained as a local elder, and are authorized to perform substantially all the ministerial functions within the assigned organization, institution, or congregation.

1) An appropriate commissioning service shall be conducted when an employee is granted a Commissioned Minister Credential.

2) It is not the normal practice to ordain an individual holding a Commissioned Minister Credential.

b. *Commissioned Minister License*—To ministerial employees who have demonstrated a divine call to ministry which is recognized by a conference with an assignment as an associate in pastoral care or institutional chaplain. Such employees must have been ordained as a local elder, and are authorized to perform substantially all the ministerial functions within the assigned institution or congregation. Commissioned ministers are not normally on the path toward ordination to the Gospel ministry.

**D 05 15 Non-Ministerial Employees—**1. *Missionary Credential*—To employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is at approximately the maximum for their category in the denominational ~~wage~~ remuneration scale. These will include regularly employed conference and union field; ~~medical, educational~~ institutional and office employees; and career literature evangelists and Bible instructors.

2. *Missionary License*—To employees with limited experience (less than five years) including regularly employed field, ~~medical, educational~~, institutional and office employees.



**D 05 17 Teachers—1. *Criteria* - No change**

2. *Procedures*—a. Candidates eligible for Ministry of Teaching - No change
  - b. Employees holding - No change
  - c. ~~It is recommended that an~~ An appropriate commissioning service shall be conducted when an employee is granted a Commissioned Ministry of Teaching Credential.
3. *Renewal* - No change

**D 05 20 Literature Evangelists—1. *Missionary Credential* - No change**

PREn/TaskForce/RegPre/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to MCS

**552-97Nb INNER CITY PROGRAM TASK FORCE—REPORT**

In 1996 the North American Division Officers appointed the Task Force on the Future of the Inner City Program with the assignment to review the program and develop recommendations for its future. North American Division Administration is committed to maintain and expand a social action program through ADRA North America to meet the needs in the low-income, minority communities in the large cities of the United States. Urban ministry is one of the four major strategic priorities adopted by the North American Division for the next five years, and the Inner City Program has a major role to play in that strategy, by providing public service ministry alongside the evangelistic and church ministry programs of the denomination. The Inner City Program Task Force was asked to recommend any changes that might be needed in the guidelines and policies governing the program.

The members of the Task Force included Harold Lee, Inner City Program Coordinator of the Columbia Union Conference, (chair); Monte Sahlin, ADRA Director and Inner City Program Coordinator of the North American Division, (secretary); Sandra Brown, graduate student in social work at Andrews University; Charles L Cheatham, Secretary and Inner City Program Coordinator of the Allegheny East Conference; Charles Drake, Adventist Community Services Director and Inner City Program Coordinator of the Northeastern Conference; John Gavin, Assistant ADRA Director and Assistant Inner City Program Coordinator of the North American Division; Norman Miles, President of the Lake Region Conference; Daniel Robles, Vice President, Adventist Community Services Director and Inner City Program Coordinator of the Southern California Conference; Reger C Smith, Professor of Social Work at Andrews University; and Calvin Watkins, Adult Ministries Director,



97-94

October 9, 1997 a.m.

NAD Year-end Meeting

Adventist Community Services Director, and Inner City Program Coordinator of the South Atlantic Conference.

### History of the Inner City Program

The Inner City Program Task Force reviewed more than 100 pages of official actions regarding the Inner City and Disadvantaged Areas Program from the minutes of the General Conference Committee, the North American Division Committee and the North American Division administrative committees.

The 1967 Annual Council voted a plan entitled "Concern for the Inner Cities of America." This is the "charter" for the Inner City Program. The most significant elements in the action, in terms of establishing a program, are:

"3. That in major cities steps be taken to consolidate health and welfare centers thus making possible a more meaningful and wider scope of service to the city."

"11. That in each area where the problems, perplexities and challenges of the inner cities exist, immediate consideration be given by the appropriate organization to the appointment of a minister to serve full time in the inner city, whose responsibility will be to set up programs following the guidelines approved by our denomination."

"12. That the General Conference appoint a representative committee to study these recommendations setting up guidelines for their implementation, recommending sources of finances to effectively carry out the provisions of the actions offered, and that this committee bring its report to the 1968 Spring Council for final action."

On April 3, 1968, the Spring Council of the General Conference Committee, (GC 68-38) approved the report of the appointed committee. An "emergency fund" of \$100,000 was assembled from GC and NAD contingency funds by taking \$20,000 each from the Large City Evangelism Fund and the Large City Church Projects Fund. The "granting" of these funds was to be handled by a small committee based on "the presentation by the unions of a well-worked-out plan" with "the amounts allocated . . . matched 100% by the unions and local conferences . . . with both . . . participating in each case." And, "these funds are not to be used for evangelistic purposes nor for the building of churches."

In the same action, it was voted "that the General Conference SAWS Organization's [now renamed ADRA] terms of reference be broadened so as to provide for the continuation and expansion of the operations with respect to . . . the inner city." Also, "in inner city



areas, study should be given to using church personnel and/or facilities in the government's Head Start program."

The plan also included a general mobilization and awareness-building among the Seventh-day Adventist membership in the United States to respond to the urban crisis of the time. Pastors in metropolitan areas were to "immediately make a survey of talent in their churches and organize to implement the 1967 Annual Council action . . ." At "the 1968 camp meetings a Saturday night" was to "be devoted to a program for familiarizing the church members with the problems of the inner city," and "at Workers' Meetings time" was to "be made available for a discussion of the problems of the inner city." It is unfortunate that this educational process was never implemented.

Additional guidelines were voted by the North American Division Committee on Administration on May 16, 1968 (NADCA 68-66). These focused specifically on "meetings with representatives of non-Seventh-day Adventist organizations." They urged that specific steps be taken to contact "government officials and voluntary social agencies" to inform them of the services "for those in need" that were to be offered under the new program—"food . . . clothing . . . bedding . . . medical aid . . . shelter . . . child care . . . vocational training . . . literacy . . ."

These guidelines emphasize the importance of a Seventh-day Adventist ministry of compassion separate from any political entity, "social group or federated religious body." The Seventh-day Adventist Church would implement its "ministry of neighborliness" in the inner city "by maintaining a distinctive organizational identity." A "separate identity" was to be maintained for the "humanitarian organization" of the Church, and the program was to "maintain direct and personal contact with the individuals who need our help."

Another interesting guideline included is one that was initially implemented, but has fallen into disuse in the last decade. "Churches in areas outside the larger cities may assist inner city churches with relief supplies and volunteer personnel. It is suggested work teams of such churches may interchange for weekly service in Health and Welfare Centers [later renamed Adventist Community Services Centers] so as to be better prepared to work together in . . . a major crisis."

Most of the items in the minutes are to approve grants for specific projects submitted by the unions on behalf of local conferences. The original "emergency fund" of \$100,000 was distributed in 1968, and in 1970 another emergency fund of \$100,000 was made available. A regular, yearly program of grants did not begin until 1973.



97-96

October 9, 1997 a.m.

NAD Year-end Meeting

The Task Force reviewed the percentage of the funds each year that went to projects submitted by the Regional Conferences, including the Regional Departments of the Pacific and North Pacific unions, projects that were specifically identified as Hispanic, projects operated at the union level, projects in Canada, and other projects submitted by "White" conferences, some of which are multicultural in nature. Over the 26 years in which grants have been made, an average of 64% of the funds have gone to projects sponsored by Regional entities and an average of 25% have gone to projects sponsored by "White" conferences.

The current Guidelines for Inner City grants were voted at the 1981 Annual Council (GC 81-150.) The guidelines specified that the grants were to be used for four purposes—to provide seed money to start new Inner City projects, to "enlarge" and "increase relevancy" of existing programs, for model projects, and "to meet emergency needs." Projects "shall have a budget of at least \$15,000 in order to be eligible," and grants "shall be a minimum of \$5,000 and shall be matched by the local and/or union conferences."

Each project proposal was to include "a listing of the programs to be offered," a budget, and "sources of all funds and their use." The local and union conferences were to state the "appropriations" made to each project before the NAD would consider what to fund. And, "the NAD Inner City Committee will take into account the efforts put forth in conferences and unions . . . to encourage a generous response on the part of the constituency to the annual Inner City Offering."

Grant funds and the matching appropriations by the unions and local conferences were to be kept separate from other funds. "The local conference shall set up an account for Inner City Trust Funds." Each local project shall have "a separate checking account in the name of the respective organization. . . . Financial records of all transactions shall be kept by the treasurer of the organization. . . . The conference auditor shall annually audit the books of all Inner City community services, budgets, etc."

On January 16, 1991, a revision of the guidelines was voted by NADCOM (NADCOM 91-9). No substantial changes were made. The two most significant changes include an increase in the minimum annual budget a project must have in order to be eligible for a grant to \$20,000, and a change in the purposes for which the grants may be given to include "subsidizing . . . significant" programs in "the larger cities." This was adopted in recognition that the program had strayed from its original purpose of providing seed money, and that many programs were now dependent on these grants to survive.

No other policy documents were found in a complete search of the official minutes at the North American Division and General Conference of Seventh-day Adventists Secretariat conducted by Lena McDowall, a graduate student intern on the ADRA North America staff.



### Recent Changes in the Inner City Program

For 25 years funding for the Inner City Program was provided from the General Conference of Seventh-day Adventists's portion of the Ingathering monies each year. Four years ago the GC decided to phase out this funding. Rather than allow the program to die, the North American Division made arrangements for the funding to be provided by ADRA, the denomination's established agency for social action programs.

The same level of funding—\$200,000 per year—has been assured in a Memorandum of Understanding between the NAD and ADRA International. It is the same level of funding, but it now comes from a different source. It now comes from ADRA instead of Ingathering.

To date, no changes have been made in the guidelines. The committee that reviews proposals and recommends grants has not been changed. No change has been made in the procedures of the program, although an effort is being made to ensure that full documentation as required since 1968 is attached to each proposal, due to the fact that in recent years many conferences have not submitted the full documentation. John Gavin, Assistant Director of ADRA North America and the Inner City Program, has been assigned to see that full documentation is in hand before each proposal goes to the Inner City Committee for review and decision-making.

### The Need for Urban Community Service Today

In many ways the situation in America's large cities and other disadvantaged communities is more desperate than it was in the late 1960s. Unemployment, especially among African-American and Hispanic teens and young adults, continues to be unreasonably high; it is more than half the population in many neighborhoods. And the lack of jobs often leads to a sense of despair that opens these young people to the temptations of alcohol and other addictions, and eventually a life of crime.

The job market today has experienced drastic change. There are very few jobs available for individuals who lack the education necessary to interact with high technology. Men and women who have only a high school diploma find it increasingly difficult to obtain gainful employment. Full-time work at the minimum wage leaves a person below the poverty line, and often without health care coverage. For those who have not completed a secondary diploma, there is virtually no place in the job market today.

The recent Presidents' Summit on Community Service chaired by Colin Powell in Philadelphia focused on the 15 million children in America who are at risk of becoming one of these young adults with no job opportunities and no hope. Research shared at the Summit



97-98

October 9, 1997 a.m.

NAD Year-end Meeting

demonstrates, that if a child does not learn to read during the early years of elementary school, then “the rest of the dominos go down,” leading inevitably to permanent unemployment, addictions, crime, and violence.

Poverty and other human needs are just as intense in America’s cities as they were when the Inner City Program was launched in 1967. And, the portion of America’s population that lives in urbanized communities continues to be more than four out of five. In spite of prophetic counsel now nearly 100 years old, the Seventh-day Adventist Church continues to be invisible if not absent in the vast majority of urban neighborhoods. “The work in the cities is the essential work for this time, and is now to be taken hold of in faith. When the cities are worked as God would have them, the result will be the setting in operation of a mighty movement, such as we have not yet witnessed.”—(Ellen G White, *Review and Herald*, November 17, 1910)

Reaching the cities continues to be the largest challenge to Seventh-day Adventist mission in North America. In the top 50 metropolitan areas of the United States there are more than 2,000 zip codes that do not have any Seventh-day Adventist residents. Half of these are neighborhoods with a largely Anglo population. Two-thirds of the population in the United States either has never heard of the Seventh-day Adventist Church or has no idea about its message or ministries, and most of these are in the major metropolitan areas. The work cannot be finished in NAD until the Church comes to terms with this reality.

In the urban setting, “disinterested benevolence” (community development) prepares the ground for evangelism. Research conducted by the Institute of Church Ministry at Andrews University demonstrates clearly that two key factors are always present in Seventh-day Adventist churches, of all ethnic types, that experience consistent church growth in urban neighborhoods: (1) They attract significant numbers of younger people. (2) They sponsor a strong community service program.

The linkage between humanitarian work and evangelistic work is particularly vital in disadvantaged communities. Where the ravages of poverty and injustice are so clearly present, a faith that speaks only to religious topics and does not demonstrate its compassion for people through practical help is perceived as hollow and without real character. Prophetic guidance for the Seventh-day Adventist Church clearly underlines this reality. “The world will be convinced, not by what the pulpit teaches, but by what the Church lives. The minister in the desk announces the theory of the gospel; the practical piety of the church demonstrates its power.”—(Ellen G. White, *Review and Herald*, January 20, 1903) “We need not go to Nazareth, to Capernaum, or to Bethany, in order to walk in the steps of Jesus. We shall find His footprints beside the sickbed, in the hovels of poverty, in the crowded alleys of the great city, and in every place where there are human hearts in need of consolation. In doing as



Jesus did when on earth, we shall walk in His steps.”—(*The Desire of Ages*, page 70)  
“Christ's method alone will give true success in reaching the people. The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, ‘Follow Me.’”—(*The Ministry of Healing*, page 143)

Many examples of fast-growing, highly evangelistic churches in large metropolitan areas are available in professional literature. In each case these urban churches have significant community action programs. Other churches are much more visible than the Seventh-day Adventist Church in these metropolitan areas in large part because of their involvement in community action projects. Any church of any denomination is valued by civic leaders and the news media only when it steps beyond its religious ministry and also sponsors programs that contribute to the secular needs of the community. In only a handful of instances is the Seventh-day Adventist Church viewed in this way by the city fathers.

Surveys of NAD members show that our members across all ethnic segments have a strong interest in working together in community-based ministries and do not understand the seeming incapacity of church organizations to provide stronger programs of this kind. A survey in 1989 in the Pacific Union Conference, which actually was focused on how to have more effective adult Sabbath Schools, happened to include questions that reveal that nine out of ten church members believe “the church should be more involved in meeting social needs in our community,” and that four out of five want to “learn more about issues of social justice.” A survey conducted in 1991 by Harold Lee for the Ebony Evangelism Committee shows that the highest priority for change among African-American layleaders in the Seventh-day Adventist Church is to see a stronger program develop to meet economic and social needs in the community. The 1997 NAD Survey of Church Board Members found that two-thirds of the respondents want their local church to sponsor a community tutoring project and 87% are willing to vote funds to help sponsor one or more of their young adult church members to spend a year as a student missionary in the cities of North America. Many layleaders believe that we in denominational leadership are missing the boat on this topic.

It is recommended that the Inner City Offering become a division offering rather than a union offering, and the North American Division assume the responsibility for developing a strategy for the promotion of this offering, which has not been promoted for many years. With even modest promotion, the Inner City Offering can be increased to \$300,000 a year, which together with the annual appropriation from ADRA, would provide a total pool of \$500,000 a year for the program. Matching requirements from conferences and local agencies could boost this to at least \$1 million per year as the total Seventh-day Adventist investment in meeting the needs of the cities and other disadvantaged communities. This could be leveraged again, perhaps three to eight times, depending on how successful ADRA North America becomes at grantsmanship and the development of outside donors.



97-100

October 9, 1997 a.m.

NAD Year-end Meeting

RECOMMENDED, To revise HG 10 15, Inner City and Disadvantaged Areas Program, to read as follows:

**HG 10 15 Inner City and Disadvantaged Areas Program\***

*Purpose*—Relief and development; relief activities to help the homeless and combat hunger through community food pantries, soup kitchens, street feeding, and shelters; and community development activities that empower the disadvantaged and provide a lift out of poverty. \*This is a U.S. program; ADRA Canada has a separate program.

*Mission*—To demonstrate the compassion of Jesus Christ through Seventh-day Adventist Church-sponsored agencies that work together with local churches in the inner city and other disadvantaged areas to meet the needs in the community, and thereby position the Church to share the gospel.

*Strategy*—Creating model programs that address significant issues of social justice, and thereby position the church to share its gospel message with those who historically have been most likely to respond, as well as those for whom Christ had a special regard: the poor and disadvantaged.

*Funding*—In addition to an appropriation of \$200,000 each year from the ADRA Central Office, the entire proceeds of the annual Inner City Offering shall be handled as a division offering and provided to fund this program. The North American Division shall have the responsibility for developing and implementing a strategy for the promotion of this offering.

*Project Grants*—Two tiers of grants will be provided from the Inner City Fund:

*Tier One—Mini-Grants to Fight Hunger*—1. Grants for programs administered by conference Inner City Coordinators. Only those conferences operating conference-wide Inner City programs prior to January 1, 1998, will be eligible.

2. Would provide mini-grants to local conferences for the operations of food pantries and soup kitchens throughout the conference.

3. ADRA would reimburse participating conferences for one half of the cash expenditure in an approved program in the previous calendar year up to a total of \$10,000 per conference.



4. To receive a hunger program grant, each local conference would need to turn in the following documentation:

- a. A copy of the guidelines developed by the local conference, including attention to screening out churches that do not serve a disadvantaged community.
- b. Financial statement from the conference treasurer showing cash grants to churches for the previous year.
- c. A one-page report from each church with a participating food pantry or soup kitchen, including the name and address of program coordinator, hours of operation, location of operation, number of families/meals served in the last year, percentage of those served who are not church members, total (perhaps estimated) value of donated goods, and list of sources of supplies and outside funding (United Way, food bank, Emergency Food and Shelter Program, etc.).

Procedure—ADRA North America staff will look at the list of expenditures to churches in the financial statement, check off each church for which a one-page report is available, and send a check immediately to the conference program coordinator for 50% of the total up to a ceiling of \$10,000.

Tier Two—Seed Money Grants for Model Projects—1. These programs would be administered by agencies that meet the ADRA Affiliates standards. This includes the requirement that the director attend the Community Action Leadership School and the Grantsmanship School provided by ADRA North America.

2. Up to \$50,000 per year would be given to each program for up to three years, after which they would no longer be eligible for funding. The size of the grants would be scaled to the relative size and cost of doing business in the various metropolitan areas.

3. Up to \$50,000 per year could be spent from the fund by ADRA North America to contract with appropriate program development consultants to help funded programs develop capacity, grantsmanship skills, and a sustainable funding and support base.

4. Proposals should be substantial, meeting the criteria in the Project Review Committee checklist. They will be reviewed by the NAD Inner City Committee with the union Inner City Program coordinators having full voice and vote.



5. Each proposal that is funded must demonstrate that it focuses on lifting the disadvantaged from social and economic injustice and helping them obtain equal opportunity, not just providing relief.

6. Each proposal that is funded must demonstrate how it will position the Seventh-day Adventist Church to better bring the gospel to disadvantaged people.

7. Each program that is funded must develop a workable plan for sustainability and leveraging of the ADRA grant with outside funding sources, or funding will not be continued in the second and third years.

8. Each proposal that is funded must have the support of conference administration and a local board which includes Seventh-day Adventist lay professionals and at least one pastor.

9. No formal matching formula will be required, but conferences will be expected to make a significant investment in the program from Ingathering Reversion or other funds. This would mean that the conference investment must be more than a typical local church reversion percentage.

10. Only about six grants per year would be made under this second tier of the program.

Phase-in Considerations—1. During the early years of the new guidelines, the amount of funds available may be constricted until the promotional strategy begins to expand the Inner City Offering.

2. Existing Inner City Programs that have been funded for some time will be given priority in accessing at least half of the Model Program Seed Money Grants and the special assistance of ADRA project development consultants in shifting over to the new strategy.

3. Existing conference-wide Inner City Programs may use the fiscal operations of the final year under the old guidelines as the basis for reimbursement in the first year under the new guidelines.

4. In any given year at least 51% of the total funds will go to solid proposals for Model Program Seed Money Grants.

VOTED, To accept the Inner City Program Task Force Report and its policy recommendations as presented.



OGC/SECn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**530-97N DENOMINATIONAL STATUS FOR SEVENTH-DAY  
ADVENTIST ORGANIZATIONS—CRITERIA  
(Organizational Structure, Governance, and Operation)—  
POLICY AMENDMENT**

VOTED, To amend NAD C 47, Denominational Status for Seventh-day Adventist Organizations—Criteria, section C 47 10, Organizational Structure, Governance, and Operation, to read as follows:

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

1. *Governing Documents* - No change

a. Relation to Denomination - No change

b. Corporate Membership—All persons who serve as corporate members, members of the constituency, or shareholders of the organization shall be members of the Seventh-day Adventist Church. Not less than a majority of the corporate membership, constituency, or shareholders shall be comprised of persons who are ~~members of specific denominational constituencies, boards, or~~ directors, trustees, officers, employees, or members of executive committees or operating boards of organizations that are listed in the *Seventh-day Adventist Yearbook*. Corporations without membership and/or governed by self-perpetuating boards shall not be permitted.

c. Board - No change

d. Dissolution - No change

2. *Operation* - No change

3. *Property* - No change



97-104

October 9, 1997 a.m.

NAD Year-end Meeting

OGC/SECh/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**531-97N DENOMINATIONAL STATUS FOR SEVENTH-DAY  
ADVENTIST ORGANIZATIONS—CRITERIA  
(Periodic Review)—POLICY AMENDMENT**

VOTED, To amend NAD C 47, Denominational Status for Seventh-day Adventist Organizations—Criteria, section C 47 35, Periodic Review, to read as follows:

**C 47 35 Periodic Review**—The North American Division may conduct a periodic review of organizations on which it confers denominational status. All denominational organizations that are required to file Internal Revenue Service Forms 990 or 990-T shall annually submit a copy of the form(s) to the Secretary of the North American Division within 30 days subsequent to the form(s) being filed with the Internal Revenue Service (or in Canada Form T 30 10 to Revenue Canada).

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**508-97N NORTH AMERICAN DIVISION BOARD OF EDUCATION,  
K-12—MEMBERSHIP—POLICY AMENDMENT**

VOTED, To amend NAD F 10 25, North American Division Board of Education, K-12—Membership, to read as follows:

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

President of the North American Division

~~Vice President~~ General Vice President of the General Conference, Education Advisor  
Conference whose major assignment includes education

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

Executive Secretary of the Board of Education, K-12

Secretary of the North American Division

Treasurer of the North American Division

Vice President for Education of the North American Division

~~Associate Secretary of the North American Division~~

~~Associate Treasurer(s) of the North American Division~~



October 9, 1997 a.m.  
NAD Year-end Meeting

~~Assistant to the President of the North American Division~~  
~~Vice presidents of the North American Division~~  
~~Field Secretaries of the North American Division~~  
 Associate and Assistant Director(s), The Office of Education, NAD, K-12  
 Union Conference Presidents ~~or Designees~~  
One Union Conference Secretary  
 One Union Conference Treasurer  
 Union Conference Directors of ~~Education~~ The Office of Education/Vice Presidents for  
Education  
President, Home Study International/Griggs University  
 Two Conference Presidents who are Academy Board Chairs  
~~Executive Secretary of the Board of Higher Education~~  
 Up to five others including two lay persons

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

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

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

Chair—President of the North American Division  
~~Vice-chair—Vice presidents of the North American Division~~  
Vice-chair—Secretary of the North American Division  
~~Secretary—Executive Secretary of the Board of Education, K-12~~  
Secretary—Vice President for Education of the North American Division  
 Treasurer—Treasurer of the North American Division

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**509-97N NORTH AMERICAN DIVISION BOARD OF EDUCATION,  
K-12—FUNCTIONS—POLICY AMENDMENT**

VOTED, To amend NAD F 10 35, North American Division Board of Education, K-12—Functions, to read as follows:



97-106

October 9, 1997 a.m.

NAD Year-end Meeting

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

1. To develop and maintain the system of ~~education, K-12.~~ K-12 education by establishing general guidelines, coordinating education activities, and maintaining general overview.

2. To authorize research on the needs and outcomes of ~~education, K-12.~~ K-12 education.

3. To develop and maintain a - No change

4. To authorize the establishment - No change

5. To recommend and adopt academic - No change

6. To ~~implement~~ authorize any approved financial program to assist the school system.

7. To supervise the application of - No change

8. To approve ~~teacher~~ certification requirements for ~~teachers in NAD Adventist schools.~~ teachers.

9. To review new and existing - No change

10. To keep the ~~division~~ Division's members and leaders informed of the needs and accomplishments of education through periodic reports, releases, conferences, and other means.

11. To adopt and implement - No change



K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**510-97N UNITED STATES AND CANADIAN BOARD OF  
EDUCATION, K-12—EXECUTIVE COMMITTEE—  
POLICY AMENDMENT**

VOTED, To amend NAD F 10 40, United States and Canadian Board of Education,  
K-12—Executive Committee, to read as follows:

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

Chair—President of the North American Division  
~~Vice-chair—Vice president(s) of the North American Division~~  
Vice-chair—Secretary of the North American Division  
~~Secretary—Executive Secretary of the Board of Education, K-12~~  
Secretary—Vice President for Education of the North American Division  
Associate and Assistant Director(s), NAD Office of Education, K-12  
Associate Director, General Conference Department of Education  
(NAD Advisor)  
~~Secretary of the North American Division~~  
Treasurer of the North American Division  
~~Executive Secretary of the Board of Higher Education~~  
2 Union Directors of Education Education/Vice Presidents for Education  
1 Union President

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**511-97N NORTH AMERICAN DIVISION BOARD OF  
EDUCATION, K-12—EXECUTIVE SECRETARY—  
POLICY AMENDMENT**

VOTED, To amend NAD F 10 45, North American Division Board of Education,  
K-12—Executive Secretary, to read as follows:



97-108

October 9, 1997 a.m.

NAD Year-end Meeting

**F 10 45 North American Division Board of Education, K-12—Executive Secretary**—The Executive Secretary shall be the ~~Director of the Office of Education, K-12, Vice President for Education of the North American Division~~ recommended for nomination by the Board to the nominating committee of the North American Division and elected by the ~~General Conference. North American Division Committee (NADCOM)~~ at the time of the Year-end Meeting. The ~~Executive Secretary, Vice President for Education~~, subject to the approval of the Board, shall:

1. Implement - No change
2. Serve as the secretary - No change
3. Administer all - No change
4. Make an annual - No change

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**512-97N NORTH AMERICAN DIVISION UNION DIRECTORS  
OF EDUCATION COUNCIL—MEMBERSHIP—  
POLICY AMENDMENT**

VOTED, To amend NAD F 10 70, North American Division Union Directors of Education Council—Membership, to read as follows:

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

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**513-97N NORTH AMERICAN DIVISION EDUCATION  
ADVISORY, K-12 (NADEA)—NEW POLICY**

VOTED, To adopt a new policy, NAD F 10 81, North American Division Education Advisory, K-12 (NADEA), which reads as follows:



**F 10 81 North American Division Education Advisory, K-12 (NADEA)**—The North American Division Education Advisory, K-12 provides general overview and counsel on the K-12 system of education within the North American Division with special emphasis on curriculum development.

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**514-97N NORTH AMERICAN DIVISION EDUCATION  
ADVISORY, K-12—MEMBERSHIP AND LEADERSHIP—  
NEW POLICY**

VOTED, To adopt a new policy, NAD F 10 82, North American Division Education Advisory, K-12—Membership and Leadership, which reads as follows:

**F 10 82 North American Division Education Advisory, K-12—Membership and Leadership**—All members of the North American Division Education Advisory, K-12 are ex officio and include the North American Division Vice President for Education, the Associate and Assistant Director(s) of the Office of Education, K-12, and the Union Directors/Vice Presidents and Associate Directors of Education. The NAD Vice President for Education shall serve as the chair, the Associate Director of Education for Curriculum as vice-chair, and the Assistant Director of Education for Secondary Education as secretary.

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**515-97N NORTH AMERICAN DIVISION EDUCATION  
ADVISORY, K-12—MEETINGS—NEW POLICY**

VOTED, To adopt a new policy, NAD F 10 83, North American Division Education Advisory, K-12—Meetings, which reads as follows:

**F 10 83 North American Division Education Advisory, K-12—Meetings**—The North American Division Education Advisory, K-12, shall meet at least twice a year.



97-110

October 9, 1997 a.m.

NAD Year-end Meeting

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**516-97N NORTH AMERICAN DIVISION EDUCATION  
ADVISORY, K-12—FUNCTIONS—NEW POLICY**

VOTED, To adopt a new policy, NAD F 10 84, North American Division Education Advisory, K-12—Functions, which reads as follows:

**F 10 84 North American Division Education Advisory, K-12—Functions—**The functions of the North American Division Education Advisory shall include, but shall not be limited to, the following:

1. Provide counsel to the NAD Office of Education on the overall system of K-12 education within the North American Division with special emphasis on the administration and management of curriculum policy and development.
2. Foster communication between the division and union offices of education.
3. Foster communication among union offices of education.
4. Plan for implementation of approved curriculum.
5. Plan for the monitoring of approved curriculum materials.
6. Identify administrative and curriculum needs.
7. Plan division-wide in-service activities.
8. Evaluate the effectiveness of adopted programs and materials.
9. Recommend budget allocations on curriculum development.
10. Work closely with the Union Directors of Education Council on long- and short-range planning for the system of K-12 education.



SECn/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**517-97N NORTH AMERICAN DIVISION CURRICULUM  
COMMITTEE (NADCC)—IDENTITY—  
POLICY DIRECTIVE**

VOTED, To renumber NAD F 10 85, North American Division Curriculum Committee (NADCC)—Identity, to F 10 89 in order to keep it with F 10 90, North American Division Curriculum Committee—Membership.

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**518-97N NORTH AMERICAN DIVISION EDUCATION  
ADVISORY, K-12—SUBCOMMITTEES—NEW POLICY**

VOTED, To adopt a new policy, NAD F 10 85, North American Division Education Advisory, K-12—Subcommittees, which reads as follows:

**F 10 85 North American Division Education Advisory, K-12—Subcommittees—**  
The North American Division Education Advisory, K-12 shall consist of two subcommittees for Elementary and Secondary in addition to combined meetings for the full advisory.

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**521-97N NORTH AMERICAN DIVISION CURRICULUM  
COMMITTEE—MEMBERSHIP—POLICY AMENDMENT**

VOTED, To amend NAD F 10 90, North American Division Curriculum Committee—Membership, to read as follows:

**F 10 90 North American Division Curriculum Committee—Membership—**The members of the North American Division Curriculum Committee are nominated by the North American Division Office of Education staff and appointed by NADCOM and shall be composed of the following:

1. North American Division Office of Education—a. ~~NAD Director of Education,~~  
Chair NAD Associate Director of Education for Curriculum and Assistant Director of  
Education for Secondary Education, co-chairs.



97-112

October 9, 1997 a.m.

NAD Year-end Meeting

b. ~~NAD Associate Director of Education, Executive Secretary~~ NAD Vice President for Education.

2. Union conference Directors/Vice Presidents for Education and associate directors or directors of education responsible for curriculum development. Associate Directors or Directors of Education. Union offices of education with a one-person department may appoint an additional representative.

3. ~~Instructors in curriculum and methods from university schools of education and college departments of education appointed by the union offices of education. One representative from each college/university department or school of education appointed by the union offices of education.~~

4. ~~Advisory Personnel~~ A representative from Home Study International/Griggs University.

5. a. The General Conference Associate Director of Education with advisory responsibilities for North ~~America.~~ America shall serve in an advisory capacity.

b. ~~Union directors of education~~

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**522-97N NORTH AMERICAN DIVISION CURRICULUM  
COMMITTEE—FUNCTIONS—POLICY AMENDMENT**

VOTED, To add a new paragraph 10 to NAD F 10 100, North American Division Curriculum Committee—Functions, which reads as follows:

10. Coordinate division-wide selection and adoption of textbooks not published by the Seventh-day Adventist Church.



K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**523-97N NORTH AMERICAN DIVISION CURRICULUM  
COMMITTEE—SUBCOMMITTEES—  
POLICY AMENDMENT**

VOTED, To amend NAD F 10 105, North American Division Curriculum Committee—Subcommittees, to read as follows:

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

~~2. The representatives from university schools of education and college departments of education meet as a committee during the annual NAD Curriculum Committee meeting.~~ College/University Departments or Schools of Education Meeting—College/university representatives on the North American Division Curriculum Committee shall meet as a committee during the annual meeting of the North American Division Curriculum Committee (NADCC).

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**524-97N PHILOSOPHY OF EDUCATION (Philosophy)—  
NEW POLICY**

VOTED, To adopt a new policy, NAD F 05, Philosophy of Education, section F 05 01, Philosophy, which reads as follows:

**F 05 01 Philosophy**—The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen G White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of



97-114

October 9, 1997 a.m.

NAD Year-end Meeting

one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Seventh-day Adventist education seeks to nurture thinkers rather than mere reflectors of other's thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Seventh-day Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.\*

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\*This statement is an abridgement of the complete philosophy statement found in the General Conference *Working Policy*.

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

#### **525-97N SEVENTH-DAY ADVENTIST EDUCATION PHILOSOPHY—POLICY DELETION**

VOTED, To delete NAD F 05 10, Seventh-day Adventist Education Philosophy, which reads as follows:

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

Seventh-day Adventists believe that knowledge of this personal God can never be derived by human reason alone, but that God has communicated His nature, purposes, and plan through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men, and they constitute for the Church the only unerring rule of faith and practice. The church membership accepts the



gift of prophecy as manifested through special revelation to the Seventh-day Adventist Church in the life and ministry of Ellen G White. In this respect, Seventh-day Adventists accept divine revelation as the guiding principle in their philosophy of education. They believe that their teachers are servants of God, and their students, children of God.

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

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

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

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

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

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



97-116

October 9, 1997 a.m.

NAD Year-end Meeting

administration of their educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

K12/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

### **526-97N GOALS FOR CURRICULUM IN SEVENTH-DAY ADVENTIST SCHOOLS—NEW POLICY**

VOTED, To adopt a new policy, NAD F 05 10, Goals for Curriculum in Seventh-day Adventist Schools, which reads as follows:

**F 05 10 Goals for Curriculum in Seventh-day Adventist Schools**—The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education.

1. *Acceptance of God and His Word*—Each student will surrender his or her whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and an authoritative guide in all areas of life.
2. *Commitment to the Church*—Each student will desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.
3. *Family and Interpersonal Relationships*—Each student will develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.
4. *Responsible Citizenship*—Each student will develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environments.
5. *Healthy Balanced Living*—Each student will accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. *Intellectual Development*—Each student will adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.



7. *Communication Skills*—Each student will acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.

8. *Life Skills*—Each student will function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.

9. *Aesthetic Appreciation*—Each student will develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

10. *Career and Service*—Each student will develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the Church.

PREn/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**547-97N CHURCH MINISTRIES—DEPARTMENTAL POLICIES—  
POLICY DELETION (DIRECTIVE)**

VOTED, To delete NAD H, Church Ministries—Departmental Policies, because they are being replaced by individual policies for Adult Ministries, Children's Ministries, Family Ministries, Stewardship, Women's Ministries, and Youth Ministries departmental policies.

SECn/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**548-97N POLICY RENUMBERING—DIRECTIVE**

VOTED, To renumber NAD HA, HB, and HC as follows:

HA HP Philanthropy for the Seventh-day Adventist Church/Institutions

HB HL Legal Association and Trust Services—Departmental Policies

HC HR Public Affairs and Religious Liberty Departmental Policies



97-118

October 9, 1997 a.m.

NAD Year-end Meeting

PREn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to RMO&HWB

**549-97N ADULT MINISTRIES DEPARTMENTAL POLICIES—  
NEW POLICY**

VOTED, To adopt a new policy, NAD HA, Adult Ministries Departmental Policies, which reads as follows:

**HA ADULT MINISTRIES DEPARTMENTAL  
POLICIES**

**HA 05 Philosophy and Mission**

The Adult Ministries Department was established to coordinate church growth, spiritual development, and ministry activities of adult members of the North American Division. Its mission is to empower, equip, and mobilize leaders and members to advance the Gospel Commission in response to the command of Jesus, and in the context of the Three Angels' Messages of Revelation 14:6-12. To honor these biblical instructions, the Adult Ministries Department communicates the Good News with the objective to reach, teach, and empower prepared men and women for active service according to their spiritual gifts. Through processes of planned change and prayerful, strategic planning, the department seeks to create a systems approach to mobilizing church members into a mission-driven force to win North America for Christ. Pursuant to this, the department envisions pastors as coaches and trainers and members activated for ministry.—(9T 116; 1TT 528)

Recognizing its unique role within the body of Christ, as a member joined to other members by the Holy Spirit (Eph 4:16; I Cor 12:14-21), the Adult Ministries Department has as its partner, the Sabbath School/Personal Ministries Department of the General Conference. This is consistent with the relationship that the department maintains with unions, conferences, and local church adult ministries partners. To this extent, . . . “we will in all things grow up into him who is the Head, that is, Christ. From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.” —(Eph 4:15, 16 NIV)

The Adult Ministries Department endeavors to motivate members for dynamic Christian service with the conviction that “The church of Christ is organized for service” (MH 148), and “Every son and daughter of God is called to be a missionary; we are called to the service of God and our fellow men.”—(MH 395)



At the North American Division level, the Adult Ministries Department does not seek to impose its scope and structure on other levels of the Division. Instead it encourages each level to create structures that work best in the local context. Because of its large territory and many conference and union organizations, the North American Division has chosen to distribute its responsibility based on age segments (children, youth, adult) as opposed to a system where, for example, all ages of Sabbath School are coordinated by one department. At the North American Division the Youth Department and Children's Ministries Department serve their respective age groupings in areas of ministry, Christian education, and program design. Thus, the name Adult Ministries relates to those members beyond the children and youth level.

### HA 10 Emphasis

The philosophy and mission of the Adult Ministries Department are carried out through the following four areas of emphasis:

1. *Faith Maturity Emphasis*—a. Make the saving gospel of Jesus Christ central in all Adult Ministries plans, projects, and programs; thus ensuring that all activities and materials are Christ-centered, Bible-based, and communicate values that positively impact human behavior.

b. Cultivate an attitude of prayer and devotion in all members.

c. Foster spiritual growth and faith maturity through regular study of the Word of God and sharing that faith with others.

2. *Fellowship Emphasis*—a. Foster Christian fellowship in every aspect of the weekly Adult Sabbath School program, as well as in the entire community of believers.

b. Work together to develop and implement programs and projects for discipling new members, and changing the value systems of nominal members.

c. Enlist the help of all leaders, teachers, and regular members to restore inactive members of the church and Adult Sabbath School to regular attendance and active participation in church life.

d. Nurture, equip, and involve in service the newly baptized.



97-120

October 9, 1997 a.m.

NAD Year-end Meeting

3. *Outreach Emphasis*—a. Make every part of the Adult Ministries program service oriented, helping each member to realize that they are fully empowered to do ministry by reaching their friends, neighbors, and communities.

b. Develop processes and programs that lead members to discover their spiritual gifts, rediscover New Testament values, and equip them to effectively disciple their circle of friends, relatives, and acquaintances. In addition, guide members into the knowledge that every believer has received the gift of God's love, and with the expression of this love, "one hundred souls would be won to Christ where now there is one."—(See 9T 189)

c. Assure that all teaching and training programs and materials encourage soul winning as well as the nurture and retention of those won to Christ.

d. Be alert to providential openings that present opportunities for soul winning.

4. *World Mission Emphasis*—a. Maintain a clear vision of the global mission of the Church.

b. Foster, in the adult membership, a desire to serve in spreading the gospel wherever the Lord may lead.

c. Teach and promote systematic and self-denying stewardship in support of world missions, and as a demonstration of gratitude and dependence upon God.

### **HA 15 Departmental Responsibilities**

In cooperation and consultation with unions, conferences, and ministry networks the Adult Ministries Department has the responsibility to assist church leadership in accomplishing the mission of the Church in the following ways:

1. Collaborate with the conference and union departmental leaders, as well as the Church Resources Consortium, ministry networks, member initiatives, and publishing houses to provide materials for Adult Sabbath School, personal ministries, and prison ministries programming. In addition, provide training programs and resources for the leaders and teachers of these auxiliaries at all levels.

2. Oversee the development of membership training program usable at the local church and conference levels.



3. Promote Personal Ministries, Prison Ministries, and Adult Sabbath School as soul-winning arms of the church.
4. Equip members for soul winning by modeling spiritual leadership and training, and by partnering with conference and union departmental leaders, as well as the Church Resources Consortium to provide resource materials relevant for church growth.
5. Oversee the development of training and resources to aid members in implementing and developing personal discipleship.
6. Coordinate, evaluate, and monitor Adult Ministries programs and resource materials throughout the Division.
7. Provide leadership and skills training for Adult Ministries personnel at the conference and union levels, as well as among ministry networks.
8. Experiment with new and innovative ways of reaching specific people groups, and all of secular society.
9. Empower, and in certain cases, initiate networks of homogeneous ministry associations that can strengthen the Division's mission to evangelize North America.
10. Provide a mechanism for strategic planning for congregations to create a Shared Vision for Mission.
11. Give leadership and coordination to those programs that the North American Division Committee may decide should be given support throughout the Division and may assign to the Adult Ministries Department.

## **HA 20 Bible Evangelism**

The Adult Ministries Department encourages every member to engage, individually or in church groups, in personal or public evangelism—giving Bible studies, conducting meetings, living room evangelism, holding public efforts, conducting Bible seminars, and local Bible correspondence schools. The department promotes evangelism by church members through training courses, seminars, congresses, and in-service training programs, presenting methods of witnessing, giving Bible studies, and gaining decisions for Christ and His truth.



97-122

October 9, 1997 a.m.

NAD Year-end Meeting

### **HA 25 Literature Distribution**

The Adult Ministries Department works together with the Church Resources Consortium to coordinate and aid the publishing houses in the preparation of missionary literature, including periodicals. It promotes, trains, and guides church members in the use of these evangelistic tools and shares with them the individual and group methods for literature distribution, which includes systematic house-to-house distribution, mailing programs, the use of tract racks, and tract-a-day distribution plans, individual or church-lending libraries and various campaigns of distribution, such as the complete city or county coverage plans.

### **HA 30 Media Ministry**

The Adult Ministries Department encourages church members to secure applications by telephone, visitation, and surveys for all Bible correspondence schools; and make follow-up contact with each interested person referred to the local church by the media ministries. It coordinates the media ministries, the Adventist Information Ministry (AIM), and the Department of Communication in a collaborative soul-winning strategy with the local church.

### **HA 35 Prison Ministry**

Christ said, “. . . I was in prison and ye came unto me . . . inasmuch as ye have done it unto one of the least of these ye have done it unto me.”—(Matt 25:36, 40) This speciality ministry is bequeathed to the Church with the force of the Divine Christ. When we enter the prisons to visit an inmate we are visiting Christ. The very pointed language of our Lord has motivated hundreds to make prison ministries their outreach for Jesus. This ministry is evangelism intensive. The Adult Ministries Department encourages church members to join in efforts to reach out to prisoners and their families, thus finding spiritual renewal and outlet for their gifts as they teach, preach, and provide truth-filled literature.

The Adult Ministries Department oversees the Adventist Prison Ministries Association, a network of prison ministries. For the sake of unity, prison ministry organizations wishing to work within the North American Division shall be recognized by the local conferences where the organizations wish to work and shall be coordinated by the local conferences.

### **HA 40 Adult Sabbath School**

“Sabbath school work is important, and all who are interested in the truth should endeavor to make it prosperous” (CSW 9). “The Sabbath school, if rightly conducted, is one of God’s great instrumentalities to bring souls to a knowledge of the truth.”—(CSW 115) “Every church should be a training school for Christian workers. Its members should be



taught how to give Bible readings, how to conduct and teach Sabbath school classes, how best to help the poor and to care for the sick, how to work for the unconverted . . . . There should not only be teaching, but actual work under experienced instructors.”—(CS 59)

The Sabbath School functions as the primary religious education and training system at the local church level of the Seventh-day Adventist Church, whereby the majority of Seventh-day Adventists learn the teachings of the Bible, including the tenets of the Church, and become motivated and equipped to share the gospel with every living soul.

The Adult Ministries Department supports local churches in the operation of Adult Sabbath Schools, including Branch Sabbath Schools. The purpose of the Adult Sabbath School is to encourage spiritual growth through Bible study, fellowship, and soul-winning outreach, personal ministries, and support of the world-wide mission of the denomination.

#### **HA 45 Personal Ministries**

The Personal Ministries component of the Adult Ministries Department provides the church-growth initiative. Every member is capable of having a personal ministry that flows out of their spiritual gifts. The personal ministries aspect of Adult Ministries is committed to facilitating the discovery of every member's gifts and equipping and empowering them to passionately engage in a ministry that reaches and disciples men and women for Christ.

The Adult Ministries Department encourages local churches to develop an outreach ministry that is driven by the universal priesthood of the believers. Thus, every member is called by God to use their gifts to reach the world beginning with their circle of friends, relatives, and acquaintances. In many cases where resources are needed to be developed for church-growth activities, the Church Resources Consortium, along with the publishing houses and approved resource centers, are utilized for their development.

#### **HA 50 Leadership Development**

The Adult Ministries Department enables local church leaders to become more effective in their ministries, to focus on the mission of the Church, to identify the spiritual gifts God has poured out upon their congregation, and to realize church growth. It works to achieve this goal, in collaboration with conference and union administrators and departmental leaders, pastors, and members. This goal is further enhanced by the use of planning tools, helpful information, resource materials, and consultant services, much of which may be developed through the Church Resource Consortium.



97-124

October 9, 1997 a.m.

NAD Year-end Meeting

### **HA 55 Shared Vision for Mission Strategic Planning**

The Adult Ministries Department enables local congregations, members, conference and union leaders, and interdepartmental groups to participate in a workshop process for strategic planning through the Shared Vision for Mission workshop. Training of facilitators for this process will be available, as well as a roster of qualified facilitators.

### **HA 60 Small Group Ministries**

The Adult Ministries Department encourages local churches to develop small groups for outreach, Bible study, and evangelism. In harmony with inspired council, this ministry approach was given to us by God. “. . . If there is a large number in the church, let the members form into small companies, to work, not only for church members, but for unbelievers. Sitting by the fireside, they can, if humble, discreet and godly, do more to meet the real needs of families than could an ordained minister. . . . The formation of small companies as a basis of Christian effort has been presented to me by one who cannot err.”—(7T 21,22) The Adult Ministries Department collaborates with the local conferences and unions to develop and support small group ministries. Where resource materials to support the small group ministries are needed, the department works with the Church Resource Consortium for its development.

### **HA 65 Multiplying Cell Ministries**

The Adult Ministries Department provides training and consultations to congregations and conferences that desire to mobilize members and plant churches, utilizing the pilot multiplying cell church model. This model provides a year of suggestions for equipping newly-inducted cell members. Within three to nine months each cell member is encouraged and equipped to disciple someone from their circle of friends, relatives and acquaintances.—(John 1:40, 41; Acts 10:24) Thus, growth becomes automatic as the cells divide.

PREn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

### **550-97N CHILDREN'S MINISTRIES DEPARTMENTAL POLICIES—NEW POLICY**

VOTED, To adopt a new policy, NAD HC, Children's Ministries Departmental Policies, which reads as follows:



## HC CHILDREN'S MINISTRIES DEPARTMENTAL POLICIES

### HC 05 Mission and Objectives

The Department of Children's Ministries exists to train, resource, and support ministry to children from birth through eighth grade, with the goal of drawing children into a loving and productive relationship with Jesus Christ and with their church. The department seeks to help make ministry to children as follows:

1. *Grace Oriented*—Keeping Jesus at the center.
2. *Relational*—Giving a perspective that prioritizes people and relationships.
3. *Inclusive*—Valuing both the children and those who minister to them without regard to ethnicity, gender, age, or socio-economic differences.
4. *Informed*—Offering effective training.
5. *Supportive*—Encouraging a support network among leaders and teachers.
6. *Cooperative*—Joining in ministries with other departments of the church for wider ministry and service.

In fulfilling these objectives, the department, in collaboration with the Church Resources Consortium, prepares curriculum and resources for the spiritual nurture of children, such as: Sabbath School program helps and resource materials, Vacation Bible School program guides, and student materials, Adventurer Club manuals and student materials, and baptismal lessons for children. The department also prepares resource materials for leaders and teachers, such as Children's Sabbath program guides, training videos for Children's Ministries certification, and a manual for Children's Ministries leaders.

Children's Ministries programs that are supported by the department include: Adventurer Clubs, children's baptismal lessons, children's worship, children's communion, children's evangelistic meetings, children's prayer meeting, children's stewardship, church nursery, Sabbath School, and Vacation Bible School.



97-126

October 9, 1997 a.m.

NAD Year-end Meeting

### **HC 10 Sabbath School**

The Department of Children's Ministries supports local churches in the operation of Sabbath Schools for children, including Branch Sabbath Schools. The purpose of the Sabbath School is to encourage the spiritual growth through Bible study, fellowship, and involvement in ministry, and support of the world-wide mission of the denomination.

### **HC 15 Leadership Development**

The Department of Children's Ministries enables those who nurture children in the local church to become more effective in their ministry by recognizing their spiritual gifts and the gifts of other members, understanding faith development of children and how children learn at various stages of development. The department works to achieve this goal, in collaboration with the Church Resources Consortium, through training events, resource centers, planning tools, research information, resource materials, and consultant services.

PREn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

### **551-97N FAMILY MINISTRIES DEPARTMENTAL POLICIES— NEW POLICY**

VOTED, To adopt a new policy, NAD HF, Family Ministries Departmental Policies, which read as follows:

### **HF FAMILY MINISTRIES DEPARTMENTAL POLICIES**

#### **HF 05 Philosophy**

Scripture affirms the importance of the family and outlines the divine principles which govern family relationships. At creation, God instituted marriage and with it the family (Gen 2:18-25) as God's primary setting for human development and nurturance. When Christ redeemed all human experience from the curse of sin, He redeemed marriage and family relationships. He calls family members to relate in ways that befit those who have responded to the gospel (Eph 5:21-6:4). Because the family is the primary place where the capacity for love and for intimacy with God and with other human beings is developed and where Christian values are passed from one generation to the next, the family is central to the disciple making process (John 8:31, 13:35). As Scripture magnifies last day events, the spotlight again falls upon the family. The Bible predicts that before the great day of the Lord, in the spirit and



power of Elijah, God will give a final call to this generation, turning hearts to Himself and family members toward one another (see Mal 4:5, 6).

Ellen G White held strong convictions regarding the importance of families and ministry to them. "There is no more important field of effort than that committed to the founders and guardians of the home" (MH 351). "Our work for Christ is to begin with the family, in the home. . . . By many this home field has been shamefully neglected and it is time that divine resources and remedies were presented, that this state of evil may be corrected."—(6T 429, 430).

The Department of Family Ministries recognizes the significance of family in the lives of believers and nonbelievers alike. It endeavors to strengthen the home as a disciple-making center where family members through their interpersonal relationships are encouraged in their relationship with Jesus Christ and His church, and where the relational skills necessary for winsome witness are developed. The department endeavors to keep in perspective both God's ideals for family living and an understanding of the brokenness experienced by individuals and families in a fallen world. Thus Family Ministries call individuals, married couples, and parents to stretch toward divine ideals, while at the same time extending the redemptive, healing ministry of Christ. Efforts on behalf of families are held to be urgent, vital, and integral to the message and mission of the Church.

### **HF 10 Objectives**

Recognizing the mutual strength and support which the church must be to the home, and the home to the church, if the mission of the church is to become a reality, the Department of Family Ministries has adopted the following objectives:

1. To proclaim the reviving and restorative message of the everlasting gospel within the context of family living. Christ is and must be acknowledged as the Savior and Head of every home. In Him, family members are at peace with God and at peace with each other. As they are drawn near to Him they are drawn nearer to each other, in love, forgiveness, reconciliation, restoration, and renewal.
2. To affirm and strengthen every Seventh-day Adventist family as a primary discipling unit. Family Ministries seek to deepen understanding of the relational dimension of being and making disciples and to strengthen family members as disciple makers within the family. A married couple is viewed as the primary unit of the family. The department seeks to provide couples and families with access to educational, enrichment, and counseling opportunities to enhance the development of the relational skills necessary for the effective



discipling of one another and growth toward optimal Christian marriage, parent-child and extended family relationships.

3. To enable parents and families to increase the likelihood of successful transference of Christian Seventh-day Adventist values to the next generation. Family Ministries develop materials and provide learning opportunities within church and family settings designed to enable parents to make biblical values winsome to their children and youth. The department encourages an atmosphere within homes and churches which promotes questions and on-going discussion regarding Christian values and tenets of faith among parents and children, young and old, leaders and members in an effort to foster the development of mature faith.

4. To create a "family of God" experience in every Seventh-day Adventist Church. Family Ministries foster an atmosphere which respects and celebrates diversity within congregations and within the World Church, recognizing that unity is not found in uniformity, but in Christ, the Head of the body. Through a shared commitment to a common message and mission and a reciprocal openness, honesty, and vulnerability in relationships with one another, the oneness we have found in Christ may become a reality in experience.

5. To empower families for winsome witness. Beyond the priority placed on the home as the most important mission field, Family Ministries help families to discover and utilize their spiritual gifts in the community around them. The department encourages and enables families to relate in winsome ways with nonbelieving family members, to befriend their neighbors, to share the good news of life in Christ, and to support, through their prayers, offerings, and service, the mission outreach of the church.

### **HF 15 Areas of Emphasis**

The focus of Family Ministries is upon relationships. It is a ministry to the "and," such as in husband *and* wife, parent *and* child. Thus this ministry concerns itself primarily with relational dynamics rather than the needs of individuals. The basic target areas of emphasis for the Department of Family Ministries are premarital guidance, strengthening marriage and parent education, with attention also given to extended families, single parenting, step-family needs, and the family needs of singles. The development of relational skills fostered by Family Ministries empower young people, singles, and families, and enrich relationships both within the home and within the church, the household of faith.

The curriculum framework upon which leadership and resource development are based includes eleven major areas: theological foundations, family and mission, families in society, marriage and family dynamics, interpersonal relationships, parent education and guidance,



human growth and development, human sexuality, family ethics, family resource management, and family ministries programs and implementation.

## **HF 20 Methodologies**

Three broad categories define the approaches to ministry to families facilitated by the department: education, enrichment, and counseling.

1. *Education*—Substantial revelation concerning the divine purpose for families has been given. Practical principles which govern family relationships are found in Scripture and the Spirit of Prophecy. In the preparation of resources for family life education, the department centers its research and study on these primary sources and seeks to integrate biblical principles with helpful understanding and methodologies from other compatible mental health, behavioral, and social science sources.

2. *Enrichment*—The department prepares resources in cooperation with the Church Resources Consortium and develops leadership in enrichment activities: experiential programs for married couples, families and singles groups which enable participants to make relational gains together through sharing and interacting in various events and activities. Enrichment focuses directly on the family or group as a system in a process of enhancing relationships through better communication, deeper understanding, and an improved ability to resolve anger and conflict. In the absence of extended family, enrichment groups can function as a surrogate family. When enrichment activities are conducted among individuals who are part of the same local church, a spirit of community, support, and cooperation may be developed.

3. *Counseling*—The crucial role and importance of the counseling profession in the lives of troubled families is recognized and appreciated. Many individuals and families are in such critical need as to require specialized work that is particularly tailored to assist them in resolving short- or long-term personal or relational crises and difficulties. The department encourages the referral of such individuals and families to professionally qualified counselors wherever possible. While the training of counselors is not within the purview of the department, it is recognized that the content and process of leadership development provided by the department may be useful to pastors and others who may be called upon to counsel. However, the limitations of pastoral and lay counseling must be fully recognized and appropriate caution taken.

## **HF 25 Adventist Singles Ministries**

The Department of Family Ministries oversees the work of Adventist Singles Ministries (ASM) and encourages local conferences and local churches to sponsor ASM chapters and



97-130

October 9, 1997 a.m.

NAD Year-end Meeting

events that will bring together single adults who desire fellowship, spiritual help, and guidance, as well as reach out to single adults outside the Church in soul-winning ministry.

### **HF 30 The Association of Adventist Family Life Professionals**

Sponsored by the Department of Family Ministries, the Association of Adventist Family Life Professionals (AAFLP) encourages family life professionals, church employees assigned to family ministries, and other affiliated professions to promote excellence in family life education, research and counseling, and provides a means of stimulating interaction and mutual encouragement among these professionals.

### **HF 35 Men's Ministries**

The Department of Family Ministries oversees the work of Men's Ministries and encourages local conferences and churches to give attention to a specialized ministry to men in order to develop in them a stronger commitment to God, to their families, and to the mission of sharing the gospel with their friends, neighbors, and colleagues.

PREn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

### **552-97Na ADVENTIST DEVELOPMENT AND RELIEF AGENCY— NEW POLICY**

VOTED, To adopt a new policy, NAD HG, Adventist Development and Relief Agency, which reads as follows:

### **HG ADVENTIST DEVELOPMENT AND RELIEF AGENCY**

#### **HG 05 Philosophy, Background and Objectives**

**HG 05 05 Biblical Basis**—Seventh-day Adventists believe that their involvement in relief and community development is authorized in concept and outlined in scope by the Holy Scriptures. The following Biblical perspectives are the basis for the Church's activities in the areas of relief and community development:

1. God sent Jesus Christ into a sinful and evil world in order to answer human need and show a new way of life that would demonstrate the principle of love in all human relationships (see John 3:16, Luke 10:27; 19:10).



2. Jesus Christ showed special concern for the very poor, the despised and the deprived. He condemned those who failed to respond to their situation (see Luke 4:18; 12:21; 20:47).

3. The New Testament condemns the use of categories or groups of people as a basis for Christian involvement in meeting need (see Mark 16:15; Rom 3:23; Col 3:11).

4. The Savior, in His initiatives and in the commission to the Church, regarded man as a whole, and offered healing, teaching and salvation so that the image of the Creator might be restored in man (see Luke 4:40, 43; 10:9, Col 3:10).

5. The Church is called to give itself to the world in a redeeming, healing ministry (see John 12:5; James 2:15, 16; I John 3:16).

6. The end time brings cruel and evil distortions in the social fabric, a condition deplored in the world and by its Lord, and to which the Church responds (see Isa 58:6, 7; James 5:1-6; Rev 3:17).

7. Christianity acts as a catalyst in social and political change, yet the Church does not seek political involvement or economic advantage through its ministry and mission (see Amos 8:4; John 18:36; Acts 4:34).

**HG 05 10 Historical Background**—Philanthropic and humanitarian involvements are an integral part of Seventh-day Adventist history. From its beginning, the Seventh-day Adventist Church has been concerned for the less fortunate. When it embarked on its world mission in the last decades of the nineteenth century, it demonstrated that concern by establishing schools and health care programs among needy peoples. Major institutions were developed to meet these concerns and to aid in the advance of the Church's mission. In the years following World War II, the Church's sense of responsibility toward those affected by disasters resulted in the creation of the Seventh-day Adventist Welfare Service (SAWS). Its name was changed to Seventh-day Adventist World Service (SAWS) in 1973. Also in the post-war period, the idea was tested and later added to the *Church Manual* in which Adventist Community Services Centers were created to bring together several congregations and many different church-based, departmental programs to serve needs through a community-based social services entity. In 1967, the Church established the Inner City Program in response to the urban crisis in the United States, and during the 1970's and 1980's programs in developing countries produced an increasingly complex though successful development and relief operation. During the 1990's the new concepts developed overseas began to be brought home to community action programs to meet needs in North America.



**HG 05 15 Purposes and Objectives**—Because of its Biblical perspectives, the Seventh-day Adventist Church regards as germane its involvement in community development and relief. The Adventist Development and Relief Agency (ADRA) has been established to express the Church's concerns in this area and to meet the following objectives:

1. To awaken concern for the very poor, the disadvantaged, the sick, the malnourished and the victims of natural and man-made disasters resulting in the commitment by the Church of its own funds and resources for the benefit of such needy people.
2. To deepen the desire to understand the causes of deprivation, injustice, and need so that assistance given will be appropriate to the community and to the Church's view of its mission.
3. To establish policies and procedures which will eliminate race, sex, creed, or politics from the criteria used for the granting of aid.
4. To develop plans and policies which not only meet emergency needs but also seek to put in place programs which will provide long-term solutions.
5. To involve the established institutions of the Church not only in their historic role in relief and in the spiritual mission of the Church, but also as participants in new initiatives in community development and relief.
6. To establish a partnership with those in need which seeks to meet their needs within the respective cultural context, and which they will regard as appropriate and helpful in both the short- and long-term perspectives.
7. To seek cooperation with denominations, philanthropic organizations, government agencies, and development banks which share the Church's concerns and with whom it may participate in meeting human need.
8. To welcome partnership with organizations which work toward the restoration of human dignity through community development and relief, and which seek to improve the quality of life as it is understood by the benefiting community; and to bring to such partnerships the Church's own internally generated development and relief funds as well as to accept partnership in funding with other organizations and the benefiting community.
9. To utilize the Church's international infrastructure and communication system for the distribution and monitoring of programs.



10. To use the relief resources at their disposal to answer immediate needs, and to involve it in long-term commitments to meet agreed-upon goals and objectives.

11. To communicate those Christian values which the Church holds by its very nature without using them as criteria for the giving of aid.

12. To establish policies and procedures which will ensure that Church-sponsored volunteers and fully paid employees will not burden the communities where they serve and that their skills will contribute toward meeting the needs which they are assigned to meet. (The Church has historically regarded as essential the training and deployment of local personnel to meet community needs and expectations.)

13. To develop a program of communication and information to make known Church objectives and programs in community development and relief.

### **HG 10 Organization and Procedures**

**HG 10 05 Organization**—1. The Adventist Development and Relief Agency (ADRA) is the international development and relief agency of the Seventh-day Adventist Church.

2. The ADRA entity that conducts domestic programs in the United States is named Adventist Community Services (ACS).

3. Adventist Development Relief Agency (ADRA) Canada is the national organization in Canada that functions both as the ADRA donor country office and the domestic community service agency of the Seventh-day Adventist Church in Canada.

4. The North American Division Committee shall appoint the Board of Directors of ACS, which also operates as the ADRA North America committee, and shall hold the Board responsible for all ACS/ADRA operations within the Division which will be administered through an Executive Committee of the Board and in harmony with denominational policies.

5. Local ADRA Affiliates and ACS units shall operate under guidelines adopted by the Board.

**HG 10 10 Programs and Procedures**—Adventist Development and Relief Agency/Adventist Community Services is a humanitarian development and relief agency which, through its financial, material, and technical resources, will support, rehabilitate, and enhance the quality of life and well-being of disadvantaged communities and families in crisis,



with particular attention to the extremely deprived. This will be done without reference to ethnic, political, or religious association, and in a manner that will encourage self-reliance and self-determination. Areas of activity in North America include:

1. *Family Services*—Adventist Development and Relief Agency/Adventist Community Services sponsors the establishment and operation of projects such as food pantries and Dorcas Societies through local churches, as well as Community Services Centers sponsored by two or more collaborating local churches.

2. *Health Screening*—Adventist Development and Relief Agency/Adventist Community Services sponsors the establishment and operation of health screening and promotion projects such as van ministries and community health fairs in collaboration with the Health Ministries Department.

3. *Refugee Resettlement*—Adventist Development and Relief Agency/Adventist Community Services coordinates the sponsorship and resettlement of refugees approved for entry into the United States or Canada by the United Nations High Commissioner for Refugees and the respective national governments.

4. *Annual Appeals*—Adventist Development and Relief Agency/Adventist Community Services organizes and promotes the annual Ingathering appeal which involves making millions of community contacts and helps to supply funds for humanitarian work, both at home and abroad. The annual Ingathering appeal is a community outreach program fostered by the Church.

5. *Major Programs*—Adventist Development and Relief Agency/Adventist Community Services operates three major programs outlined in additional policies: the Inner City and Disadvantaged Areas Program, the ADRA Affiliates network, and Disaster Relief.

#### **HG 10 15 Inner City and Disadvantaged Areas Program\***

*Purpose*—Relief and development; relief activities to help the homeless and combat hunger through community food pantries, soup kitchens, street feeding, and shelters; and community development activities that empower the disadvantaged and provide a lift out of poverty. \*This is a U.S. program; ADRA Canada has a separate program.

*Mission*—To demonstrate the compassion of Jesus Christ through Seventh-day Adventist Church-sponsored agencies that work together with local churches in the inner city and other disadvantaged areas to meet the needs in the community, and thereby position the Church to share the gospel.



*Strategy*—Creating model programs that address significant issues of social justice and thereby position the church to share its gospel message with those who historically have been most likely to respond, as well as those for whom Christ had a special regard: the poor and disadvantaged.

*Funding*—In addition to an appropriation of \$200,000 each year from the ADRA Central Office, the entire proceeds of the annual Inner City Offering shall be handled as a division offering and provided to fund this program. The North American Division shall have the responsibility for developing and implementing a strategy for the promotion of this offering.

*Project Grants*—Two tiers of grants will be provided from the Inner City Fund:

Tier One—Mini-Grants to Fight Hunger—1. Grants for programs administered by conference Inner City Coordinators. Only those conferences operating conference-wide Inner City programs prior to January 1, 1998, will be eligible.

2. Would provide mini-grants to local conferences for the operations of food pantries and soup kitchens throughout the conference.

3. Adventist Development Relief Agency (ADRA) would reimburse participating conferences for one half of the cash expenditure in an approved program in the previous calendar year up to a total of \$10,000 per conference.

4. To receive a hunger program grant, each local conference would need to turn in the following documentation:

a. A copy of the guidelines developed by the local conference, including attention to screening out churches that do not serve a disadvantaged community.

b. Financial statement from the conference treasurer showing cash grants to churches for the previous year.

c. A one-page report from each church with a participating food pantry or soup kitchen, including the name and address of program coordinator, hours of operation, location of operation, number of families/meals served in the last year, percentage of those served who are not church members, total (perhaps estimated) value of donated goods, and list of sources of supplies and outside funding (United Way, food bank, Emergency Food and Shelter Program, etc.).



Procedure—Adventist Development Relief Agency (ADRA) North America staff will look at the list of expenditures to churches in the financial statement, check off each church for which a one-page report is available, and send a check immediately to the conference program coordinator for 50% of the total up to a ceiling of \$10,000.

Tier Two—Seed Money Grants for Model Projects—1. These programs would be administered by agencies that meet the ADRA Affiliates standards. This includes the requirement that the director attend the Community Action Leadership School and the Grantsmanship School provided by ADRA North America.

2. Up to \$50,000 per year would be given to each program for up to three years, after which they would no longer be eligible for funding. The size of the grants would be scaled to the relative size and cost of doing business in the various metropolitan areas.

3. Up to \$50,000 per year could be spent from the fund by ADRA North America to contract with appropriate program development consultants to help funded programs develop capacity, grantsmanship skills, and a sustainable funding and support base.

4. Proposals should be substantial, meeting the criteria in the Project Review Committee checklist. They will be reviewed by the NAD Inner City Committee with the union Inner City Program coordinators having full voice and vote.

5. Each proposal that is funded must demonstrate that it focuses on lifting the disadvantaged from social and economic injustice and helping them obtain equal opportunity, not just providing relief.

6. Each proposal that is funded must demonstrate how it will position the Seventh-day Adventist Church to better bring the gospel to disadvantaged people.

7. Each program that is funded must develop a workable plan for sustainability and leveraging of the ADRA grant with outside funding sources, or funding will not be continued in the second and third years.

8. Each proposal that is funded must have the support of conference administration and a local board which includes Seventh-day Adventist lay professionals and at least one pastor.

9. No formal matching formula will be required, but conferences will be expected to make a significant investment in the program from Ingathering Reversion or other funds.



This would mean that the conference investment must be more than a typical local church reversion percentage.

10. Only about six grants per year would be made under this second tier of the program.

Phase-in Considerations—1. During the early years of the new guidelines, the amount of funds available may be constricted until the promotional strategy begins to expand the Inner City Offering.

2. Existing Inner City Programs that have been funded for some time will be given priority in accessing at least half of the Model Program Seed Money Grants and the special assistance of ADRA project development consultants in shifting over to the new strategy.

3. Existing conference-wide Inner City Programs may use the fiscal operations of the final year under the old guidelines as the basis for reimbursement in the first year under the new guidelines.

4. In any given year at least 51% of the total funds will go to solid proposals for Model Program Seed Money Grants.

**HG 10 20 ADRA Affiliates**—To be designated an ADRA Affiliate in the North American Division, a center or project must meet the following minimum standards:

1. Have a director that is employed by the organization for a minimum of 30 hours a week. The individual must possess training and/or experience commensurate with the program and the management role necessary to sustaining the program.

2. Have a professional office and appropriate additional physical plant. The office must be open to the public at least three days a week for normal business hours. It must have an address and phone number listed under the name of the affiliate, and appropriate signage identifying the office from the street.

3. Have a governing/operating board duly elected/appointed by an appropriate denominational constituency. The board must include a two-thirds majority of persons who are not employed by the affiliate, a majority of persons who are not operational volunteers in the program, and at least one local conference staff person. It must meet regularly and make the primary management, personnel, and budgeting decisions for the affiliate.



4. Have a service program that meets recognized community standards of professionalism. If the affiliate is a community service center, it must provide basic social services such as case management and a range of related services. If the affiliate is a specialized project, it must demonstrate that its service is comparable to recognized non-Seventh-day Adventist agencies.

5. Have documentation for the objectives for the programs and services provided, the statistics regarding caseload or enrollment and clients, and the job descriptions and training resources for staff and volunteers.

6. Make preparations for active participation in the appropriate national disaster response program, including a plan for the receiving of donations from the general public in times of emergency, an ongoing program of collection and processing of donations (in-kind and/or cash) for ADRA International, and a plan for communication with the conference disaster response coordinator if a disaster happens near the area served by the affiliate.

7. Have a cash budget of at least \$20,000 per year and the management of its own finances, including bank accounts and a treasurer who functions separately from the same responsibilities in any other organization, regular financial statements made available to the board and donors, and appropriate audits.

8. Have a written strategic plan for organizational growth and program development, including long-range goals, fund-raising and public relations plans, and a plan for the professional development of the director, including membership in the North American Association of Community Services and Inner City Directors.

**HG 10 25 Disaster Relief**—It is the policy of the Seventh-day Adventist Church in the North American Division to respond to the needs of people in time of disaster through the volunteer network organized by Adventist Community Services. In response to the command of Jesus Christ to feed the hungry, shelter the homeless, clothe the poor, heal the sick, and comfort the widow and orphan, Seventh-day Adventists in North America cooperate in the Adventist Disaster Response program in Bermuda, Canada, and the United States, giving their time, talents, money, and goods to serve the victims of disaster in cooperation with the appropriate government and other voluntary agencies.

1. *Services to Be Provided*—In the event of a disaster, the Adventist Disaster Response program, under the sponsorship of ACS/ADRA, shall provide the following services to the victims, their families, and others in need:



a. Collection and Distribution Centers—Services include collecting, processing, and distributing bottled water, grocery items, blankets, cleaning supplies, furniture, building-repair materials, clothing, and household and personal items. An immediate supply of prearranged materials should be ready for distribution within 24 hours of the disaster.

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

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

d. Temporary Child Care—This is to be accomplished by loaning volunteers to the Cooperative Disaster Child Care Program.

e. Loaned Personnel—This includes loaning volunteers to assist with the clean up, repair efforts, medical services, information to staff, and social work activities of other agencies.

2. *Spiritual Emphasis*—A strong spiritual emphasis is to pervade the disaster relief program of the Seventh-day Adventist Church. In order to facilitate this spiritual emphasis a prayer response shall be part of each Adventist Disaster Response project. Conference disaster coordinators shall have the responsibility of organizing a prayer network in each local conference which can be activated at the time of a disaster. North American Division or union officers shall make decisions as to when a wider network of prayer is needed in a major disaster, and when special days of prayer and fasting in churches across the Division need to be arranged.

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



a. Adventist Disaster Response shall be developed as a separate program from the Federations and Community Services Centers. Although the programs may sometimes include some of the same people, these programs should not depend on the same core group.

b. Each local conference shall designate a Disaster Response Coordinator, who shall work under the supervision of the conference ACS director. Where a conference includes two or more states or provinces within its territory, a different person shall be appointed Disaster Response Coordinator for each political jurisdiction, and as far as possible, in order to facilitate good working relationships with government authorities, that individual shall be a resident of the assigned jurisdiction. The coordinator shall qualify within one year, at the appropriate level of training, for the designated task as determined in the Adventist Disaster Response training system. The coordinator may be a conference departmental employee, a pastor, or a laymember. This function shall be considered a volunteer assignment. The local conference shall cover the cost of communication, travel, incidental materials, and supplies associated with the assignment of the coordinator from Ingathering Reversion funds.

c. Each local conference shall establish one or more Disaster Response Committees depending on the size, location, and population covered by the local conference. The Disaster Response Committee shall be comprised of laypersons under the supervision of the local conference ACS director. This committee, under the leadership of its chairperson and secretary, shall meet two or three times a year to develop and update a Disaster Preparedness Plan, sponsor training events, and recruit volunteers.

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

e. The Disaster Response Committee shall sponsor Disaster Preparedness Days at local churches in strategic locations. These programs shall include personal stories by laypersons regarding their experiences with disasters and disaster service, community building fellowship activities, and other features to create a vision for disaster ministry.

f. A debriefing shall be held with the key personnel involved following each disaster relief project. A written evaluation shall be filed with the national ACS/ADRA office within 90 days of each disaster relief project.



4. *Youth Emergency Service Corps*—Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall work with the Adventist Youth Service Network, the Office of Education and appropriate school administrators to organize a youth/student disaster volunteer program entitled Youth Emergency Service (YES). It shall be organized on each Seventh-day Adventist college and academy campus in the North American Division as follows:

a. The basic purpose of Youth Emergency Service (YES) is to provide 10 to 25 students/young adults to each Adventist Disaster Response project within a 500-mile area of the campus or home church for up to five days. This help shall be requested by the local conference disaster coordinator or the assigned ADRA disaster consultant.

b. In order to recruit and train students for disaster service, as well as maintain a degree of readiness, YES shall be organized on each campus as a club. A faculty sponsor shall be assigned and students who wish to participate will register. Officers shall be elected by the students. Youth Emergency Service Corps units may also be organized in local churches or under the sponsorship of conference youth departments or local ADRA Affiliates.

c. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall appoint a qualified representative to be the off-campus adult advisor to the club. At the beginning of each school year the faculty advisor and ACS/ADRA representative shall meet to plan activities for the year.

d. Each YES unit may also engage in projects such as home repair and environmental clean-up. These may be done in conjunction with a Week of Prayer or a Community Service Day.

e. Each YES unit shall have a written disaster plan on file with the school administration and conference disaster response coordinator. It shall include the following:

- 1) Chain of command
- 2) Backup personnel for emergency contact
- 3) Method for determining who will go on each project
- 4) List of equipment and vehicles needed
- 5) Available faculty



6) How logistics will be coordinated with school cafeteria.

f. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall make available to YES Clubs a T-shirt or other identifying clothing to use during disaster operations imprinted with the YES title and Adventist Disaster Response logo. It may also be worn during other service projects. Youth Emergency Services (YES) Corps units may use an approved uniform and insignia made available through AdventSource, the NAD materials distribution center.

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

a. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall develop a multi-step training curriculum. Completion of each training step shall qualify a person for a specific role in disaster response.

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

Step 2. Emergency Distribution Operations—An eight-hour module designed to teach the basic procedures for establishing a temporary disaster service center and/or utilizing disaster mobile units to distribute bottled water, grocery items, personal comfort kits, baby diapers, blankets, cleaning supplies, and clothing; and to receive, sort, dispense, and dispose of the in-kind gifts from the general public in a disaster situation. Upon completion of this module, an individual will be qualified to help set up and operate a temporary distribution center.

Step 3. Disaster Preparedness—A minimum of eight hours of instruction in the necessary procedures for planning, organizing, and developing internal and inter-agency communications and liaison in advance of a disaster. Upon completion of this module, an individual will be qualified to serve as a disaster coordinator at the local church or Federation level or as an ACS/ADRA liaison officer during a major disaster operation.

Step 4. Option A—Disaster Volunteer Management Skills—A minimum of six hours of training in the specialized skills needed to recruit, orient, place and manage



volunteers for ACS/ADRA relief operations. Upon completion of this module, an individual will be qualified to serve as an ACS/ADRA volunteers coordinator.

Option B—Disaster Media Relations Skills—A minimum of six hours of training in the specialized skills needed to research, write, and distribute news releases and fact sheets during relief operations as well as handle inquiries from the news media. Upon completion of this module, an individual will be qualified to serve as an ACS/ADRA public information officer.

Step 5. Disaster Leadership—A six-hour module designed to qualify a person to serve as a state/province or conference Disaster Response Coordinator, relief operations project manager, or chief of operations in an emergency command post. Topics such as identifying and developing resources, networking strategies, government relationships, protocol with the Red Cross and other nongovernmental agencies, needs assessment, disaster information systems, denominational policies, and supervision of volunteers are included. Upon completion of this workshop, an individual will be qualified to teach Step 1 of the curriculum.

b. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall provide a series of training videos relating to Steps 1, 2, and 3 of the curriculum as well as publish and distribute instructor's guides for all levels of the curriculum. These shall be distributed through AdventSource, the NAD materials distribution center.

c. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall train instructors to staff the curriculum.

d. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall conduct an annual Disaster Leadership Development Satellite Teleconference. Conference ACS directors, disaster response coordinators and appropriate volunteer personnel shall be invited to participate.

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

Step 1—At least twice a year.

Step 2—At least once a year.

Step 3—At least once every two years.



6. Communications—Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) North America shall maintain an up-to-date electronic communication system for Adventist Disaster Response in North America. It shall include the following elements:

a. A centralized information system shall be based in the ACS/ADRA North America office. It shall be linked directly to the local conference disaster response coordinators with a collateral system to the union conferences which designate a coordinator.

b. Needs assessment data which can be obtained through the computerized network of cooperating disaster agencies can be used by the Adventist Disaster Response program. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) will develop guidelines for graded levels of response based on the pooled needs assessment data of the cooperating agencies.

c. Disaster announcements will normally be transmitted by E-mail, FAX, direct computer linkages, and telephone conversations. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) shall maintain arrangements with the Adventist Amateur Radio Association to provide an additional back-up system for communication.

7. *Disaster Response Consultants*—There is a need to provide highly skilled consultants to local conferences at the time of a disaster. The field of disaster relief is increasingly complex and sophisticated, and it is unrealistic for each local conference to be expected to keep one of its departmental staff fully trained and proficient as a disaster consultant. At considerably less cost, a consultant specialist can travel immediately to the scene and provide expertise when needed. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) North America shall organize a network of disaster response consultants, utilizing departmental personnel, pastors, and laity from across the Division who are specialists in disaster relief as follows:

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

b. Each consultant shall be asked to attend one training event a year in order to maintain a high degree of skill and up-to-date knowledge in the disaster relief field.



Every second year this shall be an in-service meeting of consultants conducted by ACS/ADRA North America. During alternate years each consultant will choose the event he/she wishes to attend. Adventist Development and Relief Agency (ADRA) North America shall be responsible for the cost of this annual training and travel expense which shall be paid from the Disaster and Famine Relief Offering Fund.

c. The consultant's role shall be determined by each local conference in each disaster project. At the time a disaster is declared, the ADRA North America Disaster Response Coordinator shall contact the local conference disaster response coordinator and offer the availability of a consultant. At that time the conference disaster response coordinator, together with conference administration, shall determine how they wish the consultant to serve—to provide technical assistance only, or to serve in a management role for the disaster operations due to the lack of trained disaster response management personnel within the conference.

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

a. Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) North America shall confer with each union administration to determine a feasible plan to provide one or more disaster bases within its territory and maintained at an acceptable level of readiness. The base shall include full identification markings and basic field equipment for 50 volunteers: full supplies of bottled water, groceries, personal comfort kits, blankets, and changes of clothing for at least 1,000 disaster victims including a storage facility adequate to supply and make operational a vehicle and its contents.

b. The base and its equipment shall be made available to a cluster of local conferences or the entire union territory.

c. The base may be funded by the union conference or by a local conference. A subsidy will be granted equivalent to the extent that the base is used by other local conferences. Local conferences served by a particular base may use a portion of their Ingathering Reversion funds to underwrite the operation of the base.



9. *Funding*—The Adventist Disaster Response program shall be funded from Ingathering Reversion funds, the annual Disaster and Famine Relief Offering, and designated gifts. Each local conference that receives a mini-grant for a disaster project shall match it from its Disaster Reserve Fund. The local conference disaster response coordinator shall have authority to spend these funds immediately. Designated gifts to local and union conferences and the Division shall be placed in special accounts for specific disaster projects. These funds shall be utilized as follows:

a. To underwrite the cost of providing disaster relief operations by ADRA/ACS. Acceptable expenditures include travel expense of disaster personnel, operating costs of mobile units, purchase of supplies that cannot be obtained through in-kind donations, necessary equipment, and materials and operational costs necessary to recruit, train, and organize volunteers.

b. To provide a mini-grant from the ADRA/ACS North America as seed money for each Adventist Disaster Response project at the time a disaster is announced. The mini-grants shall be disbursed as follows:

\$1,000—Minimum grant

\$2,500—Minimum for a declared, national disaster

\$5,000—Maximum per conference for a declared, national disaster

c. To provide the travel expense for the disaster response consultant assigned to the project.

d. These funds shall not be used to repair or replace denominationally-owned facilities or meet the personal needs of denominational employees resulting from the disaster, or contributed to other disaster agencies.

10. *Accounting Procedures*—A financial statement shall be attached to the evaluation report of each disaster project. Unused portions of disaster mini-grants to local conferences shall be deducted from the following year's Ingathering Reversion funds and returned to the ADRA North America Disaster Fund.

11. *Coordinating Agencies*—Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) North America shall maintain and update written agreements with the American Red Cross, the United States Federal Emergency Management Agency (FEMA), and the National Voluntary Organizations Active in Disaster (NVOAD). From time to time similar written agreements shall be developed with appropriate agencies in Bermuda and Canada.



**HG 10 30 Finances**—1. *Sources of Funds*—The sources of funds for ADRA/ACS shall be the NAD portion of the Disaster and Famine Relief Offerings, appropriations from the ADRA central office, the Inner City Offerings, funds budgeted by unions, conferences, and local churches, contributions from individuals, private industry, national and philanthropic organizations, and contracts with governmental agencies.

2. *Relationships with Agencies*—The ADRA central office shall establish working relationships and Memoranda of Understanding with the respective government and private agencies in the United States which relate to international development. Adventist Community Services (ACS) shall relate in the same way to government and private agencies which are involved with domestic activities. Adventist Development and Relief Agency (ADRA) Canada shall care for both functions in Canada.

3. *Approval of Projects*—Projects proposed within conferences or unions, which will require the use of assistance from sources outside of the denomination, shall be approved by the ADRA North America committee.

4. *Accounting for Funds*—Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) funds shall be accounted for at all levels of organization by generally accepted accounting principles and maintained in separate ADRA/ACS bank accounts, not comingled with church funds. All funds received for specific projects shall be kept in separate trust funds until used for that project. Such accounts, with supporting documents, shall be subject to external audit conducted by either the General Conference Auditing Service or other auditing services, as may be stipulated when the funds are received.

5. *Eligibility for Relief and Development Aid*—All assistance for development and relief aid granted by ADRA/ACS shall be designated for communities, families and individuals in need.

6. *Requests for Assistance*—All requests for assistance shall be placed through regular ADRA/ACS channels. If aid is requested in the form of cash or materials purchased by ADRA/ACS, it shall be granted on condition that the requesting organization will provide funds on a sharing basis as determined by the ADRA North America committee.

7. *Restriction on Funds*—Adventist Development and Relief Agency/Adventist Community Services (ADRA/ACS) funds, including special offerings taken during times of disaster in local churches and conferences, are not to be contributed to other charitable agencies.



97-148

October 9, 1997 a.m.

NAD Year-end Meeting

**HG 10 35 Reporting**—1. The executive director of ADRA North America shall be responsible for reporting to donor organizations and to the ADRA central office.

2. A uniform system of reporting shall be used throughout the ADRA/ACS organization.

3. At the annual meeting of the ACS, Inc. Board of Directors, the following shall be submitted for acceptance/approval:

a. A status report on the activities of ACS covering all projects currently operative, irrespective of their sources of funding and the areas where they operate.

b. A report on the requests for assistance that have been made to donor organizations.

c. An annual financial statement.

d. A proposed annual ADRA/ACS budget for the ensuing year.

4. Minutes of the ADRA Canada Board shall be filed with ADRA North America.

**HG 10 40 Constitution and Bylaws**—Adventist Community Services Inc. (ACS, Inc.) and ADRA Canada shall each operate and be administered in harmony with its constitution and bylaws as approved by the North American Division Committee (NADCOM).

PREn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**553-97N STEWARDSHIP DEPARTMENTAL POLICIES—  
NEW POLICY**

VOTED, To adopt a new policy, NAD HS, Stewardship Departmental Policies, which reads as follows:

**HS STEWARDSHIP DEPARTMENTAL POLICIES**

**HS 05 Statement of Philosophy and Mission**

Stewardship is the lifestyle of the one who accepts Christ's lordship and walks in partnership with God, acting as His agent in managing His affairs on earth.



Stewardship began with God's act of creating Adam and Eve in His own image. With His personal touch, God established an intimate relationship and union with humanity that was to be nurtured in the intimacy of time spent together. This shared image and shared intimacy are foundational to understanding the spirit and dynamics of biblical stewardship.

God established Adam and Eve as rulers over the earth (see Gen 1:26-28). Through this act, God made them His partners over creation—placing the entire world as their trust in shared governance with Him. It was in Eden that humanity first became stewards and acted as God's agents on earth. In this sense, God established a relationship of interdependence with humanity. The awesome concept of God's dependence upon humanity is crucial to our acceptance of our full dependence upon Him.

When sin entered the world, it shattered and distorted God's creation and separated mankind from God. The union with God was broken. The image of God was marred. The shared governance was surrendered, and this earth became sin's domain.

In Jesus Christ, God restored this divine-human relationship and reestablished His kingdom on earth. Thus the gospel provides reconciliation between God and humanity. Christ became the second Adam, winning back humanity's lost stewardship. Today, stewardship begins with the recognition of God's sovereignty as Creator, Redeemer, Sustainer, and Owner.

Through the incarnation, Christ identified Himself fully with humanity. The shared intimacy of God with mankind is embodied in Jesus Christ, the God-man. His life and death form the basis for a renewed relationship with God. Through the ministry of the Holy Spirit, the living presence of Jesus restores the reality of a shared intimacy between God and man.

As the model steward, Jesus Christ demonstrated the lifestyle of the individual in union with God. Through His ministry in heaven, Christ enthrones humanity with Him, (see Eph 2:6) and renews humanity's partnership with God. In this partnership, the human agent functions as regent under the authority of God. When allowed to live on the throne of one's life, the believer is lifted by God to sit with Him on His throne. All the power of heaven is available to aid God's stewards in their daily lives.

Restoring the image of God in humanity is part of the redemption process. While not complete before the Second Coming, the process begins here on earth. The Holy Spirit brings the promised presence of Christ into the life of the believer (see John 14:16-20), and begins a new creation (see 2Cor 5:17). Sinful humanity, saved by grace, once again shares the image of God (2Peter 1:4). Through the power of the living Christ, the believer who accepts the gift is once again in complete union with God.



97-150

October 9, 1997 a.m.

NAD Year-end Meeting

While enthroned by God in heavenly places with Christ, the believer is totally dependent upon Him for every aspect of life. Yet God is also dependent upon humanity. He has chosen to depend upon His believers as the ultimate demonstration of His power and character to the world. He trusts humanity with a complete partnership in union with Him. The corporate dimension of the Church as the body of Christ, with Him as its head, reflects the ultimate level of partnership and/or stewardship. Each part of the body, individually or as a group, grows and matures through interdependence. Interdependent with God, the members of His body are also interdependent with each other.

Through a discipleship walk, stewards acknowledge God's lordship and surrender every area of life to Him. Discipleship (moving the entire life towards God) takes place under the guidance of the Holy Spirit as He recreates the believer in the image of God. Faithful stewardship is the Christian lifestyle and the joyful result of a personal relationship of assurance in Jesus Christ.

The issues of time and money are critical in stewardship because they are the two most fluid dimensions of life. The management of these two areas most quickly reflects and influences one's spiritual life. God created the Sabbath as the crowning act of creation week. He asked humanity to rest and worship Him before doing anything else, as a sign that humanity accepted Him as their Creator and Sovereign. God established the system of tithes and offerings for the same purpose. Through the tithe we worship God and acknowledge Him as our Lord. We recognize that all we are and have belongs to Him. God asks that the first portion of time and first portion of our material possessions be given to Him as signs that the believer accepts the covenant relationship with God. God then invites the individual to live the rest of his/her life in partnership with Him.

Thus, stewardship carries over into every area of the life of an individual or church. It provides the foundation and motivation for ministry and witness. Living in partnership with God shapes the priorities and focus. As believers grow in this partnership, the Holy Spirit guides them to provide the financial support for the Church as the body of Christ.

The mission of the Department of Stewardship is to emphasize the lordship of Jesus Christ, to enhance the integration of the gospel into the Christian lifestyle, to encourage faithful stewardship, and to facilitate the individual, leadership, and corporate dimensions of stewardship as partnerships with God.

### **HS 10 Purpose and Function**

The Department of Stewardship assists administration in accomplishing the mission of the Church through leadership training and the education of church members in stewardship



principles. More specifically, the purpose of the Department of Stewardship is to aid in the integration of the faith walk with God into every area of life—individually and corporately. The functions of the Department of Stewardship are:

1. To articulate a biblical vision of stewardship and the integration of the lordship of Jesus Christ into every area of life, and to call the Church to a total commitment of the entire life and all resources and possessions to the lordship of Jesus Christ.
2. To develop and present a biblical approach to stewardship as the lifestyle lived in union and partnership with God.
3. To continue the work of tithe and offering education and the implementation of the recommended Seventh-day Adventist Financial Support Plan. This would help members grow in the understanding of their role in the corporate stewardship of the Church as the body of Christ, its financial support through systematic benevolence, and the role of the Holy Spirit in guiding the individual and corporate giving systems.
4. To develop concepts and work with the Stewardship Planning Committee and the Church Resources Consortium in the production of appropriate resources for empowering members and leaders to implement stewardship principles.
5. To encourage increased financial responsibility and accountability, as well as greater levels of financial self support and interdependence, individually and corporately.
6. To help create an understanding of the balance between a regular giving system and special project giving as two dimensions of systematic benevolence which work in harmony. Thus each believer is encouraged to provide regular, systematic support for the local church, conference/mission, and world missions, and in addition, join in supporting special projects as led by the Holy Spirit.
7. To give leadership and coordination to those programs that the North American Division Committee may decide should be given support throughout the Division and may assign to the Department of Stewardship as its responsibility.

### **HS 15 Areas of Emphasis**

The Department of Stewardship focuses upon the following areas of emphasis in the fulfillment of its purpose and mission:



1. *Spiritual Renewal*—Spiritual renewal must form the foundation for any Department of Stewardship thrust. Since stewardship involves the entire person living in a growing partnership with God, any strategy must build on spiritual renewal. The Department of Stewardship will encourage and foster materials to aid in the spiritual growth of individuals as well as the corporate body.

2. *Organizational Renewal*—Organizational renewal is also an important area of emphasis for the Department of Stewardship. Confidence in leadership and the church structure has a direct impact on individual stewardship. Enhancing a spiritual foundation for the organizational structure and function provides a context in which individuals can more effectively grow spiritually.

3. *Personal Life Management*—The secular and materialistic thrust of our society must be met in a more biblical way. Stewardship must be integrated into every area of life. Thus, personal and total life management are areas which the Department of Stewardship seeks to strengthen.

4. *Christian Money Management*—People's use of money is a reflection of their walk with God. Thus, biblical principles of money management are an important part of integrating the lordship of Christ into this critical area of life. The Department of Stewardship will continue to develop materials, in collaboration with the Stewardship Planning Committee, to help in the area of biblical principles for money management.

5. *Seventh-day Adventist Financial Support Plan*—The Department of Stewardship will continue to assist administration in tithe and offering education through materials to support the implementation of the Seventh-day Adventist Financial Support Plan, including the Personal Choice Giving Plan.

## **HS 20 Departmental Responsibilities**

The Department of Stewardship is charged with the responsibility to assist administration in accomplishing the mission of the Church in the following ways:

1. Initiate specific strategic planning to meet Department of Stewardship needs in consultation with the unions and conferences.

2. Train conference stewardship department leadership in stewardship principles and practices, as well as teaching and training methods.



3. Develop and publish, in collaboration with the Stewardship Planning Committee, a curriculum on biblical stewardship for use by leaders in empowering members in their personal walk with God.
4. Coordinate the Stewardship Certification for training Stewardship Ministry Directors, pastors, and local church leaders in consultation with the division and unions, including the development of the certification curriculum.
5. Oversee the implementation of the Seventh-day Adventist Financial Support Plan.
6. Cooperate with administration in the evaluation of church giving reports, and to review trends in tithes and offerings.
7. Prepare annual tithe and offering educational materials, and cooperate with other North American Division entities in the promotion of special offerings and projects.
8. Evaluate the functions and effectiveness of departmental projects on church entities, counsel with directors of these departments, and advise administration on progress.
9. Oversee, evaluate, and monitor the stewardship resource materials produced by the Church Resources Consortium.
10. Participate with church leadership in developing strategic objectives, goals, plans, and budgets to advance the mission of the Church.

PREn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**554-97N WOMEN'S MINISTRIES DEPARTMENTAL POLICIES—  
NEW POLICY**

VOTED, To adopt a new policy, NAD HW, Women's Ministries Departmental Policies, which reads as follows:

**HW WOMEN'S MINISTRIES DEPARTMENTAL POLICIES**

**HW 05 Philosophy**

The Department of Women's Ministries is committed to encouraging, challenging, equipping, and nurturing Seventh-day Adventist women as they do their part in carrying the



Gospel message to the world. "The Lord has a work for women as well as for men. They may take their places in His work at this crisis, and He will work through them. . . . They can do in families a work that men cannot do, a work that reaches the inner life. They can come close to the hearts of those whom men cannot reach. Their labor is needed."—(WM 145)

### **HW 10 Statement of Purpose**

The primary purpose of the Department of Women's Ministries is to nurture, facilitate, and support women in their Christian lives as disciples of Jesus Christ and members of His World Church. In consultation with administration and other departments of the Church, the department shares the responsibility for developing an evangelistic strategy and provides training to equip the women of the Church to uplift Christ in the Church and in the world.

" . . . we may do a noble work for God if we will. Woman does not know her power. . . . There is a higher purpose for woman, a grander destiny. She should develop and cultivate her powers, for God can employ them in the great work of saving souls from eternal ruin."—(4T 642)

The Department of Women's Ministries will focus on six critical issues that were identified by the General Conference Women's Ministries Advisory as being barriers preventing women from reaching their full potential: illiteracy, poverty, risks to health, abuse, length of workday, poor working conditions, and the need for training and mentoring for greater involvement in the mission of the Church.

### **HW 15 Department Objectives**

**HW 15 05 Objectives**—In order to fulfill the purpose of the Department of Women's Ministries, eight objectives have been identified by which the women in the Church may be empowered to share the good news within their families, among their fellow believers, and in ever expanding circles in the unsaved world.

1. Elevate women as persons of inestimable worth by virtue of their creation and redemption.
2. Enable women to deepen their faith and to experience spiritual growth and renewal.
3. Underscore the broad spectrum of needs and concerns of women across the life span from multicultural and multiethnic perspectives.



4. Liaison and cooperate with other specialized departments of the Church to meet the needs of women.
5. Build networks among women in the Division that encourage bonds of friendship, mutual support, and creative exchange of ideas and information.
6. Mentor and encourage young Seventh-day Adventist women, creating paths for their involvement in the church as they reach for their full potential in Christ.
7. Bring women's unique perspectives on issues facing the Church to decision-making bodies.
8. Seek expanding avenues of dynamic Christian service for women, challenging each Seventh-day Adventist woman to use her gifts to complement the talents of others as they work side by side to further the global mission of the Church.

## **HW 20 Departmental Responsibilities**

**HW 20 05 Responsibilities**—1. Assist unions and conferences in achieving their objectives for the women in their constituency.

2. Advise and counsel unions and conferences in the structure, organization, and direction of Women's Ministries.
3. Provide leadership training seminars and workshops for Women's Ministries personnel at the union and conference level.
4. In collaboration with the Church Resources Consortium, develop manuals, training materials, and other program resource materials to meet the multicultural and multiethnic needs of women across the Division.
5. Heighten awareness of the talents and resources that women bring to the church.
6. Assist women in identifying their spiritual gifts and inspire them to cultivate these gifts for use in the Church's global mission.
7. Promote spiritual growth among women in the church.
8. Reclaim women who have left the fellowship of the church.



97-156

October 9, 1997 a.m.

NAD Year-end Meeting

9. Affirm women who serve the church as laypersons, denominational employees, and in pastoral ministry.
10. Promote education, spiritual growth, and bonding among young women in the church.
11. Identify opportunities for service and leadership in the church.
12. Heighten awareness regarding the inclusion of women's perspectives in the decision-making processes of the church (boards and committees).
13. Maintain a close liaison with administration through frequent consultation.
14. Facilitate the building of networks among women in the Division to encourage bonds of friendship and mutual support, and to encourage the creative exchange of ideas and information.
15. Encourage Seventh-day Adventist authors and editors to write on subjects that minister to women and to encourage women authors.
16. Work with the Office of Information and Research to obtain a statistical database in order to determine trends and gain information about the work of Women's Ministries in the Division.
17. Recommend policies relative to Women's Ministries.

PREn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

#### **555-97N YOUTH DEPARTMENTAL POLICIES—NEW POLICY**

VOTED, To adopt a new policy, NAD HY, Youth Departmental Policies, which reads as follows:

#### **HY YOUTH DEPARTMENTAL POLICIES**

##### **HY 05 Statement of Purpose**

The Youth Department of the Seventh-day Adventist Church is a ministry which works for and through teens and young adults. Youth ministry is defined as that work of the Church



that is conducted for, with, and by teens and young adults. The primary focus is the salvation of youth through Jesus Christ and their acceptance and involvement in the mission of the Church.

The purpose of the Youth Department is to facilitate and support the ministry of the Church in winning, training, holding, and reclaiming its teens and young adults. The department shares the responsibility for developing an evangelistic strategy in consultation with administration and in cooperation with other departments of the Church. It is to assist the Church in forming objectives, goals, and plans, and to provide training that will equip the body of the Church to minister to teens and young adults and prepare them to take the gospel to all the world. All of its activities are to be coordinated into a master strategy for soul winning and soul conservation.

**HY 05 10 Objectives of the Department**—1. Provide teens and young adults with a Bible-based foundation that will enable them to develop a life-long relationship and commitment to Christ and His Church.

2. Lead teens and young adults to understand their individual worth in Christ and to discover and develop their spiritual gifts and abilities.

3. Equip and empower teens and young adults for a life of service within God's Church and the community.

4. Ensure the integration of teens and young adults into all aspects of church life and leadership in order that they might be full participants in the mission of the Church.

To accomplish these objectives, the department is to achieve a balanced ministry by incorporating the biblical dynamics of fellowship, nurture, worship, and mission. It is to help teens and young adults to develop their full potential physically, mentally, spiritually, and socially. The Youth Department is committed to maintaining relevance and effectiveness in ministry by relating all its ministry to the needs of teens and young adults. To accomplish this, it must listen to teens and young adults and be informed as to their perceptions, concerns, and suggestions.

**HY 05 15 Departmental Responsibilities**—1. Initiate specific and long-term strategic planning to meet youth ministry needs in consultation with the unions and local conferences.

2. Initiate ideas, plans, and programs in cooperation with conference youth ministries personnel.



97-158

October 9, 1997 a.m.

NAD Year-end Meeting

3. Evaluate, and monitor youth ministries work and resource materials throughout the Division.
4. Oversee, in collaboration with the Church Resources Consortium, the development of a curriculum for religious education of teens and young adults and the publication of resource materials.
5. Oversee the delivery of training seminars, workshops, and congresses both for the department and the specialized ministries or programs within the department.
6. Equip teens and young adults for soul winning by modeling spiritual leadership, and by providing, in collaboration with the Church Resources Consortium, information, training, resource materials, and consultant services.
7. Cooperate with other departments and services in the faith nurture of Seventh-day Adventist college and university students attending both denominational and other institutions of higher learning.
8. Give leadership and coordination to those programs that the North American Division Committee may decide should be given support across the Division and may assign to the Youth Department as its responsibility.
9. Maintain a close liaison with administration through frequent consultation.
10. Establish, in collaboration with the Office of Information and Research, a system of measurement and evaluation in order to establish trends and gain information about the work of youth ministry across the Division.
11. Recommend policies relative to youth ministry.

## **HY 20 The Adventist Youth Council Objectives**

The Adventist Youth Council is the local church youth organization. It has three major objectives: 1. *Salvation*—To work for the salvation of young people within the Seventh-day Adventist Church, helping them to grow spiritually, physically, mentally, and socially.

2. *Fellowship*—To provide fellowship for Seventh-day Adventist youth and to organize them to work for the salvation of other young people who are not of our faith.



3. *Training*—To train Seventh-day Adventist youth for leadership roles within the church and harness their energies for involvement in all branches of church activities.

### **HY 25 Youth Sabbath School**

The Youth Department supports local churches in the operation of Teen and Young Adult Sabbath Schools, including Branch Sabbath Schools. The purpose of the Sabbath School is to encourage the spiritual growth of teens and young adults through Bible study, fellowship, and involvement in ministry, and support of the world-wide mission of the denomination.

### **HY 30 Adventist Youth Service Network**

**HY 30 05 Organization**—The Adventist Youth Service Network (YouthNet) is a volunteer service program in which teens and young adults 16 years of age and older may serve from a minimum of 12 weeks to a maximum of 15 months in specified projects to answer service opportunities in local churches, institutions, conferences, agencies, overseas divisions or ASI organizations which qualify for YouthNet assistance. It is organized as follows:

1. *Division*—The Youth Department sponsors the Adventist Youth Service Network (YouthNet) and works directly with entities within the North American Division, including the Seventh-day Adventist colleges and universities, in receiving, listing, and processing calls. The Adventist Youth Service Network works through the Office for Volunteerism in the General Conference Secretariat in the placement of student missionaries for interdivision service.

2. *Conference*—The local conference YouthNet Committee administers the program within the local conference. It receives, screens and compiles a list of service opportunities from local churches, institutions, and Adventist Laymen's Service and Industries (ASI) organizations in the conference.

3. *College and University*—The campus YouthNet Committee, formed on the campus of each Seventh-day Adventist college and university, works with the Adventist Youth Service Network in recruiting, screening, and placing applicants for service opportunities which it receives in the call bulletin from the Division YouthNet office.

4. *Other Organizations*—The Adventist Youth Service Network also collaborates with the Adventist Development and Relief Agency and other organizations that provide opportunities for teens and young adults to serve as volunteers.



97-160

October 9, 1997 a.m.

NAD Year-end Meeting

**HY 30 10 Adventist Youth Service Network Financial Policy**—1. The YouthNet volunteer shall be responsible for round-trip transportation from his/her home to the place of service.

2. The local church, agency, or institution receiving the services of the YouthNet volunteer shall provide board, room, and authorized local transportation expenses. Where a YouthNet volunteer is required to use his/her own automobile for transportation, and since no automobile depreciation is allowed, a monthly mileage budget shall be established as agreed upon by the volunteer and the calling organization.

3. The YouthNet volunteer shall be provided with a stipend of a minimum of \$15 per week.

4. The local conference organization administering the program to which the YouthNet volunteer is assigned shall provide, where applicable, the following insurance coverage: hospitalization, personal accident, personal effects floater, and voluntary workers' compensation.

5. When an automobile or other vehicle is driven by a YouthNet volunteer in fulfillment of his/her service assignment, the vehicle shall be insured in harmony with the North American Division *Working Policy*. When there is any difference between existing coverage and North American Division *Working Policy* requirements, the expense shall be met by the conference, church, agency, or institution to which the YouthNet volunteer is assigned. The YouthNet volunteer who is 21 years of age or older (parent or legal guardian if under 21) shall sign a release of liability absolving the denomination from any liability arising from any loss, injury, disability, or damage sustained while serving in the program.

6. When the organization is an ASI member the YouthNet volunteer shall be covered with insurance or voluntary workers' compensation similar to that provided by the conference for other YouthNet volunteers. The cost of such shall be cared for by the ASI member.

7. The local conference/church/institution/agency/ASI organization administering the program to which the YouthNet volunteer is assigned shall furnish the YouthNet volunteer with a written description of the financial arrangements designating responsibility for funding the following:

- a. Round-trip transportation
- b. Stipend



- c. Board and room
- d. Local transportation expense
- e. Insurance
- f. Automobile insurance.

FMn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**559-97N PATHFINDER MINISTRIES—NEW POLICY**

VOTED, To adopt a new policy, NAD HF 40, Pathfinder Ministries, which reads as follows:

**HF 40 Pathfinder Ministries**

**HF 40 05 Focus**—The primary focus of Pathfinder Ministries is the salvation of youth through their acceptance of Jesus Christ and involvement in the mission of the Church.

**HF 40 10 Purpose**—The purpose of Pathfinder Ministries is to lead its members into a growing, effective relationship with God; build them into responsible, mature individuals, and involve them in active, selfless service. The Department of Pathfinder Ministries is to assist the conferences in forming objectives, goals, and plans, and to provide training resource materials that will equip the body of the church to save its youth and prepare them to take the gospel to all of the world.

Pathfinder Ministries is dedicated to meeting the social, physical, mental, and spiritual developmental needs of youth in grades 5-10, by challenging them to experience a personal relationship with Christ, gain a sense of achievement and responsibility, and develop respect for God's creation, including their neighbors.

The goal of Pathfinder Ministries is to meet the Pathfinder's present and unfolding needs, bringing them to self-fulfillment and maturity in Christian faith. This will be characterized by their decision to:

1. Accept Jesus Christ as a personal Savior and Lord.



2. Reflect internalized Christian values through mature decision-making and behavior.
3. Exhibit the righteousness, true holiness, and fullness of the stature of Christ.
4. Demonstrate leadership skills, enabled and empowered to become full partners in active, selfless service, supporting the mission of the Church.

**HF 40 15 Objectives**—The objectives of the Pathfinder Ministries are to:

1. Encourage its members to give their hearts to Jesus and to take an active part in fellowship, worship, outreach, and service.
2. Involve its members as full partners in all spheres of the Church's ministry, challenging them to use their unique gifts in the church, community, and world.
3. Challenge its members in the mission and ministry of Christ by making God's Word meaningful and fruitful in their lives.

**HF 40 20 Leadership Responsibilities**—1. *Leadership Certification*—Provide motivational leadership, and management counsel, and establish a training curriculum for the Pathfinder leadership certification.

2. *Resource Materials*—Prepare resource materials in collaboration with the Church Resources Consortium, providing core materials such as manuals and guidelines necessary to maintain unity of materials authorized and approved by the Church for its youth.

3. *Religious Education*—Work with the Church Resources Consortium Board, NAD Pathfinder Committee, Seventh-day Adventist publishing houses, AdventSource, and conferences to plan, develop, produce, and oversee the implementation of curricula for religious education of youth.

4. *Liaison*—Establish and maintain a close liaison with church leaders and/or administrators through frequent consultation.

5. *Evaluation*—Maintain a system of measurement and evaluation to establish trends and direct the Pathfinder Ministries work.

6. *Policy*—Recommend policies relevant to youth ministry.



7. *Facilitation*—Facilitate the NAD Pathfinder Committee.

FMn/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**560-97N SEVENTH-DAY ADVENTIST CAMP MINISTRIES—  
NEW POLICY**

VOTED, To adopt a new policy, NAD HF 45, Seventh-day Adventist Camp Ministries, which reads as follows:

**HF 45 Seventh-day Adventist Camp Ministries**

**HF 45 05 Purpose**—Seventh-day Adventist Camp Ministries provide support services to conference camp facilities and outdoor ministries for children and youth. It provides an intentional Christian environment committed to strengthening each camper's relationship with God and all His creation through Scripture, nature, and recreation. The goals of camping ministry are to bring children and youth to Christ, help them to gain an appreciation for His creation, and develop skills for mission service and environmental stewardship.

Seventh-day Adventist Camp Ministries believe that in a camp setting, the study of the Bible and nature, in the context of wholesome relationships and recreation will place campers and guests in a Christ-centered environment which promotes proper social, physical, mental, and spiritual development. Its goals are to:

1. Be an integral part of the mission and life of the Church.
2. Be a servant of the Gospel in outreach and to be a resource to the community.
3. Provide programming that focuses on God's creative and redemptive love.
4. Recruit and train qualified staff for the camp operation and program.
5. Develop in campers a sense of responsibility for the environment.
6. Maintain a safe, functional, environmentally-sensitive facility.
7. Encourage networking to enable camps to share resources and information.



97-164

October 9, 1997 a.m.

NAD Year-end Meeting

8. Provide meeting facilities for conference training seminars, conventions, and retreats for local churches and schools.

9. Provide manager, director, and ranger certification and camp accreditation.

**HF 45 10 Responsibilities**—1. Provide professional growth experience for full-time camp staff, certification for camp managers, directors, and rangers, accreditation for camp facilities.

2. Work together with the Church Resources Consortium in the development, marketing, and evaluation of camp curriculum and materials.

3. Oversee the NAD Association of Adventist Camp Professionals.

4. Evaluate NAD camping programs, activities, and safety standards.

5. Facilitate the NAD Camp Committee.

EDUn/NADCOA/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**578-97N SCHOOL PERSONNEL POLICIES (Credentials and Licenses)—NEW POLICY**

VOTED, To adopt a new policy, NAD F 35 41, Credentials and Licenses, which reads as follows:

**F 35 41 Credentials and Licenses**—In addition to being professionally certificated, educators also receive credentials and licenses (see D 05 17).

Cal&Offn/NADCOA/NAD&UnSec96YE/NADUn&GCO96YE/96YE/Cal&Offn/  
NAD&UnSec97YE/NADUn&GCO97YE/97YE to KLN

**502-97Na CALENDAR OF OFFERINGS—  
NORTH AMERICAN DIVISION 1998—REVISION**

VOTED, To revise 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

## 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



97-166

October 9, 1997 a.m.

NAD Year-end Meeting

## 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

## 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
Church Building in the former Yugoslavia . . . . .	December 12	* NAD
Church Budget . . . . .	December 19	LocCh
Local Conference Advance . . . . .	December 26	LocConf

## THIRTEENTH SABBATH OFFERINGS—1998

Southern Asia Division . . . . .	March 28	+
Euro-Asia Division . . . . .	June 27	+
Inter-American Division . . . . .	September 26	+
North American Division . . . . .	December 19	+

## MISSION INVESTMENT PROJECTS—1998

Southwestern Union . . . . .	+
Atlantic Union . . . . .	+

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\*Special Materials Provided                      + Special Project Development

Cal&Offn/NADCOA/NADUn&GCO96YE/96YE/Cal&Offn/NAD&UnSec97YE/  
NADUn&GCO97YE/97YE to KLN

## 502-97Nb CALENDAR OF SPECIAL DAYS— NORTH AMERICAN DIVISION 1998—REVISION

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



97-168

October 9, 1997 a.m.

NAD Year-end Meeting

## 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 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 \*  
Disabilities Awareness Sabbath . . . . . March 28

## APRIL

### **Curriculum Focus for the Month—Stewardship+**

Missionary Magazines (*Signs, Message, El Centinela*  
*La Sentinelle*) . . . . . 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+

## SEPTEMBER

### Curriculum Focus for the Month—Family Life+

Men's Day of Prayer . . . . . September 5

Nurture Periodicals (*Adventist Review, Insight, Guide,*  
*Primary Treasure, Little Friend*) . . . . . 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 (*Vibrant Life*) . . . . . 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



97-170

October 9, 1997 a.m.

NAD Year-end Meeting

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+Curriculum resource materials are published in NAD church resource journals—  
*Celebration, Celebración, Célébration, Kids Stuff, and Cornerstone Youth Resource Journal.*  
\* Special Materials Provided

COMn/Cal&Offn/NAD&UnTre97YE/NAD&UnSec97YE/NADUn&GCO97YE/97YE to  
KLN

#### **584-97N SCHEDULING OF OFFERINGS IN THE NORTH AMERICAN DIVISION—GUIDELINES**

A report was presented to the Calendar and Offerings Committee for NAD of the revenue raised through various offerings in 1996. Another report was presented consisting of the schedule of union, division, and General Conference offerings from 1990 through 1999.

VOTED, 1. To approve the Scheduling of Offerings in the North American Division Guidelines, which reads as follows:

#### **SCHEDULING OF OFFERINGS IN THE NORTH AMERICAN DIVISION—GUIDELINES**

The Calendar of Offerings and Special Days Committee shall recommend each year to the North American Division's Executive Committee at its Year-end Meeting a calendar of offerings which shall include:

- 24 offerings for ministry in the local church
- 12 offerings for ministry in the local conference
- 8 offerings for ministry in the North American Division
- 4 offerings for ministry in the world field
- 4 special projects offerings, 2 to be designated by unions and/or conferences and 2 to be designated by the North American Division

The committee shall designate dates for offerings according to the following plan:

- |             |  |
|-------------|--|
| 1st Sabbath | Local Church Outreach                  |
| 2nd Sabbath | North American or World Field Outreach |
| 3rd Sabbath | Local Church Budget                    |
| 4th Sabbath | Local Conference Advance               |
| 5th Sabbath | Special Projects Offering              |



2. To approve the plan for the specific Calendar of Offerings for 1999 to follow the Scheduling of Offerings in the North American Division Guidelines.

3. To submit the 1999 Calendar of Offerings for approval to the February 1998 meeting of the North American Division Officers and Union Presidents.

Cal&Offn/NAD&UnSec97YE/NADUn&GCO97YE/97YE to KLN

### **503-97Nb CALENDAR OF SPECIAL DAYS— NORTH AMERICAN DIVISION 1999**

VOTED, To adopt the Calendar of Special Days for the North American Division for 1999, to read as follows:

#### **Curriculum Focus for the Month—Friendship Evangelism+**

Day of Prayer . . . . . January 2  
Religious Liberty Week . . . . . January 16-23 \*

#### **FEBRUARY**

#### **Curriculum Focus for the Month—Family Life+**

Black History Week . . . . . February 6-13  
Christian Home and Marriage Week . . . . . February 13-20 \*  
Health Ministries Sabbath . . . . . February 20 \*

#### **MARCH**

#### **Curriculum Focus for the Month—Women in the Church+**

Women's Day of Prayer . . . . . March 6  
Adventist Youth Week of Prayer . . . . . March 13-20 \*  
Disabilities Awareness Sabbath . . . . . March 27

#### **APRIL**

#### **Curriculum Focus for the Month—Stewardship+**

Missionary Magazines (*Signs, Message, El Centinela*  
*La Sentinelle*) . . . . . April 3 \*



97-172

October 9, 1997 a.m.

NAD Year-end Meeting

#### APRIL contd

Stewardship Sabbath . . . . .	April 3	
Literature Evangelism Sabbath . . . . .	April 10	*
Education Sabbath . . . . .	April 17	*

#### MAY

##### **Curriculum Focus for the Month—Community Services+**

Community Services Sabbath . . . . .	May 1
Youth Sabbath . . . . .	May 15

#### JUNE

##### **Curriculum Focus for the Month—Church Growth and Evangelism+**

Women's Ministries Emphasis Day . . . . .	June 12
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#### JULY

##### **Curriculum Focus for the Month—Adventist Lifestyle+**

Home Study International Promotional Day . . . . .	July 10
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#### AUGUST

##### **Curriculum Focus for the Month—Spiritual Gifts+**

#### SEPTEMBER

##### **Curriculum Focus for the Month—Family Life+**

Men's Day of Prayer . . . . .	September 4
Nurture Periodicals ( <i>Adventist Review, Insight, Guide,</i> <i>Primary Treasure, Little Friend</i> ) . . . . .	September 4-11
Family Togetherness Week . . . . .	September 11-18 *
Hispanic Heritage Week . . . . .	September 18-25

#### OCTOBER

##### **Curriculum Focus for the Month—Adventist Heritage+**

Children's Sabbath . . . . .	October 2
Health Education Week ( <i>Vibrant Life</i> ) . . . . .	October 2-9 *



## OCTOBER contd

Spirit of Prophecy Sabbath . . . . .	October 16	*
Pathfinder Sabbath . . . . .	October 23	*
Ingathering Campaign Begins . . . . .	October 30	*

## NOVEMBER

**Curriculum Focus for the Month—Health+**

Stewardship Sabbath . . . . .	November 6	
Week of Prayer . . . . .	November 6-13	*
Human Relations Sabbath . . . . .	November 13	
Welcome Home Sabbath . . . . .	November 20	*
Bible Sabbath . . . . .	November 27	*

## DECEMBER

**Curriculum Focus for the Month—Christian Hospitality+**

Ingathering Sabbath . . . . .	December 4	*
Ingathering Campaign Ends . . . . .	December 25	

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

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

\* Special Materials Provided

RegPre/RegPre/NADOUP/NAD&UnSec97YE/97YE to HWB

**507-97N REGIONAL CONFERENCES—NEW POLICY**

VOTED, To adopt a new policy, NAD B 05 22, Regional Conferences, which reads as follows:

**B 05 22 Regional Conferences**—Regional Conferences are recognized organizational entities of the Seventh-day Adventist Church in the North American Division. The structure was formally adopted in 1944 at the Spring Meeting of the General Conference Committee to provide for the organization of Black-administered conferences where membership, finances, and territory warranted. They are called Regional Conferences and bear the same organizational relationship to their respective unions as other conferences. Regional Conferences follow the practice of open membership without regard to race, color, or national origin.



97-174

October 9, 1997 a.m.

NAD Year-end Meeting

ARM/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/NADUn&GCO97YE/97YE to HWB

**579-97N 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, paragraph 1-a, to read as follows:

a. ~~Treasurers~~ The officers and managers of denominational organizations shall initiate measures to prevent losses and/or minimize the loss ~~in the event of~~ after an occurrence and occurrence. The treasurer or manager shall be responsible for maintaining adequate insurance coverage or self-insurance 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 terms and conditions of the insurance contracts and denominational operating policies. Minimum limits of liability insurance shall be defined by the NAD Risk Management Committee and approved at the North American Division Committee Year-end Meeting.

ARM/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/NADUn&GCO97YE/97YE to HWB

**580-97N RISK MANAGEMENT POLICIES (General Liability  
Insurance)—POLICY AMENDMENT**

VOTED, To amend NAD P 50, Risk Management Policies, section P 50 25, General Liability Insurance, by adding paragraph 7, which reads as follows:

7. *Broadcasters' and Publishers' Liability*—All denominational organizations with broadcasting and/or publishing operations should have adequate coverage for their exposures included as part of their general liability insurance program.

ARM/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/NADUn&GCO97YE/97YE to HWB

**581-97N RISK MANAGEMENT POLICIES (Garage and  
Garagekeepers' Liability Insurance)—NEW POLICY**

VOTED, To adopt a new policy, NAD P 50 33, Garage and Garagekeepers' Liability Insurance, which reads as follows:



**P 50 33 Garage and Garagekeepers' Liability Insurance**—All organizations which provide repair services on nonowned vehicles shall be responsible for obtaining adequate limits of insurance to cover the denomination's potential legal liability.

ARM/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/NADUn&GCO97YE/97YE to HWB

**582-97N RISK MANAGEMENT POLICIES (Employment Practices Liability)—NEW POLICY**

VOTED, To adopt a new policy, NAD P 50 34, Employment Practices Liability, which reads as follows:

**P 50 34 Employment Practices Liability**—All organizations should carefully evaluate the risks associated with sexual misconduct, sexual harassment, discrimination and wrongful termination, and the financial impact on the entity. It is recommended that adequate limits of employment practices liability insurance be obtained to cover the denomination's potential legal liability.

ARM/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/NADUn&GCO97YE/97YE to HWB

**577-97N 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**—Minimum limits shall be defined:

General Liability (Primary)	US\$ 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
Employment Practices Liability	1,000,000	per occurrence***
Excess Liability	99,000,000	per occurrence*



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
<u>Outside Directorship Liability</u>	<u>10,000,000</u>	<u>per loss and annual aggregate with \$25,000 deductible</u>
Misc Professional Liability	1,000,000	per loss and annual aggregate with \$25,000 except Notaries \$10,000 deductible
Trustees Errors and Omissions	1,000,000	per loss and \$4,000,000 annual aggregate with \$50,000 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

\*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.



TREN/NADCOA/NADOUP/NAD&amp;UnSec97YE/NAD&amp;UnTre97YE/97YE to HWB

**528-97N MASTER OF DIVINITY SCHOLARSHIPS (Sharing of Expense)—POLICY AMENDMENT**

VOTED, To amend NAD R 20, Master of Divinity Scholarships, section R 20 10, Sharing of Expense, to read as follows:

**R 20 10 Sharing of Expense**—The expense of the scholarship shall be shared by the following organizations:

	NAD	Union	Conference
1. Regular Scholarship		50.0%	50.0%
2. Quarterly Seminary Registration Fee	33.3%	33.3%	33.3%
3. While participating in evangelistic efforts— <u>12% of Category A per week for up to six (6) weeks</u>	33.3%	33.3%	33.3%
4. <u>Ministerial Internships (3 quarters) Conference Internship Wage Scale Applies (See L 30 30)</u>	<u>42.5% of Category A</u>	<u>21.25% of Category A</u>	<u>Difference to Full Salary</u>

RetirePlan/NADCOA/NADOUP/NAD&amp;UnSec97YE/NAD&amp;UnTre97YE/97YE to HWB

**529-97Na HEALTH CARE ASSISTANCE PLAN FOR PARTICIPANTS IN THE SEVENTH-DAY ADVENTISTS RETIREMENT PLAN OF THE NORTH AMERICAN DIVISION—AMENDMENTS**

The question has been raised as to the necessity for retaining the Health Care Assistance Plan for Participants in the Seventh-day Adventist Retirement Plan of the North American Division in the appendix of the NAD *Working Policy* book. An updated booklet



97-178

October 9, 1997 a.m.

NAD Year-end Meeting

with revisions is sent to retirees annually by Adventist Risk Management, Inc (ARM). Furthermore, whenever policy changes are recommended, they are channeled through ARM and the Retirement Office to the Retirement Plan Committee. Therefore, it was

VOTED, To give the Retirement Plan Committee power to act on changes to the Health Care Assistance Plan For Retirees and that the complete copy of said plan be deleted from the appendix of the NAD *Working Policy* book.

RetirePlan/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

**529-97Nb BENEFITS FOR RETIRED EMPLOYEES (Retirees  
Health Care Assistance Plan)—POLICY AMENDMENT**

VOTED, To amend NAD X 45, Benefits for Retired Employees, section X 45 18, Retirees Health Care Assistance Plan, to read as follows:

**X 45 18 Retirees Health Care Assistance Plan**—Beneficiaries of the Seventh-day Adventist Retirement Plan of the North American Division, their spouses, and dependent children may be granted assistance on health care expenses in accordance with provisions in the Health Care Assistance Plan for Participants in the Seventh-day Adventist Retirement Plan of the North American Division. ~~The Health Care Assistance Plan shall reside in an appendix of, and form a part of, the North American Division *Working Policy*.~~

TREn/NADCOA/NADCOM/NADOUP/NADCOA/NAD&UnTre97YE/97YE to GHC

**533-97N REMUNERATION SCALE PERCENTAGE CHANGES**

VOTED, 1. To add the following statement to the North American Division Remuneration Booklet: The remuneration scales in this booklet are for broad application across the Division. Positions not included in this booklet may be voted by the union committees with percentages approximate to similar positions.

2. To approve the remuneration scale percentage changes, including a new remuneration scale section for NAD Retirement Office, as follows:



Percentage		DIVISION
Min	Max	
	165	President
142	162	Secretary
142	162	Treasurer
141	161	Vice President
140	160	Administrative Assistant to President
<del>140</del>	<del>160</del>	<del>Administrator-Retirement Plans</del>
140	160	Associate Secretary
140	160	Associate Treasurer
140	160	Department Director
140	160	Executive Secretary and Treasurer - ASI
140	160	Field Secretary
140	160	Managing Director - PSI
138	158	Associate Departmental Director
138	158	Associate Director - PSI
138	158	Managing Director - Adventist Radio NetWork
<del>136</del>	<del>156</del>	<del>Associate Administrator - Retirement Plans</del>
134	154	Assistant Departmental Director
134	154	Assistant Director - PSI
96	126	Editorial Assistant—Departments/Periodicals
88	118	Administrative Office Assistant
88	118	Administrative Office Secretary
84	114	Secretary



97-180

October 9, 1997 a.m.

NAD Year-end Meeting

#### **NORTH AMERICAN DIVISION MEDIA CENTER**

##### **Accountants, Various (see section on Accountants)**

108	138	<del>Supervisor</del> <u>Supervisor II</u>
92	122	<del>Administrative Assistant III</del> <u>Supervisor I</u>
<u>92</u>	<u>122</u>	<u>Specialist II</u>
89	119	Administrative Assistant II <u>Specialist I</u>
87	117	<del>Administrative Assistant I</del> <u>Administrative Assistant</u>

##### **Radio & Television Components**

108	138	<del>Supervisor</del> <u>Supervisor II</u>
92	122	<del>Administrative Assistant III</del> <u>Supervisor I</u>
<u>92</u>	<u>122</u>	<u>Specialist II</u>
89	119	<del>Administrative Assistant II</del> <u>Specialist I</u>
87	117	Administrative Assistant I <u>Administrative Assistant</u>
87	117	Audio/Studio Technician

#### **NAD RETIREMENT OFFICE**

<u>140</u>	<u>160</u>	<u>Administrator - Retirement Plans</u>
<u>138</u>	<u>158</u>	<u>Associate Administrator - Retirement Plans</u>
<u>134</u>	<u>154</u>	<u>Assistant Administrator - Retirement Plans</u>
<u>114</u>	<u>144</u>	<u>Retirement Plans Benefits Specialist</u>
92	122	Retirement Payroll Specialist
96	126	Retirement Benefits Distribution Specialist



<u>88</u>	<u>118</u>	<u>Retirement Benefits Assistant</u>
<u>88</u>	<u>118</u>	<u>Administrative Secretary I</u>
<u>88</u>	<u>118</u>	<u>Retirement Benefits Distribution Assistant</u>
<u>84</u>	<u>114</u>	<u>Retirement Records Assistant</u>

#### EDUCATIONAL SYSTEM

<u>139</u>	<u>153</u>	<u>Associate Professor</u>
<u>140</u>	<u>154</u>	<u>Associate Professor</u>

TREn/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

#### 535-97N SHARING THE TITHE (REGULAR TITHE PERCENTAGES)—POLICY AMENDMENT

VOTED, To amend NAD T 10, Sharing the Tithe, section T 10 05, Support of Worldwide Work, to read as follows:

##### **T 10 05 Support of Worldwide Work—1. *Divine Plan* - No change**

2. *Regular Tithe Percentages*—In the administration of conference organizations, the following schedule of regular tithe percentages is used:

- a. The conference receives—No change
- b. The union receives from the local conference 10 percent of the tithe received, ~~except in Canada where the percentage is 12.7~~ received.
- c. The General Conference receives—No change
3. Special Tithe Percentage Schedule in the North American Division—No change
4. Additional Tithe to General Conference—No change



97-182

October 9, 1997 a.m.

NAD Year-end Meeting

TREn/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

### **536-97N WORKING CAPITAL—POLICY AMENDMENT**

VOTED, To amend NAD P 75, Working Capital, section P 75 05, Working Capital, to read as follows:

#### **P 75 Working Capital**

**P 75 05 Working Capital**—In order that adequate financial resources will be available for the sound and effective operation of all organizations, the following provisions are outlined:

1. *Working Capital Definition*—Working capital shall be defined as the amount of current assets above the total of current liabilities. A working capital and liquidity statement shall be included in the notes to the financial statement of each organization.

2. *Formulas*—The recommended working capital of organizations shall be as follows: (See accounting manuals for detailed illustrations.)

a. North American Division—20 percent of the latest fiscal year's Unrestricted Income,\*\* plus 100 percent of Long-Term Payables, gross allocated funds (excluding the Working Capital Requirement Function), and Temporarily Restricted Net Assets.\*

b. Union Conferences—50 percent of the latest fiscal year's Unrestricted Income,\*\* plus total Long-Term Payables, Capital Additions Fund Balances, and Temporarily Restricted Net Assets.\* (For Canada, in addition to the above, three times the disbursements for the latest complete fiscal year for the Supplemental Retirement Plan).

c. Local Conferences—25 percent of the latest fiscal year's Unrestricted Income,\*\* plus total Long-Term Payables, Capital Additions Fund Balances and Temporarily Restricted Net Assets.\*

d. Local and Union Conference Associations—20 percent of the latest annual Unrestricted Income of the Current Funds,\*\* plus total Long-Term Liabilities of the Current Fund, and Temporarily Restricted Net Assets.\*



e. Home Health Education Service—Equivalent of net accounts receivable, merchandise inventories and allocated Net Worth (reserves), and Temporarily Restricted Net Assets\* based on the balance sheet for the latest complete fiscal year.

f. Adventist Book Centers—Equivalent of net accounts receivable, inventories and allocated Net Worth (reserves), and Temporarily Restricted Net Assets.\* When an Adventist Book Center does not meet the provisions of the above standard for Working Capital, and when it is possible for the conference to do so, it may appropriate the essential funds.

g. Universities, Colleges, and Junior Colleges—20 percent of the operating expense of the current operating fund of the latest complete fiscal year.

h. Academies—15 percent of the operating expense of the latest complete fiscal year plus Long-Term Payables and Temporarily Restricted Net Assets.\*

i. Health Care Institutions—20 percent of the operating expense of the current operating fund of the latest complete fiscal year.

j. Publishing Houses—Equivalent of net accounts receivable, inventories, and allocated Net Worth (reserves) based on the balance sheet for the latest complete fiscal year.

k. Risk Management Service, Including Branch Offices—40 percent of the annual operating expense.

l. Adventist Media Center—20 percent of annual operating expense based on the Income Statement for the latest complete fiscal year.

\* Excludes temporarily restricted net assets that are associated with readily identifiable long-term assets.

\*\* Excludes matured wills and trusts.



97-184

October 9, 1997 a.m.

NAD Year-end Meeting

TREn/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

**537-97N CONFLICT OF INTEREST (Statement of Policy)—  
POLICY ADDITION**

VOTED, To add a new paragraph 5 to NAD P 35, Conflict of Interest, section P 35 05, Statement of Policy, to read as follows:

5. *Statement of Acceptance - North American Division Office*—The chief administrative officer of the North American Division shall present a statement of acceptance of the policy on conflict of interest to the Division administrators, directors/associate directors of departments/services, and members of the Division Executive Committee who are exempt employees of the North American Division at or above the 154% remuneration level. Such statements shall be signed and made available to the responsible auditors. The North American Division Committee shall be appraised annually by denominational auditors of inherent exposures to denominational assets.

TREn/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

**538-97N DEPRECIATION (Depreciation Expense)—  
POLICY AMENDMENT**

VOTED, To amend NAD P 55, Depreciation, section P 55 05, Depreciation Expense, to read as follows:

**P 55 Depreciation**

**P 55 05 Depreciation Expense**—1. Financial Statements - No change

2. *Use of Depreciation Fund*—Funded depreciation is to be used for the erection of new buildings and meeting replacement expenses, such as renewing of roofs, replastering, reflooring of ~~rooms, etc.~~ rooms; and for meeting the expense of replacement of furniture and equipment. ~~An exhibit showing the use that has been made of depreciation funds shall be included in the financial statements.~~

3. *Rates*—The following are suggested rates—No change



RetirePlan/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

**539-97N RETIREMENT PLAN (Fund Balance)—  
POLICY AMENDMENT**

VOTED, To amend NAD Z, Retirement Plan, section Z 10 20, Fund Balance, to read as follows:

**Z 10 20 Fund Balance**—The Plan shall ~~endeavor to maintain a fund of not less than~~ three times the disbursements for the latest complete fiscal year prepare reports on the fund balance as a percentage of the actuarially defined liability and as a percentage of three times the disbursements for the latest complete fiscal year. The fund may not be used for, or diverted to, any purpose other than the exclusive benefit of employees and their beneficiaries. The General Conference, on its own behalf and on behalf of the Participating Employers, may enter into a trust agreement with the General Conference Corporation. In such case, all contributions made pursuant to this Plan shall be paid into such trust. The trust funds shall be held and disbursed in accordance with the provisions of this Plan and the trust agreement. No person shall have any interest in, or right to, any part of the trust fund, except as expressly provided in this Plan or in the trust agreement. If such a trust is established, the trust fund shall be the sole source of benefits under this Plan, and each individual who shall claim the right to any payment or benefit under this Plan shall be entitled to look only to the trust fund for such payment or benefit, and shall not have any right, claim or demand therefore against the General Conference, the General Conference Corporation or any Participating Employer or any officer or employee of the General Conference, the General Conference Corporation or any Participating Employer. If such a trust is established, with respect to all or any portion of the Plan assets, the Committee may appoint an investment manager or managers to manage, acquire, or dispose of any assets of the Plan. Each such investment manager shall be either: (1) registered as an investment advisor under the Investment Advisors Act of 1940; (2) a bank as defined under that Act; or (3) an insurance company qualified under the laws of more than one state to manage, acquire, or dispose of Plan assets.



97-186

October 9, 1997 a.m.

NAD Year-end Meeting

TREn/NAD&UnTre97YE/97YE to GHC

**563-97N SPECIAL ASSISTANCE FUND—ALLOCATIONS  
FOR 1998**

VOTED, To approve the following schedule for the Special Assistance Fund for Conferences for 1998:

	Assistance on Basis of Tithe <u>Per Capita</u>	Assistance On Basis of <u>Total Tithe</u>	<u>Special Assistance</u>	Reduction By Policy <u>Limitation</u>	<u>Total Assistance 1998</u>	1998 Assistance Less 3.8%
<b>ATLANTIC UNION</b>						
Greater New York	0	0	75,000 S	0	75,000	72,150
New York	0	0	25,000 @	0	55,000	52,910
			30,000 S			
Northeastern	325,842	0	0	0	325,842	313,460
Total	325,842	0	130,000	0	455,842	438,520
<b>CANADIAN UNION</b>						
Alberta	3,042	0	13,700 S	(3,042) &	13,700	13,180
British Columbia	0	0	13,700 S	0	13,700	13,179
Manitoba-Saskatchewan	13,947	228,712	12,600 S	0	255,259	245,559
Maritime	13,846	358,328	0	0	372,174	358,031
Ontario	34,788	0	0	(34,788) +	0	0
Quebec	173,564	261,359	0	0	434,923	418,396
Newfoundland	15,645	457,651	0	(169,551) #	303,745	292,202
Total	254,832	1,306,050	40,000	(207,381)	1,393,501	1,340,547
<b>COLUMBIA UNION</b>						
Allegheny East	0	0	25,000 @	0	25,000	24,050
Allegheny West	315,771	0	0	0	315,771	303,772
Mountain View	0	200,335	0	0	200,335	192,723
Total	315,771	200,335	25,000	0	541,106	520,545



97-187  
October 9, 1997 a.m.  
NAD Year-end Meeting

	Assistance on Basis of Tithe Per Capita	Assistance On Basis of Total Tithe	Special Assistance	Reduction By Policy Limitation	Total Assistance 1998	1998 Assistance Less 3.8%
<b>LAKE UNION</b>						
Lake Region	660,606	0	0	0	660,606	635,503
Total	660,606	0	0	0	660,606	635,503
<b>MID-AMERICA UNION</b>						
Central States	442,032	0	0	0	442,032	425,234
Dakota	2,050	8,007	25,000 @	0	60,057	57,775
			25,000 S			
Kansas-Nebraska	0	0	25,000 @	0	25,000	24,050
Minnesota	0	0	12,500 @	0	12,500	12,025
Total	444,082	8,007	87,500	0	539,589	519,084
<b>NORTH PACIFIC UNION</b>						
Alaska	0	76,738	75,000 S	0	151,738	145,972
Idaho	0	0	18,750 @	0	18,750	18,038
Montana	1,137	138,598	25,000 @	0	164,735	158,475
Total	1,137	215,336	118,750 *	0 *	335,223	322,485
<b>PACIFIC UNION</b>						
Arizona	22,564	0	0	0	22,564	21,706
Hawaii	0	0	25,000 @	0	100,000	96,200
			75,000 S			
Nevada-Utah	0	0	30,000 S	0	30,000	28,860
Southeastern California	205,647	0	0	0	205,647	197,832
Southern California	717,486	0	0	0	717,486	690,221
Union Regional Min	0	0	838,195 S	0	838,195	806,344
Total	945,697	0	968,195	0	1,913,892	1,841,163



97-188

October 9, 1997 a.m.

NAD Year-end Meeting

	Assistance on Basis of Tithe Per Capita	Assistance On Basis of Total Tithe	Special Assistance	Reduction By Policy Limitation	Total Assistance 1998	1998 Assistance Less 3.8%
<b>SOUTHERN UNION</b>						
South Atlantic	771,413	0	0	0	771,413	742,099
South Central	736,741	0	0	0	736,741	708,744
Southeastern	346,393	0	0	0	346,393	333,230
Total	1,854,547	0	0	0	1,854,547	1,784,073
<b>SOUTHWESTERN UNION</b>						
Southwest Region	486,147	0	0	0	486,147	467,673
Texico	0	0	25,000 S	0	25,000	24,050
Total	486,147	0	25,000	0	511,147	491,723
Grand Total	5,288,661	1,729,728	1,394,445	(207,381)	8,205,453	7,893,641

**NOTES:**

1. Minimum Annual Tithe: \$2,592,000 [1997 factor (\$1,964) divided by 1996 factor (\$1,910) = 102.827225% X \$2,520,000 rounded up to next amount divided by 12 in the thousands column.]
2. Tithe Per Capita: \$616.41
3. For 1998 local conferences and missions will contribute 1% of annual tithe receipts in excess of \$2,592,000.

**SPECIAL ASSISTANCE:**

- @ Academy assistance per qualifying formula.
- S Special nonformula assistance.

**LIMITATIONS:**

- # 100% of total tithe for previous year if membership less than 1,000.
- = 15% of tithe shortage if membership over 10,000.
- + No assistance if tithe in excess of \$5,184,000 unless tithe per capita is less than \$554.77.
- & No assistance if assistance calculation results in less than \$5,000.
- \* Reported membership adjusted.



TREn/NADOUP/NAD&UnTre97YE/97YE to GHC

**564-97N REMUNERATION FACTOR AND ALLOWANCES 1998**

VOTED, To approve the remuneration factor and allowances effective July 1, 1998 for the United States and September 1, 1998 for Canada as follows:

**Remuneration Factors by Cost of Housing Category**

	July 1, 1998	September 1, 1998
Category	<u>U.S.</u>	<u>CANADA</u>
A	\$2010	C\$2,199
B	2139	2,330
C	2280	2,473
D	2434	2,631
E	2608	2,807
F	As may be approved	As may be approved

Category A is recognized as the standard base factor for denominational remuneration in the North American Division.

**Ministerial Scholarship Rate**

While attending Seminary  
42.5% of Category A  
Effective July 1, 1998 U.S. \$ 854.00

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

For Canadian and Bermudian scholarship recipients, when the spouse accompanies the intern but is unable to obtain a work permit, the scholarship may be increased to \$1,708.00 as of July 1, 1998.



97-190

October 9, 1997 a.m.

NAD Year-end Meeting

### Parsonage Exclusion (US)

The parsonage exclusion is available ~~only to ordained ministers and licensed ministers in pastoral care or to commissioned ministers who are associates in pastoral care.~~ to ministerial employees in harmony with D 05 10.

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

### Travel Expense Allowances, Effective January 1, 1998

	<u>U.S.</u>	<u>Canada</u>
Auto Travel Rates, Per mile	US\$0.25	
Per Mile - California	0.26	
Per Mile - Hawaii	0.27	
Per Kilometer (up to 5,000 km)		C\$0.33
Per Kilometer (over 5,000 km)*		0.27

\*Entities may set lower rates per kilometer for reported travel above 19,000 per year.

Per Diem Rates		
Full per diem	US\$ 26.00	C\$ 30.00
When fully entertained	6.00	8.00
Family authorized travel		
Worker and spouse	39.00	45.00
When fully entertained	8.00	12.00
Each accompanying child (only during a move)	10.00	12.00
Each child traveling alone	12.00	15.00

### Area Travel

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

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



**Pension Factors Effective January 1, 1998**

General Church Retirement Plan - US	US\$ 1,709
General Church Retirement Plan - Canadian	C\$ 1,915
Hospital Retirement Plan	US\$ 1,797

TREn/NAD&UnTre97YE/97YE to GHC

**569-97N ADVENTIST REVIEW—NAD EDITION**

VOTED, To continue the North American Division edition of the *Adventist Review* for 1998 by providing \$460,104 as follows:

From the General Conference	\$230,052
From the North American Division	<u>230,052</u>
Total	<u>\$460,104</u>

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

Union Conference	\$1.49
Local Conference	\$1.55

TREn/NAD&UnTre97YE/97YE to GHC

**570-97N REGIONAL CAPITAL REVERSION FUND  
ALLOCATIONS 1998**

VOTED, To approve the allocation of Regional Capital Reversion funds available for 1998, as follows:

South Atlantic Conference	33.3%
South Central Conference	33.3%
Southwest Region Conference	33.3%



97-192

October 9, 1997 a.m.

NAD Year-end Meeting

TREn/NAD&UnTre97YE/97YE to GHC

### 583-97N FINANCIAL ALLOTMENTS 1998

VOTED, To approve the following financial allotments for 1998:

#### NAD EVANGELISM INSTITUTE

LAKE UNION

ALLOTMENT  
\$44,000

#### OAKWOOD COLLEGE

<u>ORGANIZATION</u>	<u>1996 TITHE</u>	1998 <u>ALLOTMENT</u> (3.0% OF TITHE)
ATLANTIC UNION:		
Northeastern Conference	\$18,540,641	\$556,219
COLUMBIA UNION:		
Allegheny East Conference (2.125%)	14,597,699	310,201
Allegheny West Conference	4,464,912	133,947
LAKE UNION:		
Lake Region Conference	7,407,667	222,230
MID-AMERICA UNION:		
Central States Conference	2,594,047	77,821
NORTH PACIFIC UNION:		
Alaska Conference Churches	119,227	3,577
Oregon Conference Churches	375,596	11,268
Upper Columbia Conference Churches	37,455	1,124
Washington Conference Churches	574,692	17,241
PACIFIC UNION:		
Arizona Conference Churches	353,323	10,600
Central California Conference Churches	922,940	27,688
Nevada-Utah Conference Churches	263,916	7,917
Northern California Conference Churches	1,716,762	51,503
Southeastern California Conference Churches	2,305,452	69,164
Southern California Conference Churches	3,531,789	105,954
SOUTHERN UNION:		
South Atlantic Conference	9,554,428	286,633
South Central Conference (5.0%)	9,044,171	452,209
Southeastern Conference	9,371,450	281,144



SOUTHWESTERN UNION

Southwest Region Conference	<u>5,968,799</u>	<u>179,064</u>
TOTALS	<u>91,744,966</u>	<u>2,805,504</u>

TREn/NAD&UnTre97YE/97YE to GHC

**571-97N NAD UNION REVOLVING FUND 1998**

VOTED, To set the 1998 maximum interest rate for union revolving funds at eight percent.

NAD&UnTre97YE/97YE to GHC

**594-97N COST OF LIVING/COST OF HOUSING  
RESEARCH INFORMATION**

VOTED, To approve the use of the Economic Research Institute (ERI) cost of living studies in the North American Division, to determine the remuneration category for NAD employees. The percentages used are to be based on cost of living rather than cost of housing.

NAD&UnTre97YE/97YE to HWB

**595-97N AUTOMOBILE INSURANCE ASSISTANCE—  
POLICY AMENDMENT**

VOTED, To amend NAD X 30 15, Automobile Insurance Assistance, paragraph 3-a, to read as follows:

3. *Deductible*—Assistance (as calculated in c. below) - No change

a. *Required Coverage*—Those eligible for automobile insurance as listed in paragraph 1. above shall be required to carry insurance with the following minimum limits when such limits are readily available:

*Bodily Injury Liability	\$250,000/500,000
*Property Damage Liability	50,000



97-194

October 9, 1997 a.m.

NAD Year-end Meeting

Medical Payments	5,000
Comprehensive	**100 Deductible
Uninsured Motorist	Statutory

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\*Optional \$300,000 single limit policy is acceptable

\*\*Any deductible above or below this amount or waiver of the requirement to carry comprehensive and collision coverage is at the discretion of the employing organization.

TREn/97YE to HWB

#### **597-97N ANNUAL TRAVEL ALLOWANCE FOR SPOUSE— POLICY AMENDMENT**

VOTED, To amend NAD X 26, Annual Travel Allowance for Spouse, paragraph 1, to read as follows:

1. An employee who is required to travel regularly may request the employing organization to authorize a spouse to accompany the employee at denominational expense to authorized meetings held outside the home union, but within the territory of the North American Division, according to the following guidelines:

- a. This policy applies to General Conference and - No change
- b. The following allowances shall be - No change
- c. Not more than one trip each year shall be authorized and it shall not be cumulative. Exceptions must be approved by the controlling board.
- d. Per diem shall be at the employee - No change

#### **DEAF MINISTRIES IN NAD—STATEMENT**

Alfred C McClure, Chair, made the following statement regarding the status of deaf ministries in the North American Division: The NAD recognizes the needs of the deaf in its territory and on that basis, the Division includes deaf ministries in its budget. Realizing, however, that an office-based deaf ministry is not productive, the Division would accept proposals for deaf ministries from conferences and unions. Those proposals which are



approved will receive funding as long as funds are available in the North American Division budget.

#### **589-97N TORONTO 2000 GC PRE-SESSION—REPORT**

Jim Cress, Secretary of the Ministerial Association of the General Conference, gave a preliminary report on plans for the World Ministerial Council in Toronto, Canada in 2000. The General Conference Ministerial Association is giving an opportunity to pastors anywhere to participate in the program. Cress distributed a talking paper to introduce the concept. The theme is *The Way of the Cross Leads Home*. The program features the specialty tracks and a daily schedule.

Adjourned

Alfred C McClure, Chair  
Rosa T Banks, Secretary  
Donald R Pierson, Editorial Secretary  
Marialyce Gibson, Devotional Recording Secretary  
Betty Pierson, Recording Secretary







**YEAR-END MEETING  
NORTH AMERICAN DIVISION COMMITTEE  
Silver Spring, Maryland  
October 9, 1997, 2:30 p.m.**

**CALL TO ORDER**

Alfred C McClure, Chair, called the third session of the 1997 North American Division Committee Year-end Meeting to order.

**PRAYER** Linda Walton

ACM/NADCOA/NADOUP/NAD&UnSec97YE/97YE to HWB

**506-97N ADVENTIST CHAPLAINCY MINISTRIES  
ECCLESIASTICAL ENDORSEMENT GUIDELINES  
FOR NAD—APPROVAL**

VOTED, To approve the Adventist Chaplaincy Ministries Ecclesiastical Endorsement Guidelines for the North American Division which reads as follows:

**ADVENTIST CHAPLAINCY MINISTRIES  
ECCLESIASTICAL ENDORSEMENT GUIDELINES  
FOR NAD**

*Definition of Ecclesiastical Endorsement*

Ecclesiastical endorsement is the Church's affirmation that a person in chaplaincy or a related ministry is performing a valid ministry of the Church, and has presented evidence of calling and training for that ministry. Through a vote of the Adventist Chaplaincy Ministries Committee, it signifies that the candidate:

1. Is a member or minister of the Church in regular standing
2. Has completed appropriate training for the specialized ministry
3. Is placed or is preparing for or seeking placement in an approved ministry setting



97-198

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

4. Will maintain accountability with the Church.

#### *The Need for Ecclesiastical Endorsement*

The Seventh-day Adventist Church is committed to placing only qualified persons in the fields of chaplaincy and its related ministries. Adventist Chaplaincy Ministries has instituted Ecclesiastical Endorsement Guidelines for the North American Division. Several reasons illustrate the need for these guidelines. Ecclesiastical endorsement is

- Required by virtually all government or public agencies that hire chaplains.
- Required by most private organizations that hire chaplains.
- Required for membership and certification in virtually all professional associations.
- Required by church policy for chaplains employed outside the church system wanting credentials.
- Necessary for ACM to effectively function on behalf of chaplains in dealing with placement, church policy issues and other matters.
- A demonstration of the chaplain's commitment to competence and accountability to the mission of the Church.

#### *Ministries for Which Ecclesiastical Endorsement is Issued*

Ecclesiastical endorsement is issued to duly credentialed ministers of the Seventh-day Adventist Church, and selected qualified laypersons, who serve in the following capacities:

- Spiritual Care Providers who are adjunct to certain chaplaincy programs
- Chaplains in campus, corrections, health care, military and other settings
- Pastoral Counselors
- Spiritual Directors.

#### *Categories and Requirements of Ecclesiastical Endorsement*

All candidates for endorsement must complete the application and evaluation process. Applicants must all be members in regular standing in the Seventh-day Adventist Church. Seven categories of endorsement are issued by Adventist Chaplaincy Ministries:



Category 1 • Spiritual Care Provider—For selected laypersons who are employed by the organization where they work to provide regularly scheduled spiritual care services that are a part of that organization's chaplaincy program. This is recognition of a supporting role with supervision and accountability, rather than that of an independent practitioner.

Requirements are:

- Ordained local church elder/deacon/deaconess, with evidence of significant involvement in the helping ministries. Graduation from a recognized lay training program such as *Stephen Ministries* is preferred.

- An accredited bachelor's degree
- One unit of Clinical Pastoral Education or equivalent training.

Category 2 • Chaplain Candidate—For full-time students in an accredited theological seminary who are doing chaplaincy training in a program such as the military chaplaincy candidate program. Requirements are:

- Enrollment in an accredited Master of Divinity program
- Meet all requirements of organization for which they want endorsement.

Category 3 • Volunteer Chaplain—For clergy who serve in organized volunteer chaplaincy programs. Requirements are:

- At least two years of satisfactory pastoral experience
- Bachelor's degree in theological/pastoral education that meets normative requirements of volunteer organization
- Meets all requirements of the volunteer chaplaincy organization.

Category 4 • Chaplain Associate—For currently employed chaplains who minister effectively, but do not meet standards for endorsement as Category 5-Chaplain. It provides professional association while encouraging continued education and upgrading of qualifications. It is not an entry-level endorsement and does not convey that the normative standards have been altered nor does this endorsement convey that the candidate will be advanced to standard endorsement without additional preparation. Requirements are:

- Clergy in regular standing, with current credentials or eligible to receive same
- An accredited bachelor's degree in theology or valid equivalent



97-200

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

- At least four years of successful pastoral experience
- At least two units of Clinical Pastoral Education, or equivalent training
- Commitment to continuing pastoral education in order to advance to another level of endorsement.

Category 5 • Chaplain—Standard entry-level endorsement for new candidates for chaplaincy. Requirements are:

- Clergy in regular standing, with current credentials or eligible to receive same
- An accredited Master of Divinity degree, or equivalent
- Four years of successful pastoral experience
- At least two units of clinical pastoral training, or equivalent
- A commitment to continued pastoral education.

Category 6 • Senior Chaplain—Experienced chaplains who have achieved professional or clinical certification from a recognized national organization, and who have made significant contributions to chaplaincy as a profession. Requirements include:

- Meets criteria of Category 5 - Chaplain endorsement
- At least five years of successful chaplaincy experience
- Certification from a professional association with standards equivalent to the Board of Chaplaincy Certification, Inc. Examples are the College of Chaplains, the Association of Mental Health Clergy, American Association of Marriage and Family Therapists, and American Association of Pastoral Counselors.
- Demonstrated leadership ability, contributions to advancing the profession of chaplaincy or related ministries and mentoring of other chaplains.

Category 7 • Ministries Related to Chaplaincy—Endorsement as Spiritual Director and Pastoral Counselor are also available. Applicants must meet Category 6 - Senior Chaplain requirements. Additional requirements for Spiritual Director endorsement are:

- Spiritual Director must qualify as a practicing spiritual director, which involves training and certification from a valid spiritual formation program such as the Shalem Institute or an accredited theological seminary.



Additional requirements for Pastoral Counselor endorsement are:

- Pastoral Counselor must qualify as a clinical practitioner, which includes appropriate graduate education (counseling, marriage and family therapy).
- Certification from a recognized national organization, i.e. the American Association of Pastoral Counselors, and American Association of Marriage and Family Therapists.
- State licensure where available and required.

*Length and Conditions of Ecclesiastical Endorsement*

Most Adventist Chaplaincy Ministries endorsements run for a maximum of five years; however, endorsements issued during the last year of the quinquennium will be automatically extended for the next endorsement term. The endorsement term runs concurrently with the General Conference quinquennial period.

Continuation of endorsement is dependent upon the filing of annual reports with ACM. The report form will be mailed to each chaplain and must be returned to ACM by February 28 of each year. The report form sent during the quinquennial year will include an added section for requesting reendorsement for the following term. Conditions of continued endorsement include the following:

- Maintenance of regular standing as a member or clergy in the Church
- Meeting any conditions of time-limited endorsement
- Submission of annual report to the ACM office
- Documentation of continuing education:

Categories 1-3	30 clock hours per year
Categories 4-5	40 clock hours per year
Categories 6-7	50 clock hours per year.

*Contingencies Placed on Ecclesiastical Endorsements*

At the discretion of the ACM Committee certain contingencies may be placed on endorsements, either individually or in combination. These include:

- Time-limited—Endorsement for candidates who have not yet found a position in chaplaincy or a related ministry or for those who are working to attain requirements needed.



97-202

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

- Localized—When endorsement is voted for a specific location or employer only.
- Probation—When a chaplain has violated a condition of endorsement or church policy, and a period of time is needed to resolve the issue in question. The endorsement remains effective and will be reevaluated.
- Revocation—When a chaplain has violated a condition of endorsement or church policy and it is necessary to cancel and withdraw the endorsement. In the event of revocation ACM will report such action to individuals and organizations who have required ecclesiastical endorsement for the purpose of employment, licensure, and certification.

#### *Authority in the Process of Granting Endorsement*

Endorsements can be issued, withdrawn, or amended only upon vote of the ACM Committee. In certain circumstances, however, limited authority is granted to the director and/or associate director to facilitate certain aspects of the process. These circumstances include:

- Endorsement in Process Letter—When a candidate, who has not been negligent in making application, faces a close deadline for producing endorsement in order to qualify for a job, a letter may be sent to the candidate's prospective employer which will not give assurance of endorsement, but will state that endorsement is in process.
- Extension of Endorsement Letter—When a currently-endorsed candidate needs extension of endorsement to another field for purposes of a job search, a letter of extension of endorsement may be issued. The candidate must be qualified for the field of extension, and such action will be reported and recorded in the minutes of the next ACM Committee meeting.
- Letter of Concern—When it seems probable that a chaplain has violated a condition of endorsement, a letter of concern will be sent to the endorsee. The matter will then be discussed at the next ACM Committee meeting. Only the ACM Committee can impose disciplinary or remedial actions on endorsees. If the matter impacts the chaplain's ability to continue holding denominational credentials, ACM will work with the appropriate personnel in dealing with the matter.

#### *Assessing Equivalencies for Ecclesiastical Endorsement*

While normative requirements for endorsement are stated above, the matter of alternatives and equivalencies is often raised by endorsement candidates. Such situations will be assessed on a case-by-case basis.



Equivalents to the Master of Divinity Degree—Equivalencies must be documented in one of the following ways:

- A statement of equivalency from an accredited theological seminary, or
- Documentation of equivalency according to the Member and Fellow standards of the College of Chaplains, Inc, or
- Documentation of equivalency according to the standards of the chaplain corps of a branch of the United States armed forces, or
- Documentation of equivalency according to the standards of the Association for Clinical Pastoral Education, Inc.

Evaluation of Educational Credits Earned Abroad—Degrees or educational credits earned abroad must meet the equivalency standards used by admissions officers and registrars in accredited universities and seminaries in North America. If there is a question about any such educational credits, ACM will ask the candidate to have his or her transcripts evaluated and an equivalency statement issued by one of the following sources:

- The registrar's office of an accredited college or university that grants graduate theological degrees
- A recognized educational credential evaluating organization. Adventist Chaplaincy Ministries can provide names of such organizations, and any expense will be that of the candidate.

Clinical Pastoral Education (CPE) and Other Clinical Training—ACM accepts CPE offered under the auspices of one of the following organizations:

1. The Association for Clinical Pastoral Education, Inc.
2. The Canadian Association for Pastoral Practice and Education
3. The College of Pastoral Supervision and Psychotherapy, Inc. (on a case-by-case basis)
4. The National Association of Catholic Chaplains.



For some specialized ministries other clinical training options may be preferable. In these cases ACM accepts clinical training and practica that are accepted by recognized national organizations such as The American Association of Pastoral Counselors, and The American Association of Marriage and Family Therapists.

**Alternative Pastoral Field Experience**—Some candidates come to ACM without the requisite pastoral background. If the candidate is otherwise qualified, he or she may be asked to identify alternative field experiences that may have aided in pastoral development and formation. On a case-by-case basis the following alternatives may be regarded as equivalents to normative conference-remunerated, pastoral, field experience:

- Clinical Pastoral Education or other clinical residencies
- Periods of time where the candidate served as a pastoral associate. Such service is often part-time, nevertheless it may be substantive if it involved pastoral work over a sustained period of time under the supervision of a qualified pastor and the conference ministerial director, with built-in opportunities for regular pastoral reflection, supervision, and accountability.

### *Ecclesiastical Endorsement and Ministerial Credentials*

Ministerial credentials authorize a candidate to perform the basic functions of the pastoral office and are issued by the Secretariat of a local or union conference. Endorsement from ACM certifies that the candidate is also ready to engage in specialized ministry. Issues relating to ministerial credentialing often arise when dealing with endorsements. Therefore, ACM follows these guidelines:

- **Adventist Chaplaincy Ministries and Credentials**—After issuing endorsement to candidates who do not have current ministerial credentials, ACM contacts the local conference within whose territory the candidate works. North American Division policy D 10 67 states that ministers employed as chaplains outside the church system will normally receive their credentials from the conference where they work, and that they must have ACM endorsement before credentials can be issued. Currently D 10 67 does not govern chaplains employed by the Church, but ACM is available to assist these chaplains as they seek to obtain ministerial credentials. Chaplains employed by the United States armed services receive their credentials from the North American Division Secretariat.

- **“Dual-track Internship”**—A Secondary Route Toward Ordination/  
Commissioning



Adventist Chaplaincy Ministries believe that several years of parish experience and ordination, followed by specialized training is the preferred route into the chaplaincy; it provides a breadth and depth of pastoral formation not available through immediate immersion in the specialized ministries. However, such a course is not available to all. Among these are persons with mid-life career changes, seminary graduates not hired by a conference, and women who earlier were unable to study for the ministry. Since 1990 ACM has assisted local conferences and unions, on a case-by-case basis, in the ordination or commissioning for such persons who have been ecclesiastically endorsed. In effect, a "dual-track internship" has been developed, utilizing these guidelines:

- a. Candidates document valid reasons for not obtaining normative parish experience. (This is not a way to avoid the normal process.)
- b. Candidates must have a Master of Divinity degree, or equivalent, and at least one year of valid post-seminary ministry experience, which might be an alternative pastoral field experience as outlined previously.
- c. The candidate who otherwise meets professional qualifications, and is able to find a job in chaplaincy, maintains an internship-like relationship with the local conference for a specified period of time. This involves the following steps:
  - 1) While working as a chaplain the candidate should work with the local conference to obtain a ministerial license or a commissioned minister license.
  - 2) He or she then works closely with the local church and conference, serving as a local elder and in such support capacities as may be appropriate to give a well-rounded exposure to the parish and the conference.
  - 3) This ministry is evaluated by the supervising pastor and conference ministerial director. This must be kept at a reasonable level since the chaplain is already employed full-time.
  - 4) Near the end of this "dual-track" period it is recommended that the conference will evaluate the candidate's ministry for progress toward ordination or the credentialed commissioned minister status. Upon invitation from the conference ACM will contribute to this evaluation process.



97-206

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

H&T/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**566-97N HEALTH AND TEMPERANCE DEPARTMENT—  
NAME CHANGE**

VOTED, To change the name of the Health and Temperance Department to the Health Ministries Department, bringing the name more in harmony with the other ministries of the Church.

PreCo/NADCOA/NAD&UnSec/NADOUP/97YE to HWB

**519-97N MINISTERIAL TRAINING AND ADVISORY  
COMMITTEE—POLICY DELETION**

VOTED, To delete NAD L 05 50, Ministerial Training Advisory Committee, which reads as follows:

**L 05 50 Ministerial Training Advisory Committee**—The Ministerial Training Advisory Committee is established for the purpose of providing counsel concerning the ministerial training program in Seventh-day Adventist colleges and Andrews University Theological Seminary. This committee, appointed by the North American Division Committee, is made up of representatives of local and union conferences, colleges, Andrews University Theological Seminary, Department of Education, Ministerial Associations of the North American Division and the General Conference, North American Division and General Conference Officers.

SECn/NADCOA/NADOUP/NADUn&Sec97YE/NADUn&GCO97YE/97YE to HWB

**520-97N RESPONSIBILITY FOR SERVICE RECORDS—  
POLICY AMENDMENT**

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

1. General Conference and North American Division Staff—Human Resource Services Director.
2. Union or Local Conference—~~Secretary~~ Secretary/Human Resource Services Director.



3. Elementary and Secondary Church School Teachers—Local Conference ~~Secretary~~. Secretary, or Personnel/Human Resource Services Director.
4. Secondary School (Academy)—Local Conference Secretary or Personnel/Human Resource Services Director.
5. College and University—~~President/Personnel Director~~ President/Human Resource Services Director
6. Health Care Institution—Administrator/Manager or ~~Personnel~~ Personnel/Human Resource Services Director.
7. Publishing House—President/Manager or ~~Personnel~~ Personnel/Human Resource Services Director.
8. Other institutions not included above—Chief Administrative ~~Officer~~ Officer/Personnel Officer/Human Resource Services Director.
9. Military Chaplains—Director, Adventist Chaplaincy Ministries.

RetirePlan/NAD&UnTre/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

**527-97N TERMINATION SETTLEMENTS (Eligibility Requirements)—POLICY AMENDMENT**

VOTED, To amend NAD X 40, Termination Settlements, section X 40 15, Eligibility Requirements, by adding paragraph 7, to read as follows:

7. *Deceased*—Deceased while in full-time employment.

RetirePlan/NADCOA/NADOUP/NAD&UnSec97YE/NADUnTre97YE/97YE to HWB

**543-97N 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:



97-208

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

**X 33 30 Service Credit Accrual**—Employees who become disabled will be granted full service credit ~~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.

RetirePlan/NADCOA/NADOUP/NAD&UnSec97YE/NADUnTre97YE/97YE to HWB

**544-97N EMPLOYEE DISABILITY INCOME PLAN (Employee Benefit Eligibility)—POLICY AMENDMENT**

VOTED, To amend NAD X 33, Employee Disability Income Plan, section X 33 35, Employee Benefit Eligibility, to read as follows:

**X 33 35 Employee Benefit Eligibility**—Employees who become eligible for Employee Disability Income Plan benefits will be eligible for continuation of other employee benefits for which they would otherwise be eligible for as long as they are granted denominational service credit. Health care benefits shall be continued by the employer ~~beyond the time service credit is granted~~ up to the earlier of:

1. Reemployment
2. Eligibility for Retirement Plan benefits at the normal retirement age
3. Eligibility for Medicare benefits
4. The end of the second year the employee receives benefits from the ~~Employee North American Division Health Care Assistance Plan~~ Employee Disability Income Plan.

Coverage under the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations of the North American Division would be secondary to any other health care coverage for which the individual is eligible. Extension of eligibility for other employee benefits may be specifically provided for in the related specific sections of the North American Division *Working Policy*.



October 9, 1997 2:30 p.m.

NAD Year-end Meeting

NAD&amp;UnTre/NADCOA/NAD&amp;UnSec97YE/NAD&amp;UnTre97YE/97YE to HWB

**573-97N TRUST SERVICES (Revocable Trusts)—  
POLICY AMENDMENT**

VOTED, To amend NAD P 25, Trust Services, section P 25 18, paragraph 3, to read as follows:

3. Exceptions—While paragraphs 1. and 2. above were effective for all revocable trusts written after December 31, 1979, previously existing trust instruments shall be amended, if necessary and practicable, to conform with this policy and to existing state law. ~~This policy shall not require the repayment to the corporation as trustees of funds borrowed by the corporation in its individual corporate capacity prior to December 31, 1997, unless such payment is required by the trustor or unless such payment is required to terminate the trust. All additions after January 1, 1984, to pre-January 1, 1980, trusts, (except income earned by the trust and return of principal) shall be specifically invested. Exceptions may be made respecting these additions to individual trusts when allowable by existing state law and upon approval of the appropriate association/corporation, or institution committee or governing board. All funds shall be held in harmony with existing denominational investment policies.~~

a. Paragraphs 1. and 2. shall also be effective for all revocable trusts written prior to January 1, 1980. However, in those jurisdictions where it is appropriate and in conformity with existing state/provincial law, the following exceptions shall apply.

1) This policy shall not require the repayment to the corporation as trustee of funds borrowed by the corporation in its individual corporate capacity prior to December 31, 1979, unless such payment is required by the trustor or unless such payment is required to terminate the trust.

2) All additions after January 1, 1984, to pre-January 1, 1980, trusts, (except income earned by the trust and return of principal) shall be specifically invested. Prior to January 1, 2000, exceptions may be made respecting these additions to individual trusts, when allowable, by existing state/provincial law and upon approval of the appropriate association/corporation, or institution committee or governing board. After December 31, 1999, and before January 1, 2003, there shall be no further additions of income earned, return of principal, or new principal additions to individual trusts.

b. After December 31, 2002, paragraphs 1. and 2. above shall be effective for all revocable trusts.



97-210

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

NAD&UnTre/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/NADUn&GCO97YE/97YE  
to HWB

**574-97Na INVESTMENT POLICY BY DENOMINATIONAL  
ENTITY—POLICY AMENDMENT**

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

- z. Trustee Funds - Pre-1969 and Similar Irrevocable  
1) No change

- 2) P 30 45 items ~~e.-g.,~~ c., e.-g., j. and m.

3) P 30 45 item d. However, for the period January 1, 2000 through December 31, 2002, income earned, return of principal, and new principal additions may not be invested in the Pooled Investment/Loan Fund. After December 31, 2002, no assets from these trusts may be invested in the Pooled Investment/Loan Fund.

3) 4) If trust contains trustor's(s') residence this may be sold and investment made in new residence on approval of governing board or committee.

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

NAD&UnTre/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/NADUn&GCO97YE/97YE  
to HWB

**574-97Nb INVESTMENT POLICY BY DENOMINATIONAL  
ENTITY—POLICY AMENDMENT**

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

- cc. Trustee Funds - Revocable (Pre-1980 Trusts

- 1) No change

- 2) P 30 45 item c. ~~and d.~~



October 9, 1997 2:30 p.m.  
NAD Year-end Meeting

3) P 30 45 item d. However, for the period January 1, 2000, through December 31, 2002, income earned, return of principal, and new principal additions may not be invested in the Pooled Investment/Loan Fund. After December 31, 2002, no assets from these trusts may be invested in the Pooled Investment/Loan Fund.

3) 4) All trusts written prior to January 1, 1980, ~~should~~ shall be amended, if necessary and practicable, to conform to existing law. Principal additions after January 1, 1984 to pre-January 1, 1980 trusts shall be specifically invested. Exceptions Prior to January 1, 2000, exceptions may be made respecting these additions to individual trusts, when allowable, by existing state/provincial law and upon approval of the appropriate association, corporation, or institution committee or governing board. After December 31, 1999, and before January 1, 2003, there shall be no further additions of income earned, return of principal, or new principal additions to individual trusts. After December 31, 2002, all revocable trusts shall be specifically invested as directed by the trustor (with trustor assuming the benefits and risks of principal variations). All funds shall be held in harmony with existing denominational policies. (See P 25 18)

NAD&UnTre/NADCOA/NAD&UnSec97YE/NAD&UnTre97YE/97YE to HWB

#### **576-97N HOLDING CHURCH PROPERTIES AND OTHER ASSETS—POLICY AMENDMENT**

VOTED, To amend NAD P 15 80, Holding Church Properties and Other Assets, to read as follows:

1. *Property Ownership* - No change
2. *Valuation* - No change
3. *Hazardous Waste Assessment*—A hazardous waste assessment and review shall be made regarding all church properties and other real estate to be held in the name of a denominational entity prior to acquisition of the asset, whether by gift, purchase, or otherwise. The assessment and review shall be made using an appropriate form approved by the organization's legal counsel.



97-212

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

CAN/NADCOA/NADOUP/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

### **532-97N SUPPLEMENTAL BENEFITS FOR CANADIAN RETIRED EMPLOYEES—RECORD**

VOTED, To record the Supplemental Benefits for Canadian Retired Employees which is effective January 1, 1997.

### **Supplemental Benefits for Canadian Retired Employees**

**Article 1 Supplemental Plan Benefits**—The Supplemental Plan, together with the Seventh-day Adventist Church Retirement Plan for Canadian Employees (the “Registered Plan”) constitute the Retirement Program for the Church in Canada. Benefits payable under the Retirement Program but not under the Registered Plan are payable from the Supplemental Plan including Spouse Allowance, Funeral Allowance, Tuition Assistance, Retirement Allowance and Retiree Health Benefits. In addition, the Supplemental Plan covers certain historical situations not covered by the Registered Plan, i.e. certain benefits for Newfoundland Teachers, Independent Transfers and historical joint and survivor pensions.

The intent is to maintain the Supplemental Plan in Canada as a parallel to supplemental benefits in the U. S. In Canada, however, retirement under the Registered Plan is permitted by law as early as age 55 whereas in the U. S. retirement is allowed at age 62 with 35 years of service, or otherwise at age 65. In order to accommodate the earlier retirement in Canada, all supplemental benefits will be made available on early retirement but at a reduced level where the reduction is the same as that applied to the retirement pension under the Registered Plan except for the funeral allowance.

**Article 2 Definitions**—In the Supplemental Plan, unless the context clearly indicates otherwise, the following terms shall have the following meanings:

2.01. Credited Service means with respect to a Member, the period of Continuous Service while an employee. Credited Service is subject to the exclusions, inclusions and adjustments of Credited Service as specified in Article 4.03 of the Registered Plan.

2.02. Member means an individual who has joined the Registered Plan in accordance with Article 3 of the Registered Plan and who continues to be entitled to benefits or rights.

2.03. Normal Retirement Date means the first day of the month in which the Member attains age sixty-five (65).



2.04. Participating Employers means only those employers currently listed in Article 19.04 of the Registered Plan and whose employees are eligible for benefits under Article XX 45. Some denominational employers that are currently listed in the Seventh-day Adventist *Yearbook* are not Participating Employers. Therefore their employees are not covered by the policies in XX 45.

2.05. Pension Commencement Date means the Member's Early Retirement Date, except where the Member retires on an Early Retirement Date and elects to postpone the commencement of retirement income, in which case "Pension Commencement Date" means the first day of the month in which pension payments commence between the Early Retirement Date and the Normal Retirement date, as elected by the Member and as described in Article 5 of the Registered Plan.

2.06. Pension Factor means the monthly amount upon which all benefits are based, and as increased by amendment from time to time in accordance with Article 20 of the Registered Plan. The Pension Factor in effect at any time is shown in Section 20.03 of the Registered Plan.

2.07. Registered Plan means the Seventh-day Adventist Church Retirement Plan for Canadian Employees.

2.08. Retirement Allowance means a lump sum allowance paid to eligible Members upon retirement as described in Article 13.

2.09. Service Credit means a measure of time expressed in years and percentage of years up to a maximum of 40, used in determining the amount of a Member's retirement benefit. This includes Canadian, U. S. and Independent Transfer service.

2.10. Spouse means the person who is of the opposite sex to a Member and who, at the earlier of the commencement of a Member's pension and the date of the Member's death, is the person who is the lawfully wedded Spouse of the Member.

2.11. Spouse Allowance means a monthly allowance paid to eligible retired Members who have a spouse as described in Article 9.

**Article 3 Contributions to Other Retirement Plans**—Since Participating Employers are making substantial contributions to cover benefits under the Registered Plan and the Supplemental Plan and all employees are eligible to participate in the government pension plans in Canada, Participating Employers are not permitted to make contributions to other retirement plans on behalf of employees.



**Article 4 Reduced Retirement Benefit Penalties**—A Member may retire on the first day of any month following the later of the Member having attained age fifty-five (55) and the vesting date as stated in Article 5.02 of the Registered Plan. The Member's benefit will be reduced by one-half of one percent (0.5%) for each month by which the Pension Commencement Date precedes the Normal Retirement Date as stated in Article 7.02 (b) of the Registered Plan.

**Article 5 Tuition Assistance for Children of Retired Members**—The tuition assistance policy for children of employees as stated in X 24, of the NAD Working Policy, shall apply to children of retired Members of the Registered Plan except where superseded by the following provisions:

5.01. *Eligibility*—Retired Members in the Registered Plan may be granted assistance for their dependent children if the retired Members:

- a. Are admitted to the Registered Plan directly from employment, or
- b. Died while in denominational employment, and
- c. Were eligible for tuition assistance from his/her last employer.

5.02. *Amount*—Assistance is provided toward the cost of tuition and regular fees. The maximum is 30 percent of tuition and regular fees for day students and 60 percent of tuition and regular fees for dormitory students.

a. Children of deceased Members or retired Members whose Spouses are below retirement age and are not eligible for tuition assistance from a Participating Employer—100 percent of the policy as long as they remain unmarried.

b. Children of retired Members with 35 or more years of Service Credit—100 percent of the policy. For those with less than 35 years, the assistance is 100 percent multiplied by the full years of Service Credit divided by 35.

5.03. *Reduced Amount*—If a retired Member has chosen the reduced retirement benefit, the tuition assistance will be reduced subject to Article 4 Reduced Retirement Benefit Penalties.

5.04. *Exclusions*—a. Scholarship grants or tuition assistance is not available if the student is eligible to receive tuition assistance from a denominational employer.

b. Tuition assistance is not provided for children who are born or adopted after the Member discontinued full-time denominational service.



**Article 6 Funeral Allowance**—Retired Members of the Registered Plan and their Spouses shall be granted a funeral allowance according to the following provisions:

6.01. *Eligibility*—Upon the death of a retired Member or a retired Member's Spouse who was eligible for a joint and survivor annuity, a funeral allowance shall be paid to the surviving Spouse, or if there is no surviving Spouse, to the person who has undertaken responsibility for the funeral arrangements. No funeral allowance shall be paid with respect to the death of a Spouse if the retired Member is receiving retirement benefits in the form of a single life annuity.

6.02. *Amount*—Retired Members with 40 or more years of Service Credit are granted a funeral allowance equivalent to the Pension Factor. For those with less than 40 years, the allowance is the Pension Factor multiplied by years of Service Credit divided by 40.

**Article 7 Retirement Members' Health Benefits Plan**—Retired Members of the Registered Plan, their Spouses, and dependent children will be granted assistance on health care expenses in accordance with provisions in the Health Benefits Plan for Retired Members. The Health Benefits Plan shall reside in a separate booklet referred to as the Health Benefits Plan for Retirees of Participating Employers of the Seventh-day Adventist Church Retirement Plan for Canadian Employees.

7.01. *Reduced Amount*—If a retired Member has chosen the reduced retirement benefit, the health benefit percentages will be reduced subject to Article 4 Reduced Retirement Benefit Penalties.

**Article 8 Post Retirement Denominational Employment**—When a Registered Plan retired Member receives remuneration from a denominational organization, the following regulations shall apply:

8.01. *Maximum Remuneration*—Organizations engaging the service of retired Members may remunerate them at rates that may be mutually agreed to under the following conditions:

- a. The total remuneration, from denominational sources including denominational retirement benefits, shall not exceed the basic remuneration being currently paid for the same class of regular employees.
- b. Mileage and other travel expense may be reimbursed.
- c. There shall be no addition to the retired Members' service records.



8.02. *Remuneration Limitation*—The remuneration of a denominationally employed retired Member, who is also the recipient of a government retirement program which states that the recipient cannot earn more than a certain annual amount without reducing the government retirement payment shall not be paid more than that annual permissible earnings amount. Mileage and the travel expense may, however, be reimbursed.

**Article 9 Spouse Allowance**—Retired Members with a spouse will qualify for a Spouse Allowance according to the following provisions:

9.01. *Eligibility*—The retired Member must have earned at least 20 years of Service Credit on the retirement benefit starting date and have a Spouse to whom he/she has been married for the immediately preceding one year. A Spouse Allowance shall not be paid to a retired Member if the Spouse is eligible for retirement benefits based on his/her own service.

9.02. *Amount*—The Spouse Allowance is a monthly amount equal to the retired Member's retirement benefit (before the reduction for the joint and survivor annuity) multiplied by 1.25 percent for each of his/her years of Service Credit provided. However, the Spouse Allowance shall be reduced by one percent for each full year in excess of five by which the retired Member's birth date, precedes that of his/her Spouse. No Spouse Allowance shall be paid prior to receipt of the written application to the Retirement Applications Committee.

9.03. *Continuation*—The Spouse Allowance shall be terminated two months after the month in which death of the Spouse occurs and will not be reinstated if the retired Member remarries. If the Spouse survives the retired Member, such Spouse is eligible for a continuation of a proportionate share of the Spouse Allowance based on the years married to the retired Member while he/she was earning Service Credit, provided the Spouse was married to the retired Member during at least ten years of such service.

9.04. *Reduction*—The Spouse Allowance shall be reduced by the portion of a retirement benefit (other than government benefits or other types of retirement benefits provided in lieu of government benefits) that is received by the Spouse of a retired Member from the Registered Plan or another plan that was funded by the employer. Where a lump sum distribution is received, it shall be converted to a monthly annuity payable for life.

9.05. *Reduced Amount*—If a retired Member has chosen the reduced retirement benefit, the Spouse Allowance will be reduced subject to Article 4 Reduced Retirement Benefit Penalties.

9.06. *Pre-retirement Death Benefits*—A Spouse Allowance shall be paid to the Spouse of a Member who dies prior to retirement if the Spouse is entitled to a survivor benefit under



Article 9.02 and 9.03 of the Registered Plan. The amount of the Spouse Allowance will be determined in accordance with the preceding Articles 9.02, 9.03 and 9.04. Notwithstanding, a Spouse Allowance shall not be paid during such time as a Spouse is employed on an average of 20 or more hours per week.

**Article 10 Newfoundland Teachers**—Teachers in the Seventh-day Adventist Church in Newfoundland and Labrador have a unique relationship with the Newfoundland government whereby a pension plan is provided for them. Therefore a policy statement has been developed regarding their benefits provided under the Supplemental Plan for service as a Newfoundland teacher prior to September 1, 1994. For complete details, please see the policy *Newfoundland Teachers* in the Administrator's Guide.

**Article 11 Independent Transfer Prior to January 1, 1978**—If a Member first transferred to Canada on an independent transfer prior to January 1, 1978 and was vested in his/her foreign division before transferring to Canada on an independent transfer, then the Member must earn ten years of Credited Service in Canada before the Member is entitled to a total benefit based on the terms of the Canadian program for all service including both Canadian and foreign service.

The amount of the benefit payable from the Supplemental Plan will be based on the amount of the Service Credit earned in the foreign division. For complete details, please see the policy *Independent Transfers* in the Administrator's Guide.

**Article 12 Joint and Survivor Pension Prior to 1986**—Under the retirement plan of the North American Division (NAD Plan) the church has offered Joint and Survivor 50% (J&S 50%) pensions on retirement to Members with Spouses. This applies to the basic pension only. Legislation in Canada generally requires that a retiring Member with a Spouse choose a Joint and Survivor form of payment with at least 60% continuance to the surviving Spouse. Where a single life pension or a pension with less than 60% continuance is chosen, both the Member and the Spouse must sign a waiver.

Any Member who retired previous to 1986 will continue their pension based on the form of payment chosen. On the death of a retired Member who is receiving a J&S 50% pension, the full pension amount will continue to the surviving Spouse for two months. Where the retired Member was receiving a pension from the Registered Plan, the portion in excess of the 50% Spouse pension following the Member's death must be paid from the Supplemental Plan.

Where at January 1, 1993 the retired Member has died and the Spouse is receiving monthly payments, the amount will be adjusted effective January 1, 1993 to reflect the J&S 50% form of payment and adjusted payments will be made from the Registered Plan. An



additional payment will be made to the Spouse from the Supplemental Plan equal to the difference between the sum of the payments actually made to the Spouse following the retired Member's death but prior to 1993 and the sum of the payments that would have been required under the J&S 60% form of payment.

For complete details, please see the policy *Joint and Survivor Pensions* in the Administrator's Guide.

**Article 13 Retirement Allowance**—Any Member who goes directly from active service into retirement with a minimum of 10 years of denominationally Credited Service, and who has earned at least 1,000 hours or one-half year of Service Credit during each of the two years immediately preceding their retirement, and who has reached the age of 55 years shall be granted a Retirement Allowance by their Participating Employer, subject to the following terms and conditions:

13.01. *Normal Retirement Allowance Amount*—If a Member retires at the age of 65 the Participating Employer shall pay a Retirement Allowance equivalent to 12.5% of a months basic remuneration computed at the current remuneration rate and wage norm for each year of Service Credit up to a maximum of 500% of the monthly basic remuneration amount.

13.02. *Unreduced Retirement Allowance Amount*—If a Member retires at or after the age of 62 but before the age of 65 and has completed 35 years of Credited Service, the Participating Employer shall pay a Retirement Allowance equivalent to 12.5% of a months basic remuneration computed at the current remuneration rate and wage norm for each year of Service Credit up to a maximum of 500% of the monthly basic remuneration amount.

13.03. *Reduced Retirement Allowance Amount*— If a Member retires at or after the age of 55 but before age 62 with 35 years of Service Credit, the Participating Employer shall pay a Retirement Allowance equivalent to 12.5% of a months basic remuneration computed at the current remuneration rate and wage norm for each year of *Canadian* Credited Service up to a maximum of 500% of the monthly basic remuneration amount.

13.04. *Normal and Unreduced Retirement Allowance Cost Sharing*—If a Member is employed by another Participating Employer after passing his/her 60th birthday, his/her previous Participating Employer shall be responsible for, and shall pay to the new Participating Employer at the time of the Member's retirement, a portion of the amount required to provide his/her Retirement Allowance based on the following formula: 50 percent of the amount plus 10 percent for each year that the Member's age exceeded 60 at the time of transfer. Signed agreements by the Participating Employers to share the Retirement Allowance on a different basis shall be honoured. If the Member is called to another organization after age 65, the former Participating Employer shall be responsible for the full



amount required to provide a Retirement Allowance. In cases where a Member transfers to an organization that is not following the regular NAD Remuneration Scale, any sharing of the Retirement Allowance by the former Participating Employer shall be based on the remuneration percentage the Member was receiving at the time of transfer.

13.05. *Reduced Retirement Allowance Cost*—If a Member has more than five years of Credited Service immediately prior to retirement then the Participating Employer(s) who granted Service Credit for the sixth year prior to retirement shall be responsible for 50% of the Retirement Allowance, and the remaining 50% shall be shared among the Participating Employers for each of the five years prior to retirement.

If a Member retires with five years or less of Credited Service with a Participating Employer(s) immediately prior to retirement, the Retirement Allowance shall be pro-rated among the Participating Employers based on the Member's Credited Service with each Participating Employer.

13.06. *Time of Payment*—The Retirement Allowance shall be paid at the time regular benefits begin.

13.07. *Severance Pay*—Members who have received severance pay at the time of any cessation of employment shall be eligible for a Retirement Allowance based on the number of years of Credited Service earned after any such payment was made.

13.08. *Death Before Retirement*—If a Member was eligible to retire at the time of death, but was still employed, the surviving Spouse shall be entitled to a Retirement Allowance in lieu of continuation of remuneration beyond the month of death.

13.09. *Special Exceptions*—The requirement that Members go directly from active service into retirement in order to be eligible for a Retirement Allowance payable at the time regular retirement benefits begin will be waived if both (a) and (b) below apply:

a. Termination of active employment was no more than 36 months prior to being eligible to receive retirement benefits, and

b. One of the following:

(i) Termination of active employment was at the written recommendation of the last employer, or

(ii) The termination of active employment was due to the transfer of the Spouse to a different location or because of retirement of the Spouse, or



97-220

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

(iii) The termination of active employment was due to eligibility to receive Long Term Disability benefits.

**Article 14 Funding**—The Supplemental Plan is funded on a pay as you go basis. Each Participating Employer in the Registered Plan will contribute a percentage equal to that Participating Employer's share of the Registered Plan's normal cost for the previous year which will be used to fund the current estimated Supplemental Plan expenses based on the previous year's actual expenses. Any shortage will be added to the share of the Seventh-day Adventist Church in Canada. The Retirement Allowance, however, is funded according to the provisions in Article 13.

RetirePlan/NADCOA/NADOUP/NAD&UnSec97YE/NAD&UnTre97YE/97YE to DRP

#### **558-97N BERMUDA PENSION PLAN**

A green paper proposing a National Pensions Scheme for Bermuda has been presented to the Bermuda Parliament. Requirements include:

- Joint contributions by employees and employers
- Segregated pension assets
- Separate trustees
- Professional plan administration in Bermuda
- Portability of accrued pension entitlements

VOTED, To authorize the Bermuda Conference and the NAD Retirement Plan Administration to negotiate a plan for full compliance with the National Pensions Scheme for Bermuda, to be phased in over a five-year period, involving a freeze of service credit in the Seventh-day Adventist Retirement Plan of the North American Division, and establishment of a separate retirement plan for church employees in Bermuda.

RetirePlan/NADCOA/NADOUP/NAD&UnSec97YE/NADUnTre97YE/97YE to HWB

#### **545-97N BENEFITS FOR RETIRED EMPLOYEES**

##### **(Denominational Employment)—POLICY AMENDMENT**

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



October 9, 1997 2:30 p.m.

NAD Year-end Meeting

**X 45 35 Denominational Employment**—Retired participants in the Seventh-day Adventist Retirement Plan of the North American Division may be employed on a part-time basis without the loss of retirement benefits in accordance with Z 20 05-5 (Appendix I). Employment by a participating employer on a full-time basis renders the participant ineligible to receive benefits from the Retirement Plan, except for those participants more than 70½ years of age receiving benefits in accordance with Z 20 05-4(b). Benefits may be reinstated when the employee ceases ~~full-time~~ full-time employment again.

ARM/TREn/NAD&UnTre97YE/97YE to GHC

**593-97N HEALTH CARE ASSISTANCE PLAN FOR EMPLOYEES  
OF SEVENTH-DAY ADVENTIST ORGANIZATIONS OF  
THE NORTH AMERICAN DIVISION (USA)—  
AMENDMENTS**

VOTED, To amend the Health Care Assistance Plan for Employees of Seventh-day Adventist Organizations of the North American Division (USA). (A copy of the amended plan is on file with the minutes.)

524-94N/TREn/NADCOA/NAD&UnSec97YE/NADUn&GCO97YE/97YE to HWB

**572-97N FLIGHT TRAINING REQUIREMENTS—AMENDMENT**

VOTED, To amend the Flight Training Requirements, to read as follows:

**FLIGHT TRAINING REQUIREMENTS GUIDELINES**

**General Operations**—1. All government aviation regulations (United States/Canada) are to be obeyed without exception.

2. Never hand prop an aircraft without previous instruction and approval from a director of flight (see Definition below).

3. Aircraft shall not be operated or taxied in or out of a hangar.

4. Tie down aircraft or place inside a hangar after each flight. Never leave it unattended and not tied down.



97-222

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

5. A qualified pilot or mechanic shall ~~man~~ operate the controls of an airplane when the engine is starting or running. Do not load or unload passengers when the aircraft engine is operating.

6. Use an appropriate checklist of all flight operations.

7. Appropriate charts and equipment shall accompany pilots during all flight operations (~~i.e. emergency kits shall be carried on all cross-country flights, and a backup communications radio is recommended when operating in wide-spread instrument meteorological conditions~~).

8. Formation flying by any renter pilot is prohibited.

9. Intentional acrobatic flight by students or renters is prohibited; flight instructors may teach spin entry and recovery.

10. Aircraft must be operated on public use airports, or as approved/disapproved by a director of flight operations.

11. All aircraft ~~malfunctions~~ discrepancies shall be reported immediately to a dispatcher, and a determination as to airworthiness shall be made by ~~a maintenance supervisor~~ an appropriate person before the next flight.

12. Student pilot scheduling is to be done only under the direct supervision of a flight instructor/dispatcher.

13. Student records, including all information required by government regulations, shall be kept in folders that remain with the institution. In addition, pilot currency shall be monitored.

14. Periodic phase checks shall be conducted by a director of flight where student or part-time instructors are used.

15. Only a certified flight instructor (CFI) will dispatch students with a student pilot certificate. All other flights must be dispatched by an authorized dispatcher or a CFI having a list of pilots approved for flight.

16. Aircraft keys shall be returned to the office between flights where they are kept secure and handed to the next renter pilot by the dispatcher.



October 9, 1997 2:30 p.m.

NAD Year-end Meeting

17. Flights below five hundred feet above the terrain are not authorized except for the purpose of take-offs and landings.

18. Single-engine land airplanes operated over water must remain within gliding distance of land. Multiengine land airplanes must have survival equipment in an accessible location. Life vests and a raft must be included.

**Checkouts**—1. Checkouts by one of the school's certified flight instructors (CFI) shall be required in each make and model of aircraft flown. Particular attention should be paid to the amount of recent piloting experience logged by the pilot being checked out in determining the number of hours required for checkout. The checkout should include such items as flight at critically slow airspeeds, stalls, crosswind operations, short and soft field take-offs and landings, emergency procedures, aircraft systems, aircraft servicing, and night operations.

2. *Complex Aircraft*—In addition to a checkout, the pilot shall have a private license, at least ten hours dual instruction in complex airplanes, and twenty-five landings. One hundred hours airplane flight time is required as a prerequisite to the completion of a checkout.

3. *Multiengine Pilot in Command (PIC)*—Qualification requirements are a minimum of three hundred hours total PIC, including fifty hours PIC in complex, twenty-five hours in multiengine, and a multiengine (MEI) rating. Higher minimum times may be required for some twins, or when training has not been done at the training facility.

4. *Instrument Flight Rules (IFR)*—A checkout in the type aircraft to be flown in instrument meteorological conditions (IMC) is required. A night instrument flight rules (IFR) checkout is also suggested.

5. *Right Seat Operation*—No one may take off or land from the right seat unless checked out and approved by a director of flight, or the instructor for a CFI applicant. No passengers shall be carried on board when a CFI applicant is practicing from the right seat.

6. ~~Cross Winds~~ Crosswinds—Care shall be taken to assure that each pilot and flight instructor can handle a ~~cross wind~~ crosswind safely. ~~Sideloads on the gear are an indication of a person's personal limit.~~ Each pilot needs to be checked out in ~~cross winds~~ crosswind for each airplane type.

7. *CFI's Checkout Qualifications*—Checkouts shall be conducted by CFI's with at least one hundred hours of flight instruction experience ~~in addition to~~ including the following flight times:



97-224

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

- a. Thirty hours in tailwheel aircraft for a tailwheel checkout.
- b. Seventy-five hours in multiengine aircraft for a multiengine checkout.
- c. Fifty hours in complex aircraft for a complex checkout.
- d. Fifty hours in seaplane aircraft for a seaplane checkout.

**Currency**—1. *Solo Flights by Student Pilots*—Each solo flight must be approved by a flight instructor.

2. *Rental Requirements*—To rent an aircraft from the training institution for nondual operations, private and commercial pilots must have a checkout from a CFI, which includes at least three take-offs and landings, or;

a. ~~One hour~~ Three take-offs and landings as sole manipulator of the controls in the preceding ninety days, ~~including three take-offs and landings.~~

b. Complex Aircraft: One hour as sole manipulator of the controls and three take-offs and landings in ~~Make and Model~~ make and model within the preceding sixty days.

c. Tailwheel Aircraft: One hour as sole manipulator of the controls and three take-offs and landings to a full stop in make and model within the preceding sixty days.

**Wind Limitations**—1. Student pilots shall not fly solo when the surface wind is over fifteen knots, or over ten knots ~~cross-wind~~ crosswind component, without approval from a ~~Director of Flight~~ director of flight.

2. Private rated or better must have an instructor's endorsement in his/her records to fly when surface winds reach over twenty knots at multi-runway airports or fifteen knots

from other airports. The ~~cross-wind~~ crosswind component shall not exceed the amount for which he/she, has been approved, as noted in his/her records.

3. *Dual flights*—The maximum will be thirty-five knots at multi-runway airports or thirty knots from other airports.

**Cross-Country**—1. Special approval must be obtained in advance from a ~~Director of Flight~~ director of flight prior to:



- a. Any night cross-country flight.
  - b. Any overnight cross-country flight.
  - c. Any IFR cross-country flight except when instruction is given by a certified instrument flight instructor authorized by The the director of flight to give IFR training and conditions are not low IFR.
2. The pilot in command must be instrument rated for all night country flights (twenty-five miles or more). Any exceptions shall be approved by the director of flights.
  3. *Nondual visual flight rules (VFR)*—Cross-country flights will not be made unless the ceiling is two thousand feet above ground level (AGL) and visibility is five miles or better at the point of departure, at the highest point en route, at the destination airport; and is forecast to remain so for two hours after the expected time of arrival.
  4. *Student Pilot*—Solo flights shall not be permitted to depart to a destination where an overnight stay is anticipated (no overnight solos). In addition, there will be no night solo flying permitted on a student pilot certificate.
  5. All cross-country flight planning (both primary and advanced students) is to be checked by a CFI before dispatching the student. Flight plans are to be used on all cross-country flights over fifty nautical miles (nm) and flight information left at the office.
  6. Flights into Mexico require Mexican insurance. It should be purchased and notification given to the denominational insurance representative in your area prior to the flight. Flight plans must be filed before crossing any international boundary.

**Instrument Authorizations**—1. Nondual instrument flight operations shall be conducted only ~~within the limitations set by a certified instrument flight instructor~~ when authorized by ~~the~~ a director of flight ~~to give IFR.~~

2. When departing in low IFR conditions (less than five hundred feet and one-mile visibility) or when low IFR conditions are expected at a destination airport, prior approval shall be required from a director of flight.

**Definitions**—*Director of Flight*—~~Faculty member responsible for flight operations during the time period in question; it may be the~~ The chief flight instructor or, assistant chief flight instructor, or a flight instructor designated by the chief flight instructor who is responsible for flight operations during the time period in question. This does not include a part-time flight instructor.



97-226

October 9, 1997 2:30 p.m.

NAD Year-end Meeting

*Cross-country Flights:* Flights that overfly territory more than a twenty-five nautical mile (nm) radius from the base of operations or original point of departure.

TREn/NADOUP/NAD&UnTre97YE/97YE to GHC

### **562-97N NORTH AMERICAN DIVISION BUDGET 1998**

VOTED, To approve the North American Division Budget for 1998 as presented. A copy is attached to these minutes on page 228.

### **VAN PUTTEN, MEADE C—APPRECIATION**

George H Crumley introduced Meade C Van Putten. "One of the privileges of working here is the privilege of working with wonderful people. I have known Meade Van Putten for several years. He has served as Treasurer of both the Lake Region Conference and the Allegheny East Conference before coming to the North American Division office as Associate Treasurer. I have appreciated so much his service and the privilege of working with him. One of the things he was responsible for was the Inner City Program and when they met recently they expressed appreciation also for his years of service."

John Gavin, Assistant Director for ADRA/NAD, presented a plaque to Meade C Van Putten, on behalf of the Layworkers of the Inner City Program. Meade C Van Putten expressed his appreciation.

95YE/NADCOA/PreComWm/96YE/NADO/PRECab/NADUn&GCO97YE/97YE to MCS

### **567-97N PRESIDENT'S COMMISSION ON WOMEN IN MINISTRY—REPORT**

At the 1995 Year-end Meeting in Battle Creek, it was announced that a commission was being appointed to recommend ways to expand the role of women in ministry, to recognize and deploy the gifts God has given to women, and to affirm women in pastoral and other spiritual ministries. The membership and terms of reference were approved by the North American Division Committee for Administration (NADCOA) on February 28, 1996. The Commission met in June and July, 1996, and again in May, 1997. The report was distributed to the members and a copy is filed with the original minutes.



October 9, 1997 2:30 p.m.  
NAD Year-end Meeting

VOTED, 1. To receive the report of the President's Commission On Women In Ministry.

2. To "recommend the recommendations" of this Commission to the appropriate committees for consideration.

3. To implement the approved recommendations subject to the availability of funds.

Adjourned

Alfred C McClure, Chair  
Rosa T Banks, Secretary  
Richard C Osborn, Editorial Secretary  
Carolyn Rochester, Recording Secretary



97-228  
October 9, 1997 2:30 p.m.  
NAD Year-end Meeting

# NORTH AMERICAN DIVISION

## OPERATING FUND

### STATEMENT OF CHANGES IN NET ASSETS

ACTUAL FOR THE PERIOD ENDED DECEMBER 31, 1996

BUDGET FOR THE PERIODS ENDING DECEMBER 31, 1997 AND 1998

Unrestricted Revenues & Gains	ACTUAL 1996	BUDGET 1997	BUDGET 1998
Gross Tithe Income	106,548,850.75	107,310,000.00	110,670,000.00
Tithe Percentages to General Conference	-57,590,675.07	-54,779,200.00	-56,494,400.00
Net Tithe Income	48,958,175.68	52,530,800.00	54,175,600.00
Tithe-Spec Asst Fnd for Conferences	3,754,014.94	3,837,480.00	3,952,500.00
Tithe Exchanged with General Conf	-21,400,000.00	-24,074,000.00	-24,273,435.00
Non-Tithe Funds from General Conf	21,400,000.00	24,074,000.00	24,273,435.00
Tithe Exchanges with Unions	5,610,103.12	8,500,000.00	8,499,999.00
Non-Tithe Funds to Unions	-5,610,103.12	-8,500,000.00	-8,499,999.00
Unrestricted Donations	3,255.31	15,011.00	1,000.00
Direct Operating Income	3,377,010.38	627,000.00	3,538,357.00
Investment Earnings	552,351.75	250,000.00	409,000.00
Endowment Income	4,414.91	0.00	0.00
Working Capital Transfer from Gen Conf	7,662,331.80	0.00	0.00
Miscellaneous	636,491.44	386,369.00	271,630.00
Total Unrestricted Revenue & Gains	64,948,046.21	57,646,660.00	62,348,087.00
Reclassify Restr Net Assets Previously Reported as Unrestricted	-210,065.95	0.00	0.00
Net Assets Released from Restrictions	10,998,589.44	0.00	0.00
Total Unrestricted Rev, Gains & Other Sup	75,736,569.70	57,646,660.00	62,348,087.00



# NORTH AMERICAN DIVISION

## OPERATING FUND

### STATEMENT OF CHANGES IN NET ASSETS

ACTUAL FOR THE PERIOD ENDED DECEMBER 31, 1996

BUDGET FOR THE PERIODS ENDING DECEMBER 31, 1997 AND 1998

EXPENSES	ACTUAL 1996	BUDGET 1997	BUDGET 1998
<b>Program Service Functions:</b>			
Church	26,904,146.46	26,182,175.00	28,525,087.00
Education	13,096,690.46	13,374,456.00	13,914,837.00
Publishing	206,225.65	212,289.00	216,920.00
Special Services	8,620,587.09	6,358,541.00	5,953,534.00
Other	11,014,492.51	10,774,400.00	11,143,073.00
Total Program Svcs Function Exp	59,842,142.17	56,901,861.00	59,753,451.00
<b>Supporting Services Function:</b>			
Administrative	7,506,991.96	5,275,902.00	8,488,978.00
Total Program & Support Svcs Exp	67,349,134.13	62,177,763.00	68,242,429.00
Net Increase (Decrease ) From Operations	8,387,435.57	-4,531,103.00	-5,894,342.00
Transfers Between Functions IN (OUT)	0.00	294,777.00	0.00
Transfers Between Funds IN (OUT):			
Depreciation Funding	-128,481.21	0.00	0.00
Plant Acquisition Funding	-37,754.94	0.00	0.00
Net Transfers In (Out)	-166,236.15	0.00	0.00
Increase (Decrease) Unrestr Net Assets	8,221,199.42	-4,236,326.00	-5,894,342.00

October 9, 1997 2:30 p.m.  
 NAD Year-end Meeting  
 97-229



# NORTH AMERICAN DIVISION

## OPERATING FUND

### STATEMENT OF CHANGES IN NET ASSETS

ACTUAL FOR THE PERIOD ENDED DECEMBER 31, 1996

BUDGET FOR THE PERIODS ENDING DECEMBER 31, 1997 AND 1998

	ACTUAL, 1996	BUDGET 1997	BUDGET 1998
<b>Changes in Temporarily Restricted Net Assets</b>			
<b>RESTRICTED INCOME</b>			
Offerings	1,667,764.49	931,734.00	1,335,536.00
Donations	2,754,339.96	758,223.00	1,595,762.00
Investment Earnings	43,247.43	4,000.00	0.00
Endowment Income	0.00	0.00	0.00
Matured Trusts & Wills	10,275.54	0.00	0.00
Miscellaneous	320,162.50	80,000.00	0.00
Ingathering Reversion	3,341,826.07	2,000,000.00	2,000,000.00
Other Appropriations From GC	4,100,097.50	653,936.00	455,648.00
<b>Total Restricted Income Received</b>	<b>12,237,713.49</b>	<b>4,427,893.00</b>	<b>5,386,946.00</b>
<b>Adjustments to Net Assets:</b>			
Reclassify Restr Net Assets Previously			
Reported as Unrestricted	210,065.95	0.00	0.00
Net Assets Transferred to ACS, Inc	0.00	-43,910.00	0.00
Net Assets Transferred from AHTA	155,779.38	0.00	0.00
<b>Total Adjustments to Net Assets</b>	<b>365,845.33</b>	<b>-43,910.00</b>	<b>0.00</b>
<b>Net Assets Released from Restricted</b>	<b>-10,998,589.44</b>	<b>0.00</b>	<b>0.00</b>
<b>Inc (Dec) Temp Restricted Net Assets</b>	<b>1,604,969.38</b>	<b>4,383,983.00</b>	<b>5,386,946.00</b>
<b>Increase (Decrease) in Net Assets</b>	<b>9,826,168.80</b>	<b>147,657.00</b>	<b>-507,396.00</b>
<b>Net Assets, Beginning of Year</b>	<b>10,482,838.30</b>	<b>20,309,007.10</b>	<b>18,400,768.47</b>
<b>Net Assets at End of Period</b>	<b>20,309,007.10</b>	<b>20,456,664.10</b>	<b>17,893,372.47</b>