NORTH AMERICAN DIVISION COMMITTEE
July 11, 2001, 10:00 AM

PRESENT

Don C Schneider (Ch), Harold W Baptiste (Sec), Rosa T Banks, James Black, Dennis N Carlson, Dwight L Hilderbrandt, Clarence E Hodges, Del Johnson, J Alfred Johnson II, Mary Maxson, Kenneth W Osborn, Juan R Prestol, Lincoln Steed, Kenneth M Turpen, Manuel Vasquez, Jere Wallack, DeWitt Williams.

PRAYER Don C Schneider

MINUTES of the meeting held on June 6, 2001 were approved.

ASI/TREn/NADCOA/NADCOM to KWO

ADVENTIST LAYMEN’S SERVICES AND INDUSTRIES (NAD/ASI)
ASSOCIATE SECRETARY-TREASURER—NEW POSITION

VOTED, To approve the new position of Associate Secretary/Treasurer in the Adventist Laymen’s Services and Industries Department of the North American Division. This new position is to be funded as follows:

Position: Associate Secretary/Treasurer
Department: Adventist Laymen’s Services and Industries
 Supervisor: Dwight Hilderbrandt
Function #: 43025
Budget#: A 158-1
Range: 138-158%
Effective Date: January 1, 2002
Reason: New Position
Funding: ASI
ADVENTIST LAYMEN'S SERVICES AND INDUSTRIES (ASI)—
NEW POSITION

VOTED, To approve the new job description for Associate Secretary-Treasurer in the Adventist Laymen's Services and Industries Department of the North American Division which reads as follows:

**JOB DESCRIPTION**
North American Division of Seventh-day Adventists

**Job Title:** Associate Secretary-Treasurer  **Department:** Adventist Laymen's Services and Industries (ASI)
**Name:** Budget Number: A 158-1
**Category:** Elected  **Wage Range:** 138 -158%
**Credentials:** Supervisor: Dwight Hilderbrandt
**Date Written:**July 2001  **Supervisor's Title:** Secretary-Treasurer

**POSITION SUMMARY:** The Associate Secretary-Treasurer works with a broad range of businesses, and is responsible for the financial management, strategic planning, scheduling, coordination of meetings, record management, interfacing with lay officers, and working with office personnel to accomplish the objectives of ASI.

**AUTHORITY, ACCOUNTABILITY:** Authority as delegated by the department Director. Responsible for assisting in the directing of the administrative activities of ASI in accordance with the by-laws of ASI and the working policy of the North American Division and their objectives. Responsible to the corporate church body through the Secretary-Treasurer for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church.

**ESSENTIAL JOB FUNCTIONS:** Supervise the accounting processes for ASI financial records - which includes record maintenance for the pledges made ASI members for the annual projects, the daily receipting of funds received by ASI and management of account payables.
- Serve as recording secretary for ASI board/committee meetings and assist supervisor in the preparation of board agendas.
- Work with site selector in identifying locations and securing of sites for the ASI conventions.
- Manage the reports from the project monitors for the annual projects.
• Monitor the inventories of supplies and supervise ordering of supplies as needed.
• Supervise and monitor processing applications for membership and project funding.
• Represent ASI at board/committee meetings and carry out duties as assigned by supervisor.
• Prepare monthly financial statements and billings for magazine advertising.
• Serve on the convention program committee and work with supervisor in detail planning with hotels, contractors and convention centers.
• Supervise ASI personnel and acts on behalf of supervisor when supervisor is absent.
• Monitor ASI computer programs and work with NAD/ITS to meet software and equipment needs.
• Assist the Secretary/Treasurer in the preparation of annual operating and convention budgets.
• Perform special assignments as requested by supervisor.
• Represent ASI as requested by supervisor or NAD officers.

EDUATION/EXPERIENCE/CREDENTIALS: College degree required, with experience in church or business administration. Master’s degree preferred. Five years of relevant and successful management or business experience required.

KNOWLEDGE/SKILLS: Knowledge and skill of church administration and business and financial administration and recording and reporting. Knowledge of church structure and organization. Knowledge of principles and policies of the General Conference and beliefs of the church. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Ability to develop long-term and short-term plans and programs, and to establish and maintain effective relationships with internal and external personnel. Ability to perform administrative functions and to effectively evaluate work accomplishments of personnel.

CONTACTS/ORGANIZATIONAL RELATIONSHIPS: Contact with church leaders, lay persons, and outside organizations. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS: Must be able to read, speak and hear. Must be able to communicate both orally and in writing. Local/long distance travel is required. Inasmuch as employee is an exempt employee it is expected that the individual will work the hours required to complete assignments (i.e. no less than 38 hours per week). Some standing, walking, bending, kneeling, carrying of light items, etc., required.

WORKING CONDITIONS: Routine office responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. However, extreme travel
conditions, odd hours, and technical operations present some hazards, difficult working conditions and environments.

EFFECTIVE DATE
EMPLOYEE'S APPROVAL
SUPERVISOR'S APPROVAL
H R S APPROVAL

ASI/TREn/NADCOA/NADCOM to KWO

CHRISTMAN, RONALD M—ELECTION

VOTED, To elect Ronald M Christman to serve as Associate Secretary-Treasurer for the Adventist Laymen's Services and Industries (ASI) effective January 1, 2002.

SECn/NADCOA/NADCOM to HWB

ADRA/NORTH AMERICA INGATHERING COMMITTEE (ADRA/INGC)—APPOINTMENT

VOTED, To appoint the ADRA/North America Ingathering Committee (ADRA/IngC) with terms of reference and membership as follows:

TERMS OF REFERENCE
1. Approve plans for the promotion of Ingathering in North America.
2. Review reports of funds received from Ingathering in North America.
3. Approve allocations of grants from the Ingathering funds received in North America.
4. Review reports of allocations for presentation to the Year-end Meeting.

AUTHORITY AND RESPONSIBILITY
1. Power to act.
2. Power to act.
3. Power to act.
4. Report to Year-end Meeting.
MEMBERS

NETTEBURG, KERMIT L, CHAIR
DiPinto, Maitland, Secretary
Baptiste, Harold W
Guth, Oliver
Johnson, J Alfred II
Prestol, Juan R
Robinson, Donald

SECn/NADCOA/NADCOM to HWB

ADVENTIST INFORMATION MINISTRIES BOARD (AIM) (NAD-B)—MEMBERSHIP ADJUSTMENT

VOTED, To adjust the membership of the Adventist Information Ministries Board (AIM) (NAD-B) as follows:

Add Delete
Retzer, Gordon Schneider, Don C

COMn/SECn/NADCOA/NADCOM to HWB

ADVENTIST REVIEW NAD EDITION PLANNING COMMITTEE (ARPIn) (NAD-S)—APPOINTMENT

VOTED, To appoint the Adventist Review NAD Edition Planning Committee (ARPIn) (NAD-S) with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Develop ideas for information in the Adventist Review that helps to meet the strategic needs of the North American Division

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Develop plans for specific content in specific monthly issues of the North American Division Edition of the Adventist Review.

3. Coordinate creative efforts to develop articles and graphics for the North American Division Edition of the Adventist Review.

MEMBERS
SCHNEIDER, DON C, CHAIR
Carlson, Dennis N, Vice Chair
Chavez, Stephen, Vice Chair
Netteburg, Kermit L, Secretary

Banks, Rosa T
Baptiste, Harold W
Hodges, Clarence E
Johnsson, Bill
Ryan, Celeste
Tetz, Myrna
Tooley, Melynie
Vasquez, Manuel

TREn/SECn/NADCOA/NADCOM to HWB

AUDITED STATEMENTS REVIEW COMMITTEE (AstRev) (NAD-S)—APPOINTMENT

VOTED, To appoint the Audited Statements Review Committee (AstRev) (NAD-S) with terms of reference and membership as follows:
TERMS OF REFERENCE

1. To survey the audited statements together with F-50 forms and financial summaries and review the financial condition of organizations reportable to the North American Division.

2. Through the secretary of the Financial Statement Review Committee, to urge each union to appoint a Financial Statement Review Committee and to monitor the work of these committees as follows:
   a. To receive minutes of all meetings of union review committees.
   b. To work with each union in a cooperative effort to ensure that annual financial statements of all denominational organizations are reviewed effectively.
   c. To review major financial problem areas in the Division as necessary.

MEMBERS

SCHNEIDER, DON C, Chair
Hodges, Clarence E, Vice-chair
Prestol, Juan R, Secretary

Brill, Debra
Herzel, Daniel E
Kibble, Alvin

AUTHORITY AND RESPONSIBILITY

1. Power to act and communicate to the respective organizations the recommendations and suggestions deemed appropriate and necessary to ensure their financial stability.

2. Power to act and communicate to the respective organizations the recommendations and suggestions deemed appropriate and necessary to ensure their financial stability.
BREATH OF LIFE MINISTRY EXECUTIVE COMMITTEE (BOLMEx) (NAD-S)—APPOINTMENT

VOTED, To appoint the Breath of Life Ministry Executive Committee (BOLMEx) (NAD-S) with terms of reference and membership as follows:

**TERMS OF REFERENCE**

1. Establish goals for the Breath of Life ministry within the framework of the North American Division strategic plan for evangelism and media.

2. Conduct ministry in other divisions.

3. Develop operational plans and programs to implement the goals of the Breath of Life ministry.

4. Appoint and establish terms of reference for subcommittees as needed.

5. Appoint staff personnel as needed to conduct the Breath of Life ministry, except for the Speaker/Director who shall be appointed by NADCOM.

6. Approve an annual budget.

**AUTHORITY AND RESPONSIBILITY**

1. Power to act.

2. Recommend to the General Conference through NAD.

3. Power to act.

4. Power to act.

5. Power to act.

6. Recommend to the Evangelism and Media Board.
7. Formulate fund-raising plans and a development strategy for the Breath of Life ministry.

8. Other management decision-making not reserved to NADCOM or the Evangelism and Media Board.

MEMBERS

KIBBLE, ALVIN, NAD VICE PRESIDENT, CHAIR
Doggette, Herbert, Vice-chair
Pearson, Walter L, Jr, Ministry Speaker/Director, Secretary

Assistant to the President for Communication, Netteburg, Kermit L,
Selected Union Presidents
Lee, Harold, Columbia Union Conference
Schoun, Benjamin, Atlantic Union Conference
Trevino, Max, Southwestern Union Conference

Selected conference president(s)
King, Don, Northeastern Conference
Bryant, G Alexander, Central States Conference
Cheatham, Charles, Allegheny East Conference
McCoy, Joseph W, South Central Conference
Mendinghall, Vanard J, South Atlantic Conference
Miles, Norman, Lake Region Conference

Adventist Media Representative(s)
Chase, Marshall

Selected pastor(s)
Byrd, Carlton

Additional Members
Aufderhar, Glenn
Brantley, Kenneth
Bullard, Lois
Cheatham, W Augustus
Cress, James, Ministry liaison with Adventist Media Center
Dowe, Lawrence
Hale, Frank
Leggett, Denise
Lindsay, Ronald A
Mike, Robert
Ming, Melvin
Reaves, Benjamin F
Robinson, Harrell
Ruff, Stephen P
VOTED, To appoint the members of the Commission On Ethnic Ministries with Terms of Reference as follows:

TERMS OF REFERENCE

1. Study the needs of the various ethnic groups within the North American Division.

2. Study the structure of the work among the ethnic groups in NAD and determine what is best for the ethnic groups within the division.

3. Make recommendations regarding the structure of the work in a manner that will provide for better and more systematic administration and growth among the ethnic groups in the division.

AUTHORITY AND RESPONSIBILITY

1. Power to act.

2. Power to act.

3. Recommend to
MEMBERS:

Baptiste, Harold W, Chair

Baptiste, Harold W, Chair

Vasquez, Manuel

Banks, Rosa

Pollard, Leslie

Homicile, Luc

Atiga, George

Page, Gerry

Miles, Norman

Schoun, Ben

Treviso, Max

Pasco, Bryce

Chow, Dowell

Brill, Debra

Martinez, Max

Jurado, Hector

VP for Multicultural Ministries, NAD

Office of Human Relations, NAD

VP for Diversity, LLU

Franco-Haitian Coordinator, ATL

Asian Coordinator, PAC

Conference President, Central California

Conference President, Lake Region

President, Atlantic Union

President, Southwestern Union

Secretary, North Pacific Union

Treasurer, Columbia Union

VP for Ministries, NAD

Native Ministries

Korean

Quebec Conference

MinAssoc/SECn/NADCOA/NADCOM to HWB

CONTINUING EDUCATION FOR MINISTRY ADVISORY (CEMA) (NAD-Adv)—APPOINTMENT

VOTED, To appoint the Continuing Education for Ministry Advisory (CEMA) (NAD-Adv) with terms of reference

TERMS OF REFERENCE

1. Provide continuing education for ministry in the NAD as directed by the Secretary of the Ministerial Association.

2. Provide continuing education activities through long-range and strategic planning.

AUTHORITY AND RESPONSIBILITY

1. Power to act.

2. Recommend to the Secretary of the Ministerial Association.

4. Provide program evaluations.

MEMBERS:
NAD President, Chair
SDA Theological Sem Dean, Vice-chair
NAD Ministerial Association Sec, Secretary

NAD Secretary
NAD Treasurer
Assistant to the NAD President
Vice President
Vice President
Vice President
Vice President
Vice President
NAD Min Association Assoc Sec’s
Adventist Chaplaincy Ministry
NAD Union Presidents (9)

SCHNEIDER, DON C
McVay, John
Osborne, David D
Baptiste, Harold W
Prestol, Juan R
Carlson, Dennis N
Hodges, Clarence E
Brill, Debra C
Gilley, James
Hevener, Don C
Kibble, Alvin
Vasquez, Manuel
Alonso, Eradio; Nixon, John;
Schoonard, Duane; Tucker, Michael
Feldbush, Martin
Schoun, Benjamin D (At1U)
Parchment, Orville D, (CAN)
Lee, Harold L (CUC)
Retzer, Gordon L (Lake)
Sandefur, Charles (Mid-A)
Patzer, Jere D (NPUC)
Mostert, T J Jr (PacU)
Gordon, Malcolm D (SoU)
Trevino, Max (SWU)
Wilson, Ted N C
Cress, James A
Satelmajer, Nikolaus
Miles, Norman (Lake)
Thurber, Gary (NNew Eng)
Bower, Jim (RMtn)
Mallory, Lyn (SEConf)
Karst, Gerry D
Andreasen, Niels-Erik

GC Vice Pres, Advisor to Ministerial Assn
GC Ministerial Association Secretary
GC Coord Ministerial Continuing Ed
Conference Presidents (4)

Chairman, Andrews University Board
President, Andrews University
Dean, School of Religion, Loma Linda Univ
Director, AUCCEM, SDA Theological Seminary
Director, Doctor of Ministry Program, SDA Theological Seminary
Director, Institute of Church Ministry, AU
Director, Office of Human Relations
Director, Institute of Hispanic Ministry, SDA Theological Seminary
Director, NAD Evangelism Institute
NAD Union Ministerial Association Sec (9)

Pastors

Lay Persons (2)

FAITH FOR TODAY MINISTRY EXECUTIVE COMMITTEE
(FFTMEx) (NAD-S)—APPOINTMENT

VOTED, To appoint the Faith For Today Ministry Executive Committee (FFTMEx) (NAD-S) with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Establish goals for the Faith For Today ministry within the framework of the North American Division strategic plan for evangelism and media.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Conduct ministry in other divisions.  
2. Recommend to the General Conference through NAD.

3. Develop operational plans and programs to implement the goals of the Faith For Today ministry.  
3. Power to act.

4. Appoint and establish terms of reference for subcommittees as needed.  
4. Power to act.

5. Appoint staff personnel as needed to conduct the Faith For Today ministry, except for the Speaker/Director who shall be appointed by NADCOM.  
5. Power to act.

6. Approve an annual budget.  
6. Recommend to the Evangelism and Media Board.

7. Formulate fund-raising plans and a development strategy for the Faith For Today ministry.  
7. Power to act.

8. Other management decision-making not reserved to NADCOM or the Evangelism and Media Board.  
8. Power to act.

MEMBERS

NAD Vice President, Chair (Gilley, James W)
Person selected by the operating board - Vice Chair
Ministry Speaker/Director - Secretary (Harty, Stewart)
Additional Members:
Bhar, Casey
Chudleigh, Gerry
Coffey, Allen
Elder, Harvey
Hardy, Cyril
Iversen, Bonnie
Jackson, Michael
Jackson, Otis
McAndrews, Dwan
McClintock, Greg
McGuffin, Devere
McMillan, Sherryll Prinz
Mittleider, Julie
Morales-Gudmundsson, L
Nelson, Greg
Pitton, Les
Potter, Russ
Reed, Joelle
Sadler, Brooke
Schultz, Sandra
Sickler, Susan
Sullivan, Timothy
Teel, Charles, Jr
Upshaw, Charles
Webb, Donna
Wood, Brenda

NAD Associate Treasurer responsible for Adventist Media Center
(Chase, Marshall)

Selected union president(s)
Patzer, Jere, North Pacific Union Conference
Retzer, Gordon, Lake Union Conference
Sandefur, Charles, Mid-America Union Conference

Selected conference president(s)
Bietz, Gordon, Georgia-Cumberland Conference

Selected pastor(s)

PERMANENT INVITEES
NAD President
NAD Treasurer
Ministry Treasurer (Swenson, Herbert S)
NAD Assistant Vice President for Media Production (Judd, Warren)

SECn/NADCOA/NADCOM to HWB

IT IS WRITTEN MINISTRY EXECUTIVE COMMITTEE (IWMEx)—
APPOINTMENT

VOTED, To appoint the It Is Written Ministry Executive Committee (IWMEx)
(NAD-S) with terms of reference and membership as follows:
TERMS OF REFERENCE

1. Establish goals for the It Is Written ministry within the framework of the North American Division strategic plan for evangelism and media.

2. Conduct ministry in other divisions.

3. Develop operational plans and programs to implement the goals of the It is Written ministry.

4. Appoint and establish terms of reference for subcommittees as needed.

5. Appoint staff personnel as needed to conduct the It Is Written ministry, except for the Speaker/Director who shall be appointed by NADCOM.

6. Approve an annual budget.

7. Formulate fund-raising plans and a development strategy for the It Is Written ministry.

8. Other management decision-making to implement established goals of It Is Written.

AUTHORITY AND RESPONSIBILITY

1. Power to act.

2. To be mutually negotiated between divisions and It Is Written after consultation with, and concurrence of, the North American Division and the General Conference.

3. Power to act.

4. Power to act.

5. Power to act.

6. Power to act.

7. Power to act.

8. Power to act.

MEMBERS
SCHNEIDER, DON C, CHAIR
Gilley, James, Vice Chair
Ministry Speaker/Director, Secretary (Finley, Mark)
Additional Members
Blair, Mardian
Butcher, DeWayne
Corbett, Ted
Feyerabend, Henry
Gallimore, Ellsworth
Houghton, Dan
Johnson, William
McKee, Ellsworth
McNeilus, Denzil
Schmidt, Volker
Sines, Jane
Slikkers, Dolores
Williams, Royce
Wilson, Neal C
Zapara, Tom

NAD Associate Treasurer responsible for Adventist Media Center
(Chase, Marshall)

Selected union president(s)  Mostert, Thomas J, Jr, Pacific Union Conference
Parchment, Orville D, Canadian Union Conference
Trevino, Max, Southwestern Union Conference

Selected conference president(s)

Selected pastor(s)

PERMANENT INVITEES
NAD Treasurer
Ministry Treasurer (Liebelt, Lance D)
NAD Assistant Vice President of Production (Judd, Warren)

SECO/NADCOA/NADCOM to HWB

LA VOZ DE LA ESPERANZA MINISTRY EXECUTIVE
COMMITTEE (LA VOZ) (NAD-S)—MEMBERSHIP
ADJUSTMENT

VOTED, To adjust the membership of the La Voz de la Esperanza Ministry Executive Committee (La Voz) (NAD-S) as follows:
July 11, 2001 - NADCOM

Add Gordon, Malcolm
    Parchment, Orville
    Retzer, Gordon

SECn/NADCOA/NADCOM to HWB

LIFE TALK RADIO MINISTRY EXECUTIVE COMMITTEE
(LTRMEx) (NAD-S)—APPOINTMENT

VOTED, To appoint the LifeTalk Radio Ministry Executive Committee (LTRMEx) (NAD-S) with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Establish goals for the Life Talk Radio ministry within the framework of the North American Division strategic plan for evangelism and media.

2. Conduct ministry in other divisions.

3. Develop operational plans and programs to implement the goals of the ministry.

4. Appoint and establish terms of reference for subcommittees as needed.

5. Appoint staff personnel as needed to conduct the Life Talk Radio ministry, except for the Speaker/Director who shall be appointed by NADCOM.

6. Approve an annual budget.

AUTHORITY AND RESPONSIBILITY

1. Power to act.

2. Recommend to the General Conference through NAD.

3. Power to act.

4. Power to act.

5. Power to act.

6. Recommend to the Evangelism and Media Board.
7. Formulate fund-raising plans and a development strategy for the Life Talk Radio ministry.

8. Other management decision-making not reserved to NADCOM or the Evangelism and Media Board.

MEMBERS

NAD Vice President, Chair (Gilley, James W)
Person selected by the operating board, Vice Chair (__________)
Ministry Speaker/Director - Secretary (Moore, Paul)

Additional Member(s)

Baugher, Jack
Dutro, Joyce
Lopez, Eldon
McDowell, Al
McCann, Carolyn

Poole, Tom
Sines, John
Tillay, Colleen
Trenchuk, John
Wilkinson, Ron

NAD Associate Treasurer responsible for Media Center (Chase, Marshall)

Selected union president(s)
Lee, Harold, Columbia Union Conference
Gordon, Malcolm, Southern Union Conference
Patzer, Jere, North Pacific Union Conference

Selected conference president(s)
Torkelson, Max, President, Upper Columbia Conference

Selected pastor(s)
Thomas, David, Pastor, College Place SDA Church, College Place WA

PERMANENT INVITEES

NAD President
NAD Treasurer
Ministry Treasurer
NAD Assistant Vice President for Media Production (Judd, Warren)
ING/NADCOA/NADCOM to HWB

NAD INGATHERING ADVISORY—APPOINTMENT

VOTED: To appoint the NAD Ingathering Advisory (IngAdv) (NAD-Adv) with terms of reference and membership as follows:

TERMS OF REFERENCE

1. To review the previous years’ Ingathering Campaign to evaluate its success and to identify areas in which there could be improvement.

2. To formulate specific strategic plans for the next year’s Ingathering Campaign to ensure broad participation by unions, conferences, churches, and other NAD entities.

AUTHORITY AND RESPONSIBILITY

1. Report to NADCOM

2. Recommend to NAD Ingathering Committee.

MEMBERSHIP

NETTEBURG, KERMIT L, CHAIRMAN
DiPinto, Maitland, Secretary

Brill, Debra C
Johnson, J Alfred II
Kibble, Alvin
Kwon, Sung
Prestol, Juan R
ACS Representatives (2)
Pastors (2)
Conference Presidents (2)
Conference Treasurers (2)
Conference Personal Ministries Directors (2)
SECn/NADCOA/NADCOM to HWB

NORTH AMERICAN DIVISION COMMITTEE FOR ADMINISTRATION—MEMBERSHIP ADJUSTMENT

VOTED, To adjust the membership of the North American Division Committee for Administration as follows:

Add Hevener, Don

SECn/NADCOA/NADCOM to HWB

NORTH AMERICAN DIVISION COMMITTEE—MEMBERSHIP ADJUSTMENT

VOTED, To adjust the membership of the North American Division Committee as follows:

Add Hevener, Don

SECn/NADCOA/NADCOM to HWB

NORTH AMERICAN DIVISION OFFICERS (NADO) (NAD-S)—APPOINTMENT

VOTED, To appoint the North American Division Officers (NADO) (NAD-S) with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Serve as an advisory committee to the President of the North American Division.

2. Administer the work of the North American Division.

AUTHORITY AND RESPONSIBILITY

1. Recommend to NADCOM.

2. Administer by consensus. If necessary, recommend to the North American Division Committee/Year-end Meeting for action.
3. Develop the North American Division budget in harmony with established procedures.

4. Review the operations of the North American Division in relation to the budget.

5. Direct in the development of long-range planning for the staffing and operation of the North American Division headquarters.

6. Initiate an evaluation process for departmental directors.

7. Consider other administrative issues as they arise and give general counsel to the North American Division entities as requested.

MEMBERS

SCHNEIDER, DON C, CHAIR
Carlson, Dennis N, Vice-chair
Vasquez, Manuel, Vice-chair
Baptiste, Harold W, Secretary

Banks, Rosa T
Brill, Debra C
Chase, Marshall
Gilley, James W
Hevener, Don
Hodges, Clarence E
Johnson, Del
Kibble, Alvin
Netteburg, Kermit L
Osborn, Kenneth W
Prestol, Juan R
PSI/SECn/NADCOA/NADCOM to HWB

PHILANTHROPIC SERVICE FOR INSTITUTIONS OPERATING BOARD (PSIOp) (NAD-B)—APPOINTMENT

VOTED, To appoint the Philanthropic Service for Institutions Operating Board (PSIOp) (NAD-B) with terms of reference and membership as follows:

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE</th>
<th>AUTHORITY AND RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hire, evaluate, and terminate the managing director.</td>
<td>1. Recommend to NADCOA.</td>
</tr>
<tr>
<td>2. Develop guidelines and programs for PSI in harmony with the PSI mission.</td>
<td>2. Power to act.</td>
</tr>
<tr>
<td>3. Develop the annual operating plan to be administered by the managing director.</td>
<td>3. Power to act.</td>
</tr>
<tr>
<td>4. Develop the annual operating budget.</td>
<td>4. Recommend to NAD Administration.</td>
</tr>
<tr>
<td>5. Commission and review statistical reports and determine how and where the data is distributed.</td>
<td>5. Power to act.</td>
</tr>
<tr>
<td>6. Facilitate planned giving activities.</td>
<td>6. Power to act.</td>
</tr>
<tr>
<td>7. Foster and maintain close relationships with NAD, health care, and educational leadership.</td>
<td>7. Power to act.</td>
</tr>
<tr>
<td>8. Develop plans to maintain and enhance optimum relationships with wealthy and influential individuals, and involving them in projects important to themselves and to the church.</td>
<td>8. Power to act.</td>
</tr>
</tbody>
</table>
9. Develop, review and manage programs such as AAA Challenge, Triennial Philanthropy Conference, STEP/UP, Philanthropic GIFT, etc.


10. Maintain a network of communication including personal contacts, publications, conferences, recognition dinners, etc.


11. Provide services to Seventh-day Adventist institutions including lending library, purchasing contracts, consulting, etc.

11. Power to act.

12. Maintain continuing contacts with and be a part of national philanthropic organizations so as to give Adventism a national projection in the Third Sector.

12. Power to act.

MEMBERS

CARLSON, DENNIS N, CHAIR
Sadler, Brooke, Vice Chair
Turpen, Kenneth M, Secretary

Bragaw, Jackie
Colwell, David
Davis, LuAnn
Hevener, Don
Hodges, Clarence E
Johnson, Karen
Korb, John
Neufeld, Berney
Osborn, Richard C
Prestol, Juan R
Will, Wendy
VOTED, To appoint the Public Issues Committee (PIC) (NAD-S) with terms of reference and membership as follows:

### TERMS OF REFERENCE

<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>Identify issues in the media and in public discussion about which there may be some need for the Seventh-day Adventist Church to express a position or make a public statement.</td>
</tr>
<tr>
<td>2.</td>
<td>Coordinate among the various departments, agencies and levels of the denomination in the issuance of position papers, public statements and related documents which address specific issues at the national level in the North American Division territories.</td>
</tr>
<tr>
<td>3.</td>
<td>Commission fact-finding as needed to determine both the nature of particular issues and the degree to which there is a need for a denominational statement.</td>
</tr>
<tr>
<td>4.</td>
<td>Develop documents as needed with the input and expertise of appropriate departments and officers.</td>
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### AUTHORITY AND RESPONSIBILITY

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<td>1.</td>
<td>Report to NADO.</td>
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<td>Report to NADO.</td>
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### MEMBERSHIP

- Hodges, Clarence E, Chair
- Netteburg, Kermit L, Secretary
- [Name], Associate Secretary
TREN/SECl/NADC0A/NADC0M to HWB

REGIONAL SCHOLARSHIP COMMITTEE (RegS) (NAD-S)—
APPOINTMENT

VOTED, To appoint the Regional Scholarship Committee (RegS) (NAD-S) with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Review the Regional Scholarship applications submitted by the NAD Regional Conferences and the Regional Departments of the North Pacific and Pacific Unions.

RESPONSIBILITY AND AUTHORITY

1. Power to act.
2. Make determinations regarding grant amounts to be awarded to each eligible applicant based upon financial need, school of attendance, field of study and amounts available for each conference or Regional Department in accordance with the guidelines set forth.

3. Make recommendations for final action.

MEMBERS

KIBBLE, ALVIN M, Chair
Osborn, Kenneth W, Secretary
Alonso, Eradio
Banks, Rosa T
Carlson, Dennis N
Hevener, Don
Hodges, Clarence E
Oliver, Willie
Prestol, Juan R
Vasquez, Manuel

TREn/SECn/NADCOA/NADCOM to HWB

RISK MANAGEMENT COMMITTEE (RMCn) (NAD-S)—
APPOINTMENT

VOTED, To appoint the Risk Management Committee (RMCn) (NAD-S) with terms of reference and membership as follows:
TERMS OF REFERENCE

1. Consider risk management insurance and self-insurance programs for all General Conference and church-operated organizations in the North American Division except health-care organizations.

2. Receive, review and consider recommendations from the Risk Management Committee of union conferences in North American Division.


4. Encourage and assist in the development of a coordinated, integrated, uniform insurance program to achieve maximum coverage and protection for all General Conference and church-operated organizations in the North American Division except health-care organizations.

5. Assist the General Conference Adventist Risk Management Inc. (ARM) in distribution of blanket insurance premiums to all General Conference and church-operated organizations in the North American Division except health-care organizations.

AUTHORITY AND RESPONSIBILITY

1. Recommend programs to General Conference institutions and union conferences in the North American Division.

2. Recommend to the General Conference Adventist Risk Management Inc. (ARM) or other appropriate committee.


4. Recommend to General Conference and union conferences in the North American Division.

5. Power to act on programs authorized by the General Conference Adventist Risk Management Inc.
6. Encourage and assist the General Conference Adventist Risk Management Inc. (ARM) in the development and operation of a sound self-insurance program for the Church, when such programs are needed to provide maximum protection while being cost-effective for the Church collectively.

7. Serve as governing board for the Medical Catastrophe Assistance Plan (MCAP).

MEMBERS

North American Division Treasurer, Chair
ARM Director of North American Division Field Services, Secretary
Chair, General Conference Insurance Review Committee
Chair, Adventist Risk Management Inc Board
NAD Vice President (Don Hevener)
Two (2) Other North American Division Vice Presidents
(Clarence E Hodges and Manual Vasquez)
NAD Associate Treasurer - Ken Osborn
NAD Associate Treasurer - Del L. Johnson
Chair of Risk Management Committee of Higher Education
Vice-chair of Regional Conference Risk Management Committee
Executive Director of General Conference Adventist Risk Management Inc
Assoc Exec Director of General Conference Adventist Risk Management Inc
Financial Officers of General Conference Institutions in the NAD
Union Treasurers, North American Division
One (1) Local Conference Treasurer from each Union Conference

SEn/NADCOA/NADCOM to HWB

SEMINARS UNLIMITED MINISTRY EXECUTIVE COMMITTEE (SUMEx) (NAD-S)—APPOINTMENT

VOTED, To appoint the Seminars Unlimited Ministry Executive Committee (SUMEx) (NAD-S) with terms of reference and membership as follows:
TERMS OF REFERENCE

1. Establish goals for the Seminars Unlimited ministry within the framework of the North American Division strategic plan for evangelism and media.

2. Conduct ministry in other divisions.

3. Develop operational plans and programs to implement the goals of the Seminars Unlimited ministry.

4. Appoint and establish terms of reference for subcommittees as needed.

5. Appoint staff personnel as needed to conduct the Seminars Unlimited ministry, except for the Speaker/Director who shall be appointed by NADCOM.

6. Approve an annual budget.

7. Other management decision-making not reserved to NADCOM or the Evangelism and Media Board.

8. Develop resource products and services.

MEMBERS

SCHNEIDER, DON C, CHAIR
Ministry Speaker/Director, Secretary (Johnston, Carl S)

Additional Members
Bentzinger, Dan,
Burrill, Russell, Director, NAD Evangelism Institute

AUTHORITY AND RESPONSIBILITY

1. Power to act.

2. Recommend to the General Conference through NAD.

3. Power to act.

4. Power to act.

5. Power to act.

6. Recommend to the Evangelism and Media Board.

7. Power to act.

8. Recommend to Church Resources Consortium Board.
Cress, James, Secretary, GC Ministerial Association
Galusha, Dale, Director of Marketing, (Signs of the Times) Pacific Press Pub Assn
Moore, Larry, Secretary, Texas Conference
Netteburg, Kermit L, Assistant to the President (NAD) for Communications
Osborne, David, Secretary, NAD Ministerial Association

Selected union president(s)  
Trevino, Max, Southwestern Union Conference

Selected conference president(s)  
Coonley, Kenneth W

Selected pastor(s)

PERMANENT INVITEES
NAD Treasurer
NAD Secretary
Seminars Unlimited Treasurer

TREn/SECn/NADCOA/NADCOM to HWB

TRUST SERVICES CERTIFICATION AND ACCREDITATION COMMITTEE (TRSCert) (NAD-S)—APPOINTMENT

VOTED, To appoint the Trust Services Certification and Accreditation (TRSCert) (NAD-S) committee with terms of reference and membership as follows:

TERMS OF REFERENCE

1. Issue, renew and withdraw individual certification and organizational accreditation.

2. Establish and institute the procedures for certification and accreditation within guidelines established by the Trust Services Standing Committee.

MEMBERS
PRESTOL, JUAN R, CHAIR
Wilson, Jeffrey K, Secretary

AUTHORITY AND RESPONSIBILITY

1. Power to act.

2. Power to act within guidelines established by Trust Services Standing Committee.
Bouland, H Dean  
Carambot, George C  
Eusey, Charles J  
Reiber, Marian  
Schmidt, Loreal R  

OTHERS  
Caldwell, O Richard, Legal Advisor  
Johnston, David E  
Nixon, Ellen  
Ang’awa, Mary A  

SECn/NADCOA/NADCOM to HWB  

VOICE OF PROPHECY MINISTRY EXECUTIVE COMMITTEE  
(VOPMEx) NAD-S—APPOINTMENT  

VOTED, To appoint the Voice of Prophecy Ministry Executive Committee (VOPMEx) (NAD-S) with terms of reference and membership as follows:

**TERMS OF REFERENCE**

1. Establish goals for the Voice of Prophecy ministry within the framework of the North American Division strategic plan for evangelism and media.

2. Conduct ministry in other divisions.

3. Develop operational plans and programs to implement the goals of the Voice of Prophecy ministry.

4. Appoint and establish terms of reference for subcommittees as needed.

**AUTHORITY AND RESPONSIBILITY**

1. Power to act.

2. Recommend to the General Conference through NAD.

3. Power to act.

4. Power to act.
5. Appoint staff personnel as needed to conduct the Voice of Prophecy ministry, except for the Speaker/Director who shall be appointed by NADCOM.

6. Approve an annual budget.

7. Formulate fund-raising plans and a development strategy for the Voice of Prophecy ministry.

8. Other management decision-making not reserved to NADCOM or the Evangelism and Media Board.

MEMBERS

NAD Vice President, Chair (Gilley, James W)
Moore, Benny, Vice Chair
Ministry Speaker/Director, Secretary (Melashenko, E Lonnie)

Additional Member(s)

Benson, Rodney
Liebelt, Lance D
Banaag, Ben
Johnson, Bill
Jorge, Jaime
Matiko, Reuben
McKee, Russell
Mulligan, Keith

Peterson, Don
Peterson, Steve
Richards, Carol
Slikkers, Bob
Tetz, Everett
Tillay, Mike
Truscott, Marla

(1 youth member to be named)

NAD Associate Treasurer responsible for Adventist Media Center (Chase, Marshall)

Selected union president(s)
Mostert, Thomas J, Pacific Union Conference
Sandefur, Chuck, Mid-America Union Conference
Schoun, Benjamin, Atlantic Union Conference

Selected conference president(s)
Page, Jerry, Central California Conference
Selected pastor(s)

**PERMANENT INVITEES:**
NAD President
NAD Treasurer
Ministry Treasurer (Liebelt, Lance D)
NAD Assistant Vice President for Media Production (Judd, Warren)
Feyerabend, Henry

NADCOM to HWB

**MEDIA MINISTRIES EXECUTIVE COMMITTEES—ETHNIC/GENDER MEMBERSHIP CONSIDERATIONS**

VOTED, To request the media ministries to consider the ethnic/gender composition of the membership of the executive committees when choosing members to serve on these committees.

Don C Schneider, Chair
Harold W Baptiste, Secretary
Carolyn Rochester, Recording Secretary