

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

Silver Spring, Maryland  
November 6, 2002, 8:00 a.m.

**DEVOTIONAL**

Roscoe J Howard III, newly-elected Secretary of the North American Division, presented the following devotional message entitled, "Our Eyes Are Upon Him."

It was probably the most exciting moment in my life. I had just finished seminary, ninth quarter in Kent, Washington and I was going to my new church. I began to think, "No longer am I the assistant pastor and no longer am I the lackey boy who does everything that the senior pastor wants. Now I am the pastor." My visions were new and I could just see myself chairing the board and preaching in the pulpit each Sabbath. But there was one problem.

Glen Aufderhauer had called me and said, "Roscoe, we have two places in which we can place you. We can make you the evangelist of the conference or you can pastor in a White church." I said, "Glen, it doesn't matter to me. I don't care if the people are green, red, or blue. I just want a church." He said, "Alright, I am going to the church and see if it will fly."

God has a sense of humor. I attended Pacific Union College and in my last quarter, I asked for an extension to go to another school to take my last three hours out of residency. They said, "This has never been done before, why are you making this request?" I said "Well, I really don't believe this conversational preaching is going to fly in a Black church. I need to know how to preach in the 'hood.' I don't think you can teach me that here."

My request was granted and so I took 30 hours out of residency to attend Oakwood College. I sat under E. E. Cleveland, Benjamin Reaves, and C E Moseley, all the greats. I came back excited! And God put me in a White church! Well, that really wasn't the problem because I was so excited I would have taken a church with purple people eaters, I just wanted to pastor. I was excited about ministry. It was my first church after the seminary and yet there was a problem.

I want to say this about spiritual leaders. Spiritual leaders take risks. Glen Aufderhauer took a risk by putting me in that church. To my knowledge, it had never been done in the North American Division. There was one woman who objected vehemently. She said, "We cannot have this man come to our church. He will ruin the neighborhood. No one will attend our church anymore and we will be embarrassed."

I did not learn this until later, but I noticed that when I came to the church there was this one lady out in the audience, whose body language I could see. I remember that after I had preached she made a beeline out of the door to make sure she did not shake my hand. I said,

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"Lord, what did I do? How can I minister to someone who would just as soon see me dead. How can I make an impact on her life?" I was faced with a real problem.

It was similar to the problem that Jehoshaphat had. The Bible says Jehoshaphat was faced with an army that was coming against Jerusalem, coming to conquer, pillage, and destroy. It says Jehoshaphat gathered all of Judea and Jerusalem around him. It must have been similar to this session, people came from all over with their children and gathered around the king.

The king began to speak to the children of Israel. He began to pray. It is 2 Chronicles 20:12 on which I want to focus because it is the prayer of Jehoshaphat. We like the prayer of Jabez, we like the prayer of Jesus, but we rarely pray the prayer of Jehoshaphat. In this verse Jehoshaphat says, (the name Jehoshaphat means Jehovah is judge.) "Oh God will you not judge them? For we have no power against this great multitude that is coming against us."

No power. . . Jehoshaphat did not say we are going to pillage them, God is going to destroy our enemies. A spiritual leader is a man of authenticity, a spiritual leader tells the truth. So when he came out to his crowd he said, "We have no power." He said, "This enemy that's coming against us, we have no power against him."

The enemy that I faced was racism. But there are many names for the enemy. The enemy has many different faces. Maybe some of you are facing an enemy. Maybe that enemy is alcohol. You know we have closet alcohol drinkers in the Adventist church. Maybe it is sexual addiction. There are people even in our church downloading pornography. Maybe it is prescription drugs which are your enemy. Maybe it is a painful past, maybe it is guilt, that enemy that you cannot conquer, that you wake up to every morning.

When you wake up he is right there stalking you like a serial killer, waiting to press your every button. He knows your name, he knows your address, he knows exactly how to get to you. Maybe your enemy is an eroding sense of congregationalism in our church. Maybe it is ethnic and racial complexity in this changing demographics. Maybe it is remuneration in a fragile economy. Maybe it is escalating health costs and people are wondering where we are going to find the money. Maybe it is an unfunded retirement plan with an uncertain stock market. The enemy has many names. We have no might against this enemy that comes against us. Maybe it is the globalism of the North American Division as we lose power and representation. The enemy has many names.

But Jehoshaphat was honest. In fact, I think sometimes Alcoholics Anonymous are more honest than Christians. In one of their statements they say, "We have admitted that our lives have become unmanageable and that we are powerless against alcohol." Are we that honest with our people?

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Authenticity, I wish I belonged to a church where we did not have to pretend that we had it all together. I wish I belonged to a church where if I had a marriage problem I could go to the elders or to the church and say, "Pray for me." Then they would lift me up in prayer rather than "prey" on me at the potluck. I wish I belonged to a church where I could really act as I do at home and still be loved. We do not act in church as we do at home. We put on that Adventist mask and come to church pretending everything is OK. I am alright, there is nothing wrong with me.

We belong a church where we avoid intimacy and we avoid intimacy because if we really show others who we are they might not like what they see. Even in marriage we never come to a sense of intimacy because if we really show our shadow side we might be pushed away, and so we play the game. We become pretentious and we don't believe in authenticity. I wish I belonged to a church where I did not have to pretend that I had it all together.

And so here was this enemy whom I had to face constantly. She told the people, "Tell him not to call me, I don't want any visits, I don't want him coming to my house. I don't want to have anything to do with this man." We have no might against this enemy. They did not teach me how to deal with this in the seminary. I remember Dr. Garrity teaching us Hebrew, but we did not study how to deal with racism in the seminary. I believe good theology is never shaped in a vacuum, but always has a cultural context. God was shaping my theology.

I met a young man on the plane one time who told me he had had a triple bypass. He was 39 years old. I asked "How could a man your age have a triple bypass? I know, a terrible diet." He said "No, I am a strict vegetarian." I said, "You don't exercise." He said, "I run ten miles a day." I said, "Hereditary, you have a history in your family of heart disease." He said, "No one in my family has ever had a heart attack." And as we talked more, he said, "It was stress. My doctor said it was stress. I have a high-powered job and there is no one I can talk to at my church, there was no safe place." We are too pretentious, there is no place where we can go to vent. We as leaders are some of the most vulnerable. Where is the safe place to which we can go?

No knowledge. Have you ever been in a situation where all you could do was to throw your hands up in the air because you didn't know what to do? All your training and skills, all your intellect did not fit the bill, didn't help you solve the problem? Jehoshaphat said we have no might nor do we have any knowledge, we don't know what to do. I can imagine that really encouraged Jerusalem. See we like to solve things, we live in an age where we believe if we just live long enough we will figure it out. We know people grow, but we don't know how to grow people. We have no knowledge of what to do. There are some problems you can't figure out.

I was running out of ideas of how to deal with the woman in my church. I had tried everything. I wrote notes. I talked to people who knew her well and said, "Could you talk to her?" Nothing was working and the devil began to plant seeds of doubt.

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Sometimes we want to take things into our own hands, and God says, "You must learn to wait on me, you must wait until you've heard from me." And I believe if God's people, His leaders, would be more spiritual and soak their budgets in prayer, if they get down on their knees look at their budgets, look at their plans and say, "Lord, we don't know what to do, we don't understand this whirlwind, but we are going to wait on you," the answers will come. We must say, "I am going to stop pretending as if I've got it all together, Lord." I am not talking about perfunctory prayers which translate to, let us get this out of the way so we can get on with business. I am talking about prayer that places you in the audience of God, where you sense His presence. We must say as Jehoshaphat said, "But our eyes are upon you."

I read a book called *Hearing God* by Peter Lord. He talked about the reticular activating system which is the ability to filter things out and hone in on other things. Sometimes, when you are watching television, someone calls your name and you do not hear a thing. Finally you turn around and say, "Yes?" You visit people who live by the airport and you hear the planes going over. You say, "How can you live here with the noise of the planes?", and they say, "What planes?" They are able to filter out the planes. Mothers who have newborns can hear the baby down the hall when others do not. I believe that it works in the spiritual world as well as in the physical. You can be so tuned into the world that God can be crying out your name and you can't hear him. Or you can be so tuned into Heaven that God whispers and you say, "Speak Lord, for thy servant heareth."

God will speak to you if you learn how to tune into heaven. I am not talking about some ethereal thing. I am not talking about something I read. I am talking about something I have experienced. God will speak to you. I was driving down the street and He said, "Roscoe pull in the trophy shop." "The trophy shop, Lord?" "Get this woman a plaque." Then it hit me, this woman had been an ingatherer for almost 35 years. She had raised half of the church's goal for many years. So I purchased a large plaque.

But I like how Jehoshaphat ends. I want to show you something. In verse 14 the Bible says, "The spirit of the Lord came upon Jahaziel, the son of Zachariah, the son of Benaiah, . . . the spirit of the Lord came upon a son of the Levites." He said, "Listen, all of you in Judah and you inhabitants of Jerusalem, and you King Jehoshaphat, thus saith the Lord to you, 'Do not be afraid nor dismayed . . . for the battle is not yours but God's.'" He said, "Tomorrow go down against them . . . they will surely come up and you will find them at the end of the brook . . . you will not need to fight in this battle, position yourself, stand still and see the salvation of the Lord."

God says "It is not your battle, it is My battle." Sometimes we forget that. We go right out here and try to fight our battles. But God said, "Stand still." You don't have to fight your problems, just face them.

God told me that when I purchased that plaque, I should also get a dozen roses. God also said "I want you to love this woman as you'd love your own mother." God will ask you to do

some hard things. We called the woman up to the front on Sabbath, and presented to her the plaque and the dozen roses. You should have seen her face. She was stunned. We honored her for her many years of service to God and to the church.

Glen Aufderhaur called me about me about three weeks later. She had called him the day after the church service and said, "This is the best pastor you've ever sent to Oak Harbor!" God will fight your battles. He will turn your enemies into your friends. This woman became my best supporter in the church. She took bread and food out of her garden and brought it to my house. She invited me to dinner and introduced me to her neighbors. God will fight your battles. Jehoshaphat said, "Our eyes are upon Him."

We have no might against this enemy, but our eyes are upon Him. I believe that God is calling the North American Division to a higher level of trust. You are not saved by doing, nor are you saved by knowing. But you are saved by trusting. God said you have to learn to trust me. Believe me problems of this world are going to get worse before they get better, and unless we have learned to trust Him, to wait on Him, to hear from Him, we will be in bad shape. God is trying to develop in each one of us, in each leader here today, a level of trust so that if the bottom falls out, if both shoes fall off, if the market goes south, if everything turns upside down, you will say like Job, "Though He slay me, yet will I trust Him." That is the kind of religion to which God is calling North American Division. You haven't seen the last of snipers, you haven't seen the last of planes smashing into buildings. The servant of the Lord says calamities will continue to happen with rapidity and with even greater force.

My prayer this morning is that you will have a greater level of trust, such as you haven't had before. When you go into your committees, pray. When you work with your pastor, when you go to your local churches, pray as you have not prayed before. I believe some people try to dismiss prayer, because they really don't know the power in prayer. My appeal to you this morning is that you will say "Lord, give me that greater sense of trust so that no matter what happens in my life, my eyes will be upon you."

**PRAYER** Manuel Vasquez offered the devotional prayer.

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NADUn&GCO02YE/02YE to HWB

**501-02Na AUTHORIZED MEETINGS NAD 2002—REVISION**

VOTED, To revise the updated list of Authorized Meetings NAD 2002 with the understanding that attendance at these meetings must also be approved by the administration of each entity as follows:

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>October 2002</u>			
30, 31	Wed	NAD Union Treasurers Council	Silver Spring MD
31	Thu	NAD Union Presidents Council	Silver Spring MD
31	Thu	NAD Union Secretaries Council	Silver Spring MD
<u>November 2002</u>			
1	Fri	NAD, Union & GC Officers	Silver Spring MD
1(pm)-2	Fri	Sabbath Seminar	Silver Spring MD
3(am)	Sun	Conference Presidents Meeting	Silver Spring MD
3(pm)	Sun	<i>Message</i> Advisory	Silver Spring MD
3	Sun	NAD Hispanic Union Leaders Advisory	Silver Spring MD
3	Sun	Higher Education Cabinet	Silver Spring MD
3(eve)-6	Sun	NAD Year-end Meeting	Silver Spring MD
7-10	Thu	Adventist Leadership Conference	San Jose CA
11-12	Mon	PARL Fall Advisory	Silver Spring MD
14-17	Thu	Association of Adventist Camping Prof Conv	Silver Spring MD
<u>December 2002</u>			
2-4	Mon	Regional Evangelism Council	Huntsville AL
4	<i>Wed</i>	<i>Adventist Risk Management Board</i>	<i>Silver Spring MD</i>
4,5	Wed	Education Advisory	Destin FL
5-8	Thu	AACP (Asso of Adventist Camp Professionals)	Vancouver CAN
6-8	Fri	NADO Retreat	Lancaster PA
6-10	Fri	Curriculum Committee	Destin FL
10	Tue	Adventist Retirement Board (ARP) Board	Silver Spring MD
12	<i>Thu</i>	<i>Loma Linda Boards</i>	<i>Loma Linda CA</i>
26-31	Thu	NAD FHES Convention & Workshop	Miami Fl

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NADUn&GCO01YE/01YE/NADOUP/NAD&UnSec\NADCOA/NADOUP/NAD&UnSec02YE/  
NADUn&GCO02YE/02YE to HWB

**501-02Nb AUTHORIZED MEETINGS NAD 2003—REVISION**

VOTED, To revise the list of Authorized Meetings 2003 with the understanding that attendance at these meetings must also be approved by the administration of each entity, as follows:

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>January 2003</u>			
2-6	Thu	College Pastors	
9	Thu	NAD Pathfinder Committee	Monterey CA
10	Fri	NAD Family Committee	Monterey CA
10	Fri	NAD Youth Committee	Monterey CA
12-16	Sun	Adventist Ministries Convention	Monterey CA
15, 16	Wed	Presidents Cabinet	Monterey CA
28, 29	Tue	Regional Pres Council	Orlando FL
29	Wed	Asia-Pacific Advisory	Bakersfield CA
29-31	Wed	NAD Union Directors of Education	Loma Linda CA
<u>February 2003</u>			
2(pm)	Mon	Assoc of Adv Col & Univ Pres (AACUP)	La Sierra CA
2,3	Sun	Assoc of Adv Col & Univ (AACU)	La Sierra CA
3	Mon	AMC Speakers/Directors Meeting	Simi Valley CA
3	Mon	Adventist Information Ministry Board	Newbury Park CA
3(pm)	Mon	Support Services	Simi Valley CA
3(pm)	Mon	Adventist Media Productions Exe Com	Simi Valley CA
3-6	Mon	Conference Presidents' Retreat	Pine Springs CA
4(am)	Tue	Board of Education K-12	Loma Linda CA
4(am)	Tue	Higher Education Cabinet	Loma Linda CA
4(pm)	Tue	NAD Commission on Higher Education	Loma Linda CA
4-9	Tue	El Centinela	San Antonio TX
6,7	Thu	NAD Officers & Union Presidents	Loma Linda CA
7-9	Fri	SEEDS West	Modesto CA
11	Tue	<i>Loma Linda Boards</i>	<i>Loma Linda CA</i>
16-19	Sun	ASDASA/Bible Teachers Meeting	Pittsburgh PA
17(eve)	Mon	NAD Aviation Committee	Berrien Springs MI
18	Tue	NADIE Finance and Executive Board	Berrien Springs MI
18,19	Tue	NAD Adventurer Committee	Boston MA
19	Wed	<i>Christian Record Services Board</i>	<i>Lincoln NE</i>

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>February 2003</u> cont'd			
20,21	Thu	ASI Missions Inc Board	Sulphur OK
20-23	Thu	NAD Adventurer Convention	Boston MA
21	Fri	ABC Subcommittee Workshop	Tucson AZ
21	Fri	ABC Subcommittee	Tucson AZ
21-24	Fri	ASI Retreat	Sulphur OK
21-25	Fri	PPPA , R&H, ABC Marketing Seminar	Tucson AZ
23-25	Sun	NAD Communication Advisory	
24	Mon	ASI Board	Sulphur OK
<u>March 2003</u>			
3	Mon	NAD Hispanic Education Advisory	
4(am)	Tue	Voice Of Prophecy Executive Committee	Simi Valley CA
5	Wed	Faith for Today Executive Committee	Simi Valley CA
6	Thu	La Voz Executive Committee	Simi Valley CA
6	Thu	Adventist Risk Management Board	Silver Spring MD
10	Mon	Andrews University Board	Berrien Springs MI
11-12	Tue	NAD Adventure Committee	
11-14	Tue	Bible Textbook Steering Committee (5-8)	
12	Wed	It Is Written Executive Committee	Simi Valley CA
12	Wed	Human Relations Advisory	Silver Spring MD
12-14	Wed	NAD Campus Ministries	Pine Springs CA
12-14	Wed	NAD Collegiate Adventists Better Living	Pine Springs CA
13	Thu	Human Relations Directors	Silver Spring MD
13-18	Thu	International Health Food Assoc Conf	Arusha Tanzania
17-21	Mon	FHES Student Recruiting & Ldrship Wrkshp	Huntsville AL
24	Mon	Breath Of Life Executive Committee	Simi Valley CA
24, 25	Mon	NAD PARL Advisory	Silver Spring MD
25	Tue	LifeTalk Radio Executive Committee	Vonore TN
28-31	Fri	Deaf Ministry Advisory	Silver Spring MD
28-31	Fri	Commission for People with Disabilities	Dallas TX
31	Mon	NAD Native Advisory	Silver Spring MD
<u>April 2003</u>			
2-4	Wed	NAD Regional FM Directors Council	Huntsville AL
3	Thu	PPPA Board	Nampa ID
3(pm)	Thu	Trust Services Manual Committee	San Mateo CA
4(am)	Fri	Trust Services Materials Committee	San Mateo CA
6	Sun	Trust Services Standing Committee	San Mateo CA
7,8	Mon	NAD & Union Treasurers Council	San Mateo CA
7,8	Mon	NAD, Union & Secretaries Council	San Mateo CA
9(eve)	Wed	NAD Risk Management Committee	

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>April 2003</u> cont'd			
9-10	Wed	Local Conference Treasurers Council	San Francisco CA
16, 17(am)	Wed	Spring Meeting	Silver Spring MD
20-23	Sun	Trust Services Basic Seminar	La Sierra CA
21(eve)	Mon	R&H Board Finance Committee	Hagerstown MD
22(am)	Tue	R&H Board	Hagerstown MD
27-28	Sun	Oakwood College Board	Hunsville AL
27-29	Sun	NAD Camp Committee	Grizzly Flatts CA
27-29	Sun	Retirement/Human Resources Workshop	San Mateo CA
27-May 8	Sun	Trust Services Advanced Seminar	La Sierra CA
28, 29	Mon	NAD Franco-Haitian Advisory	Chicago IL
28-30	Mon	Portuguese Advisory	Silver Spring MD
30	Wed	Adventist Retirement Plan Board	San Mateo CA
<u>May 2003</u>			
4	Sun	NAD Hispanic Education Advisory	La Sierra CA
7,8	Wed	Technical Standards Committee	San Mateo CA
7-10	Wed	SEEDS	Berrien Springs MI
9	Fri	Advent Source Board	Lincoln NE
12(am)	Mon	La Voz Advisory	Silver Spring MD
13	Tue	NAD Hispanic Union Leaders Advisory	Silver Spring MD
14, 15	Wed	NAD Hispanic Advisory	Silver Spring MD
21	Wed	Loma Linda Boards	Loma Linda CA
21	Wed	Church Resource Consortium Board	Loma Linda CA
21(pm)-22	Wed	NAD Presidents Cabinet	Loma Linda CA
28-30	Wed	NAD Education Advisory	
29(pm)	Thu	Adventist Communication Network Board	Silver Spring MD
<u>June 2003</u>			
2-4	Mon	NAD Union Directors of Education Council	
4,5	Wed	Adventist Risk Management Board	Burlington VT
2-20	Mon	NAD Summer Curriculum Workshops	
11	Wed	GC Staff Day	Gaithersburg MD
11-15	Wed	Retirees Convocation	Berrien Springs MI
12	Thu	R&H Board Finance Committee	Hagerstown MD
<u>July 2003</u>			
2-5	Wed	Hispanic Evangelism Council	San Diego CA
3(am)	Thu	R&H Board	Hagerstown MD
14(eve)	Mon	NAD Aviation Committee	Berrien Springs MI

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>July 2003 cont'd</u>			
14-24	Mon	Adventist Family Conference	Berrien Springs MI
23-26	Wed	Adventist Prison Ministry Asso Convention	Phoenix AZ
28	Mon	NAD Commission on Accreditation	Silver Spring MD
<u>August 2003</u>			
4	Mon	Regional Presidents Council	
4	Mon	ASI Missions, Inc Board	Albuquerque NM
5	Tue	ASI Board	Albuquerque NM
5	Tue	NAD Hispanic Advisory	
5	Tue	NAD Hispanic Evang Advisory	Albuquerque NM
6, 7	Wed	NAD Officers & Union Presidents	Loma Linda CA
6-9	Wed	ASI NAD Convention	Albuquerque NM
6(eve)	Wed	AHA Cabinet	Loma Linda CA
14	Thu	PPPA Board	Nampa ID
20	Wed	Christian Record Services Board	Lincoln NE
21	Thu	Adventist Risk Management Board	Silver Spring MD
<u>September 2003</u>			
2(eve)	Tue	R&H Board Finance Committee	Hagerstown MD
3(am)	Wed	R&H Board	Hagerstown MD
4-9	Thu	NAD Union Directors of Education	
8-11	Mon	Adventist Risk Management Conference	Ottawa Ont Canada
10	Wed	It Is Written Executive Committee	Simi Valley CA
11	Thu	HHES Credit & Collection & Data Processing	
11	Thu	HHES/FHES Financial Review	
11	Thu	FHES Subcommittee & Workshop	
11	Thu	NAD Risk Management Committee	Ottawa Ont Canada
11	Thu	Union Treasurers Cabinet	Ottawa Ont Canada
12	Fri	Subscription Literature Annual Advisory	
15(am)	Mon	Adventist Media Production Ex Committee	Simi Valley CA
15	Mon	ABC Subcommittee	
15	Mon	Andrews University Board	Berrien Springs MI
15(pm)	Mon	AMC Support Services Executive Committee	Simi Valley CA
15(pm)-17	Mon	Technical Standards Committee	Westlake Village CA
16(am)	Tue	Voice Of Prophecy Executive Committee	Simi Valley CA
17	Wed	Faith For Today Executive Committee	Simi Valley CA
18	Thu	La Voz Executive Committee	Simi Valley CA
22(am)	Mon	Breath Of Life Executive Committee	Silver Spring MD

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<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>October 2003</u>			
10(eve)-15	Fri	Annual Council	Silver Spring MD
16-19	Thu	Adventist Leadership Conference	Portland OR
17-19	Fri	Oakwood College Board of Trustees Retreat	Gulf Shores AL
19-20	Sun	Andrews University Board	Berrien Springs MI
22	Wed	Advent Source Board	Silver Spring MD
27	Mon	NAD Hispanic Union Leaders Advisory	Silver Spring MD
29, 30	Wed	NAD Union Treasurers Council	Silver Spring MD
30	Thu	NAD Union Presidents Council	Silver Spring MD
30	Thu	NAD Union Secretaries Council	Silver Spring MD
31	Fri	NAD Union & GC Officers	Silver Spring MD
<u>November 2003</u>			
2	Sun	Message Advisory	Silver Spring MD
2	Sun	Higher Education Cabinet	Silver Spring MD
2(pm)-5	Sun	NAD Year-end Meeting	Silver Spring MD
7-9	Fri	SEEDS South	Cohutta Springs GA
<u>December 2003</u>			
1-3	Mon	Regional Evangelism Council	Huntsville AL
3	Wed	Adventist Risk Management Board	Silver Spring MD
3-4	Wed	NAD Education Advisory	
4-7	Thu	Association of Adventist Camping Prof Conv	Ward CO
5-9	Fri	NAD Curriculum Committee	
11	Thu	Loma Linda Boards	Loma Linda CA
17(am)	Wed	R&H Board Finance Committee	Hagerstown MD
23-29	Tue	FHES Convention & Workshop	Florida

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HWB

**501-02Nc AUTHORIZED MEETINGS NAD 2004**

VOTED, To approve the list of Authorized Meetings 2004 with the understanding that attendance at these meetings must also be approved by the administration of each entity, as follows:

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>January 2004</u>			
1-5	Thu	College Pastors	
7	Wed	NAD Asian-Pacific Advisory	Westlake Village CA
14, 15	Wed	NAD Presidents Cabinet	
26(pm)	Mon	Adventist Information Ministry Board	Newbury Park CA
28-30	Wed	NAD Union Directors of Education	Loma Linda CA
<u>February 2004</u>			
2-5	Mon	Conference Presidents Retreat	Pine Springs CA
2(am)	Mon	AMC Speakers/Directors Meeting	Simi Valley CA
2	Mon	Assoc of Adv Col & Uni Pres (AACUP)	Loma Linda CA
2(pm)	Mon	AMC Productions Ex Committee	Simi Valley CA
2(pm)	Mon	AMC Support Services Executive Committee	Simi Valley CA
2(eve)	Mon	Adventist Colleges Abroad Exe Board	Loma Linda CA
3(am)	Tue	Board of Education K-12	Loma Linda CA
3(pm)	Tue	Higher Education Cabinet	Loma Linda CA
5, 6	Thu	NAD Officers & Union Presidents	Simi Valley CA
17	Tue	<i>Loma Linda Boards</i>	<i>Loma Linda CA</i>
12, 13	Thu	ASI Missions Inc Board	
13-16	Fri	ASI Retreat	
16	Mon	ASI Board	
16(eve)	Mon	NAD Aviation Committee	Berrien Springs MI
16, 17	Mon	NAD Pathfinder Committee	Denver CO
17	Tue	NAD Adventure Committee	Denver CO
19-22	Wed	Youth Leadership Conference	Denver CO
18	Wed	NAD Executive Youth Committee	Denver CO
19	Thu	NAD Youth Ministries Committee	Denver CO
20	Fri	ABC Subcommittee Workshop	Hagerstown MD
20-24	Fri	<i>PPPA, R&amp;H, ABC Marketing Seminar</i>	<i>East Coast</i>
20	Fri	ABC Subcommittee	Hagerstown MD
23, 24	Mon	NAD Communication Advisory	Simi Valley CA
23-27	Mon	Elementary Bible Textbook (5-8)	Lancaster PA
25	Wed	<i>Christian Record Services Board</i>	<i>Lincoln NE</i>

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>March 2004</u>			
1	Mon	NAD Hispanic Education Advisory	
1	Mon	Men's Ministry Steering Committee	Silver Spring MD
1	Mon	<i>Andrews University Board</i>	Berrien Springs MI
2	Tue	Faith For Today Executive Committee	Simi Valley CA
2	Tue	NADEI Finance and Executive Board	Berrien Springs MI
4(pm)	Thu	La Voz Executive Committee	Simi Valley CA
4	Thu	<i>Adventist Risk Management Board</i>	Silver Spring MD
7-9	Sun	Beyond the Bottom Line Seminar	Loma Linda CA
8	Mon	NAD Portuguese Advisory	Silver Spring MD
8	Mon	Commission for People with Disabilities	Silver Spring MD
10-12	Wed	NAD Collegiate Adventists Better Living	Pine Springs CA
10	Wed	Human Relations Advisory	Silver Spring MD
11	Thu	Human Relations Directors Advisory	Silver Spring MD
15-19	Mon	FHES Student Recruiting & Leadership Workshop	Huntsville AL
17-22	Wed	NAD Campus Ministries	
18	Thu	LifeTalk Radio Executive Committee	Vonore TN
19-Apr 22	Fri	Elementary Reading	
22-24	Mon	Breath Of Life Executive Committee	Silver Spring MD
22-26	Mon	Elementary Bible Textbook (5-8)	
30(am)	Tue	<i>R&amp;H Board</i>	Hagerstown MD
31-Apr 2	Wed	NAD Regional FM Directors Council	Huntsville AL
31	Wed	Trust Services Manual Committee	St Louis MO
31	Wed	Trust Services Materials Committee	St Louis MO
<u>April 2004</u>			
1	Thu	<i>PPPA Board</i>	Nampa ID
4	Sun	Trust Services Standing Committee	St Louis MO
5	Mon	NAD Hispanic Union Leaders Advisory	San Diego CA
5, 6	Mon	NAD & Union Treasurers Council	St Louis MO
5-7	Mon	NAD, Union & Local Conf Secretaries Council	St Louis MO
7(am)	Wed	NAD Risk Management Committee	St Louis MO
14-15(am)	Wed	<i>Spring Meeting</i>	Silver Spring MD
19, 20	Mon	NAD Family Ministries Committee	Silver Spring MD
19-22	Mon	Trust Services Basic Seminar	Berrien Springs MI
23-May 5	Fri	Trust Services Advanced Seminar	Berrien Springs MI
25-27	Sun	Retirement/Human Resources Workshop	St Louis MO
26, 27	Mon	NAD Franco-Haitian Advisory	
27(am)	Tue	<i>R&amp;H Board</i>	Hagerstown MD
28, 29	Wed	Technical Standards Committee	
28	Wed	Adventist Retirement Plan Board	St Louis MO

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November 6, 2002, am  
NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>May 2004</u>			
4-6	Tue	NAD Union Directors Advisory	_____
7-12	Fri	NAD Union Directors of Education	_____
10(am)	Mon	La Voz Advisory	Silver Spring MD
10(pm)	Mon	NAD Hispanic Union Leaders Advisory	Silver Spring MD
10	Mon	NAD Hispanic Youth Advisory	Silver Spring MD
11, 12	Tue	NAD Hispanic Advisory	Silver Spring MD
12-15	Wed	SEEDS 2004	Berrien Springs MI
19	Wed	<i>Loma Linda Boards</i>	<i>Loma Linda CA</i>
25, 26	Tue	NAD Presidents Cabinet	_____
27(pm)	Thu	Adventist Communication Network Board	Silver Spring MD
28(am)	Fri	Church Resource Consortium Board	Silver Spring MD
31, Jun 1	Mon	NAD Pathfinder Task Force	Silver Spring MD
<u>June 2004</u>			
2, 3	Wed	<i>Adventist Risk Management Board</i>	<i>Burlington VT</i>
3, 4	Thu	PARL Advisory	_____
7-25	Mon	Summer Curriculum Workshops	_____
9	Wed	<i>GC Staff Day</i>	<i>Gaithersburg MD</i>
30	Wed	NAD Hispanic Evangelism Committee	_____
<u>July 2004</u>			
1, 2	Thu	NAD Hispanic Lay Festival	_____
12(eve)	Mon	NAD Aviation Committee	Berrien Springs MI
21-25	Wed	Adventist Family Conference	Berrien Springs MI
22	Thu	Adv Asso of Family Life Professionals (AAFLP)	Berrien Springs MI
26	Mon	NAD Commission on Accreditation	Silver Spring MD
30	Fri	LifeTalk Radio Executive Committee	Vonore TN
<u>August 2004</u>			
2-9	Mon	Adventist Family Life Conference	Berrien Springs MI
2	Mon	ASI Missions, Inc Board	_____
2	Mon	Regional Presidents Council	_____
3	Tue	ASI Board	_____
3	Tue	NAD Hispanic Evang Advisory	_____
4-6	Wed	ASI NAD Convention	_____
4(eve)	Wed	AHA Cabinet	Loma Linda CA
5, 6	Thu	NAD Officers & Union Presidents	Loma Linda CA
12	Thu	<i>PPPA Board</i>	<i>Nampa ID</i>
18	Wed	<i>Adventist Risk Management Board</i>	<i>Silver Spring MD</i>
18	Wed	<i>Christian Record Services Board</i>	<i>Lincoln NE</i>

November 6, 2002, am  
NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>August 2004</u> contd			
18-23	Wed	Retirees Convocation	_____
31(pm)-Sep 2	Tue	Technical Standards Committee	_____
31	Tue	R&H Board Finance Committee	Hagerstown MD
<u>September 2004</u>			
1(am)	Wed	R&H Board	Hagerstown MD
2-7	Thu	NAD Union Directors of Education	_____
8(pm)	Wed	NAD Risk Management Committee	_____
9	Thu	HHES Credit & Collection & Data Processing	_____
9	Thu	HHES/FHES Financial Review	_____
9	Thu	FHES Subcommittee & Workshop	_____
9	Thu	Union Treasurers Cabinet	_____
9	Thu	NAD Hispanic Evangelism Committee	Silver Spring MD
9-13	Thu	Joint Children's Min/Family Min Convention	_____
10	Fri	Subscription Literature Annual Advisory	_____
12-16	Sun	Adventist Risk Management Conference	_____
13	Mon	ABC Subcommittee	_____
13(pm)	Mon	AMC Support Services Executive Committee	Simi Valley CA
13(am)	Mon	Adventist Media Production Ex Committee	Simi Valley CA
13	Mon	Andrews University Board	Berrien Springs MI
14(am)	Tue	Voice Of Prophecy Executive Committee	Simi Valley CA
15(am)	Wed	Faith For Today Executive Committee	Simi Valley CA
15(am)	Wed	R&H Board	Hagerstown MD
16(pm)	Thu	La Voz Executive Committee	Simi Valley CA
20(am)	Mon	Breath Of Life Executive Committee	Silver Spring MD
<u>October 2004</u>			
5(pm)	Tue	GC PARL World Affairs & IRLA Board	Silver Spring MD
8(eve)-13	Fri	Annual Council	Silver Spring MD
18	Mon	It is Written Executive Committee	Simi Valley CA
21-24	Thu	Adventist Leadership Conference	Indiana
27, 28	Wed	NAD Union Treasurers Council	Silver Spring MD
28	Thu	NAD Union Presidents Council	Silver Spring MD
28	Thu	NAD Union Secretaries Council	Silver Spring MD
29	Fri	NAD, Union & GC Officers	Silver Spring MD
31	Sun	Message Advisory	Silver Spring MD
31(eve)-2	Sun	NAD Year-end Meeting	Silver Spring MD
<u>November 2004</u>			
1	Mon	Higher Education Cabinet	Silver Spring MD
1	Mon	NAD Hispanic Union Leaders Advisory	Silver Spring MD

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 NAD Year-end Meeting

<u>DATE</u>	<u>DAY</u>	<u>MEETING</u>	<u>LOCATION</u>
<u>November 2004 - contd</u>			
3-5	Wed	PARL Conf on Religious Lib & Last Day Events	Silver Spring MD
29-Dec 1	Mon	Regional Evangelism Council	Huntsville AL
<u>December 2004</u>			
1	Wed	Adventist Risk Management Board	Silver Spring MD
1, 2	Wed	Education Advisory	_____
2-5	Thu	Association of Adventist Camping Professionals	_____
3-7	Fri	Curriculum Committee	_____
9	Thu	Loma Linda Boards	Loma Linda CA
21-27	Tue	FHES Convention & Workshop	Florida

Cal&Offn/NADCOA/NAD&UnSec01YE/NAD&UnTre01YE/NADUn&GCO01YE/01YE/  
 NAD&UnSec02YE/NADUn&GCO02YE/02YE to KLN

**502-02Na CALENDAR OF OFFERINGS—  
 NORTH AMERICAN DIVISION 2003—REVISION**

VOTED, To revise the Calendar of Offerings for the North American Division for 2003 to read as follows:

**JANUARY**

Local Church Budget .....	January 4	LocCh
Local Conference Advance .....	January 11	LocConf
Local Church Budget .....	January 18	LocCh
Religious Liberty .....	January 25	* NAD

**FEBRUARY**

Local Church Budget .....	February 1	LocCh
Adventist Television Ministries .....	February 8	* NAD
Local Church Budget .....	February 15	LocCh
Local Conference Advance .....	February 22	LocConf

**MARCH**

Local Church Budget .....	March 1	LocCh
Adventist World Radio .....	March 8	* World
Local Church Budget .....	March 15	LocCh
Local Conference Advance .....	March 22	LocConf
Spring Mission Appeal .....	March 29	* World

November 6, 2002, am  
NAD Year-end Meeting

## APRIL

Local Church Budget .....	April 5	LocCh
Christian Record Services .....	April 12	* NAD
Lcal Church Budget .....	April 19	LocCh
Local Conference Advance .....	April 26	LocConf

## MAY

Local Church Budget .....	May 3	LocCh
Disaster & Famine Relief .....	May 10	* World
Local Church Budget .....	May 17	LocCh
Local Conference Advance .....	May 24	LocConf
Local or Union Conference Designated .....	May 31	LocConf

## JUNE

Local Church Budget .....	June 7	LocCh
Multilingual Ministries .....	June 14	* NAD
Local Church Budget .....	June 21	LocCh
Local Conference Advance .....	June 28	LocConf

## JULY

Local Church Budget .....	July 5	LocCh
Women's Ministries .....	July 12	* NAD
Local Church Budget .....	July 19	LocCh
Local Conference Advance .....	July 26	LocConf

## AUGUST

Local Church Budget .....	August 2	LocCh
Oakwood College/Andrews University/Loma Linda University .....	August 9	* NAD
Local Church Budget .....	August 16	LocCh
Local Conference Advance .....	August 23	LocConf
Local or Union Conference Designated .....	August 30	LocConf

## SEPTEMBER

Local Church Budget .....	September 6	LocCh
Fall Mission Appeal .....	September 13	* World
Local Church Budget .....	September 20	LocCh
Local Conference Advance .....	September 27	LocConf

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 NAD Year-end Meeting

OCTOBER

Local Church Budget .....	October 4	LocCh
Voice of Prophecy .....	October 11	* NAD
Local Church Budget .....	October 18	LocCh
Local Conference Advance .....	October 25	LocConf

NOVEMBER

Local Church Budget .....	November 1	LocCh
Annual Sacrifice .....	November 8	* World
Local Church Budget .....	November 15	LocCh
Local Conference Advance .....	November 22	LocConf
Local or Union Conference Designated .....	November 29	LocConf

DECEMBER

Local Church Budget .....	December 6	LocCh
Inner City .....	December 13	* NAD
Local Church Budget .....	December 20	LocCh
Local Conference Advance .....	December 27	LocConf

THIRTEENTH SABBATH OFFERINGS—2003

South American Division .....	March 29	+
South Pacific Division .....	June 28	+
Eastern Africa Division .....	September 27	+
Euro-Africa Division .....	December 27	+

MISSION INVESTMENT PROJECTS—2003

Atlantic Union .....	+
Pacific Union .....	+

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 \*Special Materials Provided                      +Special Project Development

November 6, 2002, am  
NAD Year-end Meeting

Cal&Offn/NADCOA/NAD&UnSec01YE/NAD&UnTre01YE/NADUn&GCO01YE/01YE/  
503-01Nb/NAD&UnSec02YE/NADUn&GCO02YE/02YE to KLN

**502-02Nb CALENDAR OF SPECIAL DAYS—  
NORTH AMERICAN DIVISION 2003—REVISION**

VOTED, To adopt the Calendar of Special Days for the North American Division for 2003,  
to read as follows:

**JANUARY**

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

Day of Prayer . . . . . January 4  
Religious Liberty Week . . . . . January 19-25 \*

**FEBRUARY**

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

Black History Week . . . . . February 2-8  
Christian Home and Marriage Week . . . . . February 9-15 \*  
Health Ministries Sabbath . . . . . February 22 \*

**MARCH**

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

Women's Day of Prayer . . . . . March 1  
Adventist Youth Week of Prayer . . . . . March 9-15 \*  
Disabilities Awareness Sabbath . . . . . March 22

**APRIL**

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

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

**MAY**

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

Community Services Sabbath . . . . . May 3  
Youth Sabbath . . . . . May 10

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NAD Year-end Meeting

JUNE

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

Women's Ministries Emphasis Day ..... June 7

JULY

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

Home Study International Promotional Day ..... July 12

AUGUST

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

SEPTEMBER

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

Men's Day of Prayer ..... September 6

Nurture Periodicals (*Adventist Review, Insight, Guide,*  
*Primary Treasure, Little Friend*) ..... September 7-13

Family Togetherness Week ..... September 14-20 \*

Hispanic Heritage Week ..... September 21-27

OCTOBER

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

Children's Sabbath ..... October 4

Health Education Week (*Vibrant Life*) ..... October 5-11 \*

Spirit of Prophecy Sabbath ..... October 18 \*

Pathfinder Sabbath ..... October 25 \*

NOVEMBER

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

Stewardship Sabbath ..... November 1

Week of Prayer ..... November 2-8

Human Relations Sabbath ..... November 15

Welcome Home Sabbath ..... November 22 \*

DECEMBER

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

Bible Sabbath ..... December 6 \*

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+Curriculum resource materials are published in NAD church resource journals—*Sabbath School Leadership, Celebración, Célébration, Kids' Ministry Ideas, and Cornerstone Youth Resource Journal.*

\* Special Materials Provided

Cal&Offn/NAD&UnSec02YE/NADUn&GCO02YE/02YE to KLN

**503-02Na CALENDAR OF OFFERINGS—  
NORTH AMERICAN DIVISION 2004**

VOTED, To adopt the Calendar of Offerings for the North American Division for 2004 to read as follows:

JANUARY

Local Church Budget .....	January 3	LocCh
Local Conference Advance .....	January 10	LocConf
Local Church Budget .....	January 17	LocCh
Religious Liberty .....	January 24	* NAD
Local Church Budget .....	January 31	LocCh

FEBRUARY

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

MARCH

Local Church Budget .....	March 6	LocCh
Adventist World Radio .....	March 13	* World
Local Church Budget .....	March 20	LocCh
Local Conference Advance .....	March 27	LocConf

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APRIL

Local Church Budget .....	April 3	LocCh
Christian Record Services .....	April 10	* NAD
Local Church Budget .....	April 17	LocCh
Local Conference Advance .....	April 24	LocConf

MAY

Local Church Budget .....	May 1	LocCh
Disaster & Famine Relief .....	May 8	* World
Local Church Budget .....	May 15	LocCh
Local Conference Advance .....	May 22	LocConf
Spring Mission Appeal .....	May 29	* World

JUNE

Local Church Budget .....	June 5	LocCh
Adventist Chaplaincy Ministries .....	June 12	* NAD
Local Church Budget .....	June 19	LocCh
Local Conference Advance .....	June 26	LocConf

JULY

Local Church Budget .....	July 3	LocCh
Women's Ministries .....	July 10	* NAD
Local Church Budget .....	July 17	LocCh
Local Conference Advance .....	July 24	LocConf
Local or Union Conference Designated .....	July 31	LocConf

AUGUST

Local Church Budget .....	August 7	LocCh
Oakwood College/Andrews University/Loma Linda University .....	August 14	* NAD
Local Church Budget .....	August 21	LocCh
Local Conference Advance .....	August 28	LocConf

SEPTEMBER

Local Church Budget .....	September 4	LocCh
Fall Mission Appeal .....	September 11	* World
Local Church Budget .....	September 18	LocCh
Local Conference Advance .....	September 25	LocConf

OCTOBER

Local Church Budget .....	October 2	LocCh
Voice of Prophecy .....	October 9	* NAD
Local Church Budget .....	October 16	LocCh
Local Conference Advance .....	October 23	LocConf
Local or Union Conference Designated .....	October 30	LocConf

NOVEMBER

Local Church Budget .....	November 6	LocCh
Annual Sacrifice .....	November 13	* World
Local Church Budget .....	November 20	LocCh
Local Conference Advance .....	November 27	LocConf

DECEMBER

Local Church Budget .....	December 4	LocCh
Inner City .....	December 11	* NAD
Local Church Budget .....	December 18	LocCh
Local Conference Advance .....	December 25	LocConf

THIRTEENTH SABBATH OFFERINGS—2004

Trans-European Division .....	March 27	+
Unusual Opportunities and Attached Union .....	June 26	+
Southern Asia Division .....	September 25	+
Euro-Asia Division .....	December 25	+

MISSION INVESTMENT PROJECTS—2004

Lake Union .....	+
Mid-America Union .....	+

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\*Special Materials Provided

+Special Project Development

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Cal&Offn/NAD&UnSec02YE/NADUn&GCO02YE/02YE to KLN

**503-02Nb CALENDAR OF SPECIAL DAYS—  
NORTH AMERICAN DIVISION 2004**

VOTED, To adopt the Calendar of Special Days for the North American Division for 2004, to read as follows, with the understanding that significant revisions will be made in 2003 towards creating resources for use by local churches rather than a calendar:

JANUARY

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

Day of Prayer . . . . . January 3  
Religious Liberty Week . . . . . January 11-17 \*

FEBRUARY

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

Black History Week . . . . . February 1-7  
Christian Home and Marriage Week . . . . . February 8-14 \*  
Health Ministries Sabbath . . . . . February 21 \*

MARCH

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

Women's Day of Prayer . . . . . March 6  
Adventist Youth Week of Prayer . . . . . March 7-13 \*  
Disabilities Awareness Sabbath . . . . . March 20

APRIL

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

Missionary Magazines (*Signs, Message, El Centinela*  
*La Sentinelle*) . . . . . April 3 \*  
Stewardship Sabbath . . . . . April 10  
Literature Evangelism Sabbath . . . . . April 17 \*  
Education Sabbath . . . . . April 24 \*

MAY

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

Community Services Sabbath . . . . . May 1  
Youth Sabbath . . . . . May 8

JUNE

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

Women's Ministries Emphasis Day . . . . . June 5

JULY

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

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

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 (*Adventist Review, Insight, Guide,*  
*Primary Treasure, Little Friend*) . . . . . September 5-11

Family Togetherness Week . . . . . September 12-18 \*

Hispanic Heritage Week . . . . . September 19-25

OCTOBER

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

Children's Sabbath . . . . . October 2

Health Education Week (*Vibrant Life*) . . . . . October 3-9 \*

Spirit of Prophecy Sabbath . . . . . October 16 \*

Pathfinder Sabbath . . . . . October 23 \*

NOVEMBER

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

Stewardship Sabbath . . . . . November 6

Week of Prayer . . . . . November 7-13

Human Relations Sabbath . . . . . November 20

Welcome Home Sabbath . . . . . November 27 \*

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DECEMBER

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

Bible Sabbath . . . . . December 4 \*

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+Curriculum resource materials are published in NAD church resource journals—*Sabbath School Leadership, Celebración, Célébration, Kids' Ministry Ideas, and Cornerstone Youth Resource Journal.*

\* Special Materials Provided

NADOUP/02YE to KLN

**559-02N INGATHERING REPORT**

Maitland DiPinto, North American Division Director of Ingathering, presented the Ingathering Report. He stated that the goal for Ingathering in the twenty-first century should be mission-driven. There are two ways in which this goal will be accomplished:

1. Service: Money that is raised provides services to support churches and organizations in their humanitarian outreach. Funds are provided to ADRA and to Adventist Health International which provides service in clinics and to Women's Ministries which implements literacy programs around the world.

2. Witness: Not only does the brochure which is used in our communication with the community do a good job of portraying our church in a positive light in terms of what we are doing to help people, bringing hope to our children, to our cities and to our neighbors internationally, but the last two pages give a very nice overview of what our church believes. The material is written from an experiential point of view, a very positive and upbeat report. Also on that page is the Bibleinfo.com information where people can get information over the internet and over the telephone. There is also a mail-in card for the Hope for Life Bible Lesson which have been developed specifically for the Ingathering program. They are a short series of five lessons which are foundational and written primarily for the unchurched and yet seek to fill individual needs.

Another thing which has been done this year to be both of service and to witness to our communities is to make available an audio CD entitled, *Real Hope for Real People*. This CD is produced in collaboration with Adventist World Radio. It contains 12 segments, approximately three minutes in length, which give help in dealing with stresses in the difficult times in which we are living.

VOTED, To receive the North American Division Ingathering Report—1994-2001 as presented. A copy of this document is attached to the official copy of these minutes.

SECn/NADUn&GCO02YE/02YE to HWB

## **579-02N COMMISSION ON ETHNIC MINISTRIES—REPORT**

Within the North American Division there are fast-growing populations from virtually every country on earth. Christ's commission to preach the everlasting gospel and to disciple every nation, kindred, tongue, and people challenges the entire church to open new doors to soul-winning among all multilingual populations. These people groups bring with them diversity in culture, language, and values, all of which must be taken into consideration when developing and implementing evangelistic strategies.

For these reasons, the North American Division Committee appointed the Commission on Ethnic Ministries to give special study to the needs of the various ethnic/language groups, and to make recommendations to structure the work among these groups in the division in a manner that will encourage growth and provide systematic administration, in order that all the people groups will be appropriately and adequately served. The members of the Commission were:

Harold W Baptiste (Ch), Manual Vasquez (Sec), Kyoshin Ahn, George Atiga, Rosa T Banks, Debra C Brill, Dowell W Chow, Luc Homicile, Hector Jurado, Max Martinez, Norman K Miles, Jerry N Page, Bryce Pascoe, Leslie Pollard, Max A Trevino. (Invitee - Larry R Evans)

The Commission met for two days: once on May 16, 2002 at the North American Division office and again on August 7, 2002 in Columbus, Ohio.

### **A. Present Structure**

Currently there are some thirty language groups that are identified in the North American Division, ranging in membership from 50 to 120,000 members. These are served by five advisories appointed by the Division and administered by the Vice President for Multilingual Ministries. These five advisories are: the Hispanic Advisory, the Asian-South Pacific Advisory, the Haitian Advisory, the Korean Advisory, and the Portuguese Advisory. With this arrangement it is impossible to adequately address the needs of each group, especially the smallest groups which are too small to function completely on their own.

### **B. Hispanic Advisory**

The Hispanics are the largest language group in the North American Division with a membership of 120,000. The group has many established churches, a strong financial base, a cadre of church leaders functioning at every level of church organization. The group is well

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integrated into the church in North America but also functions in a way that takes advantage of its language and uniqueness. It is perhaps an indication of how a group can develop and strengthen the church while maintaining its uniqueness. The Commission therefore decided not to include the Hispanic Group as a part of the present discussion.

**C. Hearing Impaired and Jewish Group**

Because of the uniqueness and the small number of members in these groups the Commission decided that the Hearing Impaired and the Jewish groups should also not be a part of the structure and recommendations made regarding the other language groups. It was felt that other more appropriate methods could be employed to work with these very small and special groups.

**D. Criteria for Division Appointed Advisory**

RECOMMENDED, To set 3,500 members as the minimum required before the establishment of a North American Division advisory for any language group.

**E. Advisories**

The Commission acknowledges the value of facilitating ministry and evangelism among people of the same language and culture. Thus it was felt that there would be value in establishing division advisories for all language groups which meet the membership criterion. It is therefore

RECOMMENDED, To establish the following North American Division Advisories:

- Asian-South Pacific Advisory
- Emerging Groups Advisory
- Filipino Advisory
- Haitian Advisory
- Korean Advisory
- Native American Advisory
- Portuguese Advisory

These advisories would be chaired by the NAD Vice President responsible for Multilingual Ministries.

*NOTE: The Asian-South Pacific Advisory would be comprised of language groups from that geographic area which are not large enough to have advisories of their own. The Emerging Groups Advisory will include other language groups from other regions of the world, such as Eastern Europe, presently too small to have their own advisory.*

**F. Multilingual Coordinating Committee**

In addition to the appointment of advisories to address the unique needs of the various language groups, there is benefit in establishing a body that includes representation from all the language groups referenced above so that no group operates in complete isolation. This will allow for members of the various groups to meet and have input in developing a division-wide strategy and consulting on the distribution of resources. Therefore, it is

RECOMMENDED, To appoint a Multilingual Coordinating Committee with Terms of Reference and membership as follows:

TERMS OF REFERENCE

RESPONSIBILITY

- |  |                        |
|--|------------------------|
| 1. Develop and coordinate mission objectives that are in harmony with those of the North American Division                         | 1. Recommend to NADCOM |
| 2. Recommend the distribution of available funds among the language groups represented on the Multi-Lingual Coordinating Committee | 2. Recommend to NADCOM |
| 3. Review and approve ministry strategies from the language group advisories.  | 3. Power to act        |
| 4. Review and approve evangelistic strategies from the language group advisories.  | 4. Power to act        |
| 5. Implement strategies to discover and evangelize emerging language groups within the NAD.  | 5. Power to act        |

MEMBERSHIP

NAD President — Chair  
Assistant to the President for Administration — Vice Chair  
NAD Multi-lingual Coordinator — Secretary

NAD Secretary  
NAD Treasurer  
Director of Human Relations  
1 Union President

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NAD Year-end Meeting

Representatives from:

- Haitian Advisory — 3
- Korean Advisory — 2
- Filipino Advisory — 1
- Native Advisory — 2
- Portuguese Advisory — 1
- Asia-Pacific Advisory — 1
- Emerging Language Groups Advisory — 1

*(Note: Representation will be based on one for each advisory, without regard to size, and one additional representative for each full ten thousand members.)*

### INVITEES

NAD Vice Presidents

VOTED, To receive the report of the Commission on Ethnic Ministries with a request for additional work on the subject.

TREn/ARM/NAD&UnTre02YE/02YE to JRP&HWB

### **580-02N HEALTH CARE ASSISTANCE PLAN AMENDMENTS**

VOTED, To amend the North American Division Health Care Assistance Plan as presented.

The summary of the amendments to the Health Care Assistance Plan for Employees is outlined below:

#### **CURRENT PLAN**

**(expires June 30, 2003)**

#### MEDICAL

Out of Pocket (in network)  
\$1,500 individual/\$3000 family

#### MEDICAL

Out of Pocket (out of network)  
\$3,000 individual/\$6,000 family

#### **AMENDED (NEW) PLAN**

**(effective July 1, 2003-June 30, 2004)**

#### MEDICAL

Out of Pocket (in network)  
\$2,000 individual/\$4,000 family  
(accrues 20% co-insurance)

#### MEDICAL

Out of pocket (out of network) [35% co-insurance after 65% payment]  
\$4,500 individual/\$7,000 family

Deductible - NONE

Deductible

\$250 individual/\$500 family on selected  
medical benefitsEntire bill with Office Visit paid at  
100% after \$15 co-payOffice Visit \$15 co-pay, balance of Office  
Visit 100%, other services paid at 80 % after  
deductible is metLaser Vision  
20% copayment applies to Out-of-  
MaximumLaser Vision  
20% copayment does not apply to Pocket  
Out-of-Pocket Maximum or DeductibleInfertility Treatment  
20% copayment applies to Out-of-  
Pocket MaximumInfertility Treatment  
20% copayment does not apply to  
Out-of-Pocket Maximum or DeductibleChiropractic/Physical Therapy  
\$15 copayment per visitChiropractic/Physical Therapy  
Charges paid at 80% or Deductible  
20% copayment does not apply to Out-of-  
Pocket MaximumPrescriptions  
\$8 Generic/\$14 Brand namePrescriptions  
Retail \$10 Generic/\$16 Brand/  
\$20 Non formulary

\$10 Home delivery 90 day supply

Home Delivery (90 day supply)  
\$10 Generic/\$20 Brand/\$30 Non-formulary

OHR/02YE to RTB

**588-02N DIVERSITY UPDATE—REPORT**

Rosa Banks, Director of the Office of Human Relations, shared a document titled, "Diversity With Design" which is an initiative for 2000-2005 and which aims to help with the transformation of members of the Seventh-day Adventist Church into one new humanity in Christ, to help to eliminate racism, sexism, bigotry, bias, and other things which militate against our oneness in the body of Christ.

While diverse groups are continuing to be brought into our church, we need to continue our emphasis on providing equal opportunity for service, eliminating all policies and practices that discriminate against people, particularly the protected groups such as people of color, women, and people with disabilities. Notable progress has been made such as the establishment of Women's

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Ministries and the historic 1999 Race Summit. Now the challenge is to look into our own territories and to identify those critical issues which need to be addressed.

Ernest Castillo, Secretary of the Pacific Union, stated that the Pacific Union has become as very diverse union. Every Sabbath the gospel of Jesus Christ is preached in over 30 languages to the 210,000 church members in the Pacific Union. Last year, in the Central California Conference, Dr. George Atiga prepared a Racial Unity Summit. Atiga narrated slides of pictures which were taken at this summit meeting.

Donald G King, President of the Atlantic Union Conference, stated that the Atlantic Union hosted, along with Atlantic Union College, a Summit on Diversity in September, 2001. Roberto Reyna, Vice-president for Hispanic Ministries and the Human Relations Director for the Atlantic Union, spoke of his pleasure in being able to host the Diversity Summit. Presently there are 17 different ethnic groups in the Atlantic Union. The purpose of the summit was to bring the people together with the theme, "Bind Us Together With Love." The program was very well received. Plans are being made to continue with programs of this kind at the conference level.

OHR/OGC/NADCOA/NADOUP/NAD&UnSec02YE/02YE to RTB&HWB

**523-02N SEXUAL MISCONDUCT IN CHURCH RELATIONSHIPS  
INVOLVING DENOMINATIONAL EMPLOYEES OR  
APPROVED VOLUNTEERS - MODEL PROCEDURES -  
POLICY AMENDMENT**

VOTED, To amend NAD D 80, Sexual Misconduct in Church Relationships Involving Denominational Employees and Approved Volunteers—Model Procedures, to read as follows:

**D 80 Sexual Misconduct in Church Relationships  
Involving Denominational Employees and or  
Approved Volunteers - Model Procedures**

- D 80 05 Introduction**—1. *Appearances of Wrongdoing*—No change
2. *Violations of Christian Principles*—Sexual misconduct - No change
3. *Improper Actions Compromise the Church and Its Message*—The Church and its message are compromised by improper actions of denominational employees and volunteers. The Church seeks to respond to situations where the fitness of a person for service to the Church is called into question due to accusations of sexual misconduct. The Church also seeks to advance the healing and integrity of all persons influenced by ~~the ministry of the Church.~~ its ministry

**D 80 10 Purpose**—1. *Model Procedures*—The purpose of - No change

2. *Implementation*—Organizations which adopt these - No change

3. *Policy Limitation— Limitations*—This policy is not intended - No change

4. *Unusual Situations*—Further, this policy will not address every sexual misconduct situation that may arise in a given territory. It is expected that the officials of NAD entities using these procedures will consult their attorneys, executive committees, and boards when an area of conflict arises that is not specifically addressed in these procedures.

**D 80 15 Definitions** - No change

**D 80 20 Guiding Principles and Concepts** - No change

**D 80 25 Selection of Sexual Ethics Pool (SEP)**—1. The Sexual Ethics - No change

2. *Members Qualifications*—No change

3. *Confidentiality Agreement*—Each member of the SEP shall sign a confidentiality agreement from the entity where he/she is serving to ensure that the member understands the duty, extent, and nature of confidentiality. Confidentiality of the SEP is of utmost importance.

4. *Indemnification Letter*—Each member of the SEC shall receive an indemnification letter from the entity where he/she is serving, holding him/her harmless from suits that may arise from that service.

**D 80 30 Preliminary Process**—1. *Activate the Process*—Upon receiving a report or learning of alleged sexual misconduct by a denominational employee or volunteer, the accused's immediate supervisor or chief administrative officer of the institution or entity involved, in addition to any other duties or obligations he/she may have, shall activate the **following appropriate process by immediately: as outlined:**

a. ~~Notifying the designated officer of the report or knowledge; and~~

b. ~~Timely reporting all allegations or knowledge of sexual misconduct to:~~

1) ~~Local authorities as necessary to comply with applicable abuse reporting statutes; and~~

2) ~~Adventist Risk Management, Inc. and applicable liability insurance carriers.~~

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a. For allegations, suspicions, or knowledge of current child sexual misconduct (abuse)

- 1) Notify the designated officer of the report or knowledge; and
- 2) Immediately report all allegations or knowledge of child sexual misconduct/abuse to local authorities as necessary to comply with applicable child abuse reporting statutes, and to Adventist Risk Management, Inc. and applicable liability insurance carriers, and
- 3) Inform the individual of the accusation, allegation, or suspicion of child sexual abuse, and
- 4) Review D 80 50-4, *Response in Situations Involving Minors*, for more information regarding situations involving minors. (See D 80 10-2, *Implementation for information on cooperation with government agencies and authorities*).

b. For child sexual misconduct alleged to have taken place in prior years when the accuser was a minor

b. For sexual misconduct alleged to have taken place when the accuser and accused are adults. In a, b, and c, complaints should be lodged with and addressed by the organization where the employee/volunteer currently serves.

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

2.3. *Meeting With Meet With the Accuser*—When notified, the designated officer shall immediately convene a meeting with the accuser to:

- a. Hear the allegations - No change
- b. Request the accuser to file a written complaint which shall include the name of the accused, details including the date(s), place(s), nature of the offense(s), and verification by the accuser.

The complaint shall be verified as follows:

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

Dated this \_\_\_\_\_ of \_\_\_\_\_, 19 20 \_\_\_\_\_,

At \_\_\_\_\_  
(City)

\_\_\_\_\_  
(State or province)

\_\_\_\_\_  
(Signature of accuser)

\_\_\_\_\_  
(Signature of designated officer)

- c. Request permission from the - No change
- d. Request the accuser to appear before - No change
- e. Explain to the accuser the process - No change
- f. Report the initiation of these proceeding - No change
- g. Explain to the accuser that - No change

3.4. Meeting Meet With the Accused—As soon as practicable, the designated officer shall convene a meeting with the accused to:

- a. Present the accused with the verified - No change
- b. Explain to the accused the process to be - No change
- c. Request that the accused submit a verified written response to the complaint and discuss with the designated officer any additional verbal response the accused may wish to have considered. The written answer shall be verified as follows:

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

Dated this \_\_\_\_\_ of \_\_\_\_\_, 19 20 \_\_\_\_\_,

At \_\_\_\_\_  
(City)

\_\_\_\_\_  
(State or province)

\_\_\_\_\_  
(Signature of accused)

\_\_\_\_\_  
(Signature of designated officer)

~~4. Meeting With the Accused—~~

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

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

~~6. 5. Investigative Process Omitted—Should the designated officer - No change~~

**D 80 35 Investigative Process - No change**

**D 80 40 Decision Process - No change**

**D 80 45 Disciplinary Process - No change**

**D 80 50 Responses - No change**

**D 80 55 Appeal—**Because sexual misconduct policies are developed to make the process as fair and impartial as possible, the findings of the SEC are considered final, resulting in no further recourse through appeals through the church.

**D 80 60 Education and Prevention - No change**

225-02Gc/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**514-02Na CONFLICT OF INTEREST AND/OR COMMITMENT -  
POLICY ADDITION**

VOTED, To add a new policy, NAD P 35, Conflict of Interest and/or Commitment, to read as follows:

**P 35 Conflict of Interest and/or Commitment**

**P 35 05 Conflict of Interest and/or Commitment Defined**—Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the denomination.

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

A conflict of commitment shall mean any situation which interferes with an employee's ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full-time assignment are compensated for full-time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization's statement of ethical foundations and conduct (see model Statement of Ethical Foundations recommended by the 1999 Annual Council as guidelines for divisions) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

**P 35 10 Individuals Included Under This Policy**—All trustees, officers, executive committee/board members, employees, and volunteers of denominational organizations shall be subject to this policy.

**P 35 15 Conditions Constituting Conflict**—A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment:

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1. Engaging in outside business or employment that encroaches on the denominational organization's call for the full services of its employees even though there may be no other conflict.
2. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.
4. Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
6. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services or lending to/borrowing from a trustor or anyone who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
7. Accepting or offering any gratuity, favor, benefit, or gift of greater than nominal value or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.
8. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
9. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.
10. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.
11. Using one's connections within the organization to secure favors for one's family or relatives.

**P 35 20 Statement of Acceptance**—1. By employees—At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in the organization's employee handbook. This acceptance shall constitute the

employee's declaration of compliance and resolve to remain in compliance with the conflict of interest and/or commitment policy. On an annual basis the employer shall provide employees with a copy of the Statement of Ethical Foundations, plus a copy of the conflict of interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment.

2. By administrators, department directors and trustees—The chief administrator, or designee, of the organization concerned shall receive annually a statement of acceptance and compliance with the policy on conflict of interest and/or commitment from each administrator, department director, member of the board/executive committee, and any other person authorized to handle resources of the organization. (The employing organization may determine that other individuals shall also be required to submit annually a statement of acceptance and compliance.) Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.

**P 35 25 Reporting Potential or Actual Conflicts of Interest or Commitment**—All present and potential conflicts of interest must be disclosed:

1. If known, in advance of any meeting, business transaction, or other activity at which the issue may be discussed or on which the issue may have a bearing on the person's approach to the issue, whether directly or indirectly or

2. If not known in advance, when the actual, possible, or potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the person's supervisor, as appropriate. The person should remove himself/herself from the room or situation to avoid participation in all discussion, deliberation, or voting on the issue. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the board or equivalent group may decide that no conflict of interest exists and invite the participation of the person.

This policy establishes a process which is self-identifying. However, third parties may report alleged conflicts in writing with supporting documentation, to an officer of the organization concerned, if the employee fails to disclose a conflict or does so inadequately. The source of third-party reports shall be held in confidence by the recipient unless it is required to divulge the information pursuant to a court order or if there is indication that the report is fraudulent or made with malicious intent.

**P 35 30 Review Process for Conflicts of Interest and/or Commitment**—The officer or human resource/personnel office that receives the report of potential conflict shall inform the employee's supervisor and shall have the matter reviewed by the appropriate employing authority or by the committee assigned to review such matters. If the disclosure has come from a third party, the officer or human resource/personnel office shall inform the employee concerned and shall give the employee an opportunity to submit any information which may help in the review of

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the reported conflict. The decision of the employing authority or review committee as to whether or not a conflict exists shall be communicated to the employee in writing.

**P 35 35 Sanctions for Noncompliance**—Noncompliance includes failure to:

1. Comply with this policy,
2. Report accurately on the disclosure form,
3. Comply with decisions made by the employing authority or review committee as a result of reported potential or actual conflicts of interest and/or commitment.

Non-compliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies.

**P 35 40 Model Statement of Acceptance**—The following model statement of acceptance may be modified in a manner appropriate to the organization concerned.

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to the \_\_\_\_\_. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the \_\_\_\_\_ in writing.

1. I have read the Statement of Ethical Foundations and the policy on Conflict of Interest and/or Commitment.
2. I am in compliance with my employer's policy on Conflict of Interest and/or Commitment as printed above.
3. Except as disclosed below:
  - a. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interests of the \_\_\_\_\_.
  - b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of the \_\_\_\_\_.
  - c. Neither I nor my family receive/received any payments or gifts (other than of token value) from other denominational entities, suppliers, or agencies doing business with the \_\_\_\_\_.

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d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to the \_\_\_\_\_ in any decision making process involving financial or legal interests adverse to \_\_\_\_\_.

Disclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name

Position/Title

Date

225-02Ga/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**514-02Nb CONFLICT OF INTEREST - POLICY DELETION**

VOTED, To delete NAD P 35, Conflict of Interest, which reads as follows:

**P 35 Conflict of Interest**

**P 35 05 Statement of Policy**—1. Individuals Included—All trustees, officers, and employees of denominational organizations have a duty to be free from the influence of any conflicting interest when they represent the organization in negotiations or make representations with respect to dealings with third parties, and they are expected to deal with all persons doing business with the organization on a basis that is for the best interest of the organization without favor or preference to third parties or personal considerations.

2. Definition of Conflict—a. A conflict of interest arises when a trustee, an officer, or an employee of the organization has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment he/she exercises on behalf of the organization. He/she is to consider only the interests of the organization, always avoid sharp practices, and faithfully follow the established policies of the organization.

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

3. Conditions Constituting Conflict—Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potentiality of being considered as conflicts of interest, the following situations are considered to have the potentiality of being in conflict and therefore are to be avoided:

a. Engaging in outside business or employment that permits encroachment on the denominational organization's call for the full services of its employees even though there may not be any other conflict.

b. Engaging in business with or employment by an employer that is any way competitive or in conflict with any transaction, activity, or objective of the organization.

c. Engaging in any business with or employment by a nondenominational employer who is a supplier of goods or services to the denominational organization.

d. Making use of the fact of employment by the denominational organization to further outside business or employment, or associating the denominational organization or its prestige with an outside business or employment.

e. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.

f. Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustor or who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.

g. Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and the employee.

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

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

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 apprised annually by denominational auditors of inherent exposures to denominational assets.

225-02Gb/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**514-02Nc CONFLICT OF INTEREST DECLARATION—MODEL  
STATEMENT OF ACCEPTANCE - POLICY DELETION**

VOTED, To delete NAD P 37, Conflict of Interest Declaration—Model Statement of Acceptance, which reads as follows:

**P 37 Conflict of Interest Declaration—Model  
Statement of Acceptance**

1. I am in full compliance with North American Division P 35 as to "Conflict of Interest" as printed on the reverse side of instrument, and have been in compliance at all times during the past twelve months except as to specific exclusions attached hereto and incorporated herein by reference.

2. I have had no financial interest or business relationship which competes with or conflicts with the interest of the \_\_\_\_\_.

3. I have had no financial interest in; been an employee, officer, director, or trustee of; or received financial benefits either directly or indirectly from any enterprise (excluding less than ten percent (10%) ownership in any entity with publicly traded securities), which is or has been doing business with or a competitor of the \_\_\_\_\_.

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4. I have received no substantial payments or gifts (other than a token value) from suppliers or agencies doing business with the \_\_\_\_\_.

5. I have not served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to the \_\_\_\_\_ in any decision-making process involving financial or legal interests adverse to the \_\_\_\_\_.

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to the \_\_\_\_\_. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the \_\_\_\_\_ in writing.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

234-02G/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**515-02N OUTLINE OF DENOMINATIONAL ORGANIZATION—  
POLICY AMENDMENT**

VOTED, To amend NAD B 01, Outline of Denominational Organization, to read as follows:

**B 01 Outline of Denominational Organization**

**B 01 05 Local Church**—~~A local church is a united organized body of individual believers.~~  
specific group of Seventh-day Adventist members in a defined location that has been granted, by the constituency of a local conference/mission, in session, official status as a Seventh-day Adventist church.

**B 01 10 Local Conference/Mission/Field**—~~A local conference/ mission/field is a united organized body of local churches in a state, province or territory. specific group of local churches, within a defined geographic area, that has been granted, by the constituency of a union conference/mission, in session, official status as a Seventh-day Adventist local conference/mission/field.~~

**B 01 15 Union Conference/Mission**—~~A union conference/ mission is a united body of conferences/missions/fields within a larger territory. specific group of local conferences/missions/fields, within a defined geographic area, that has been granted, by a General Conference Session, official status as a Seventh-day Adventist union conference/mission.~~

**B 01 20 General Conference**—1. The General Conference is the largest unit of organization of the Seventh-day Adventist Church and embraces embracing all union conferences/missions and other church organizations all church organizational structure in all parts of the world. To facilitate its worldwide activity, the General Conference has established regional offices, known as divisions of the General Conference, which have been assigned, by action of the General Conference Executive Committee at Annual Councils, general supervisory responsibilities for designated groups of unions and other church units within specific geographic areas. (See C, Division Administration.)

2. ~~*Division Sections*~~—~~As *Divisions*~~—As provided by its Constitution and Bylaws, the General Conference conducts its work through the divisions, in division sections. Each division section operates within a specific territory in harmony with General Conference policies. (See C 05, North American Division Territory.) A division section embraces all the unions and local or union conferences/missions/fields and institutions (other than General Conference institutions) in its assigned area of the world.

3. *Highest Organization*—The General Conference is the highest organization in the administration of the worldwide work of the Church, and is authorized by its Constitution to create subordinate organizations to promote specific interests in various sections of the world; it is therefore understood that all subordinate organizations and institutions throughout the world will recognize the General Conference in ~~session, as session as~~ the highest authority, ~~under authority under~~ God. When differences arise in or between organizations and institutions on matters not already addressed in the Constitution and Bylaws, in the policies of the General Conference, or in its Executive Committee actions at Annual Councils, appeal to the next higher organization is proper until it reaches the General Conference in session, or the Executive Committee in Annual Council. During the interim between these sessions, the Executive Committee shall constitute the body of final authority on all questions where a difference of viewpoint may develop, whose decisions shall control on such controverted points, but whose decision may be reviewed at a session of the General Conference or an Annual Council of the Executive Committee. (See also B 20 10.)

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**B 01 25 Structural Stability**—Local churches, local conferences/missions, union conferences/missions, unions of churches, and institutions are, by vote of the appropriate constituency, and by actions of properly authorized executive committees, a part of the worldwide organization of the Seventh-day Adventist Church. ~~Whereas, each~~ Whereas each has accepted the privilege and responsibility of representing the Church in its part of the world, each is therefore required to operate and minister in harmony with the teachings and policies of the Church, and the actions of the world Church in session. While individual units of the Church are given freedom to function in ways appropriate to their role and culture, no part of the worldwide organization of the Church has a unilateral right to secede.

203-02Ga/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02Y to HWB

**516-02Na ADJUSTMENTS BETWEEN LOCAL FIELDS  
(TERRITORIAL ADJUSTMENTS IN CONFERENCES/  
MISSIONS/UNIONS) - POLICY DELETION**

VOTED, To delete NAD B 08 10, Adjustments Between Local Fields, which reads as follows:

**B 08 10 Adjustments Between Local Fields**—1. If it is proposed to make territorial adjustments between local conferences/missions within a union, the proposal shall first be considered by the respective union committee at a time when full representation of the fields and institutions in the union is present.

2. If the union approves the proposal, it shall request NADCOM to consider it.
3. The final decision on the proposal shall be made at the time of a NADCOM Year-end or Spring Meeting.
4. If the territory of a conference is involved, the union committee, in counsel with NADCOM, shall use its discretion to determine whether a conference constituency meeting(s) should be called and, if so, at what point(s) in the procedure.

203-02Gb/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**516-02Nb ADJUSTMENTS BETWEEN UNIONS (TERRITORIAL  
ADJUSTMENTS IN CONFERENCES/MISSIONS/UNIONS) -  
POLICY DELETION**

VOTED, To delete NAD B 08 15, Adjustments Between Unions, which reads as follows:

**B 08 15 Adjustments Between Unions**—1. If it is proposed to make territorial adjustments between unions within the North American Division, the proposal shall first be considered by NADCOM at the time of a Year-end Meeting.

2. If NADCOM approves it shall refer the proposal for final decision by the General Conference Committee.

3. If the territory of a union conference is involved, NADCOM shall use its discretion to determine whether a union conference constituency meeting(s) should be called and, if so, at what point(s) in the procedure.

203-02Gc/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**516-02Nc ADJUSTMENTS OR RESIZING OF TERRITORIES  
(TERRITORIAL ADJUSTMENTS IN CONFERENCES/  
MISSIONS/UNIONS)—POLICY ADDITION**

VOTED, To add a new policy B 08 05, Territorial Adjustments or Resizing of Territories, to read as follows:

**B 08 05 Territorial Adjustments or Resizing of Territories**—1. If it is proposed to make territorial adjustments between local fields or between unions, or to resize the territorial units, the proposal shall be considered by the executive committee of the next higher administrative organization, at a time when a full representation of the territories and organizations involved is present.

2. If the proposal is approved by the executive committee of the next higher level of church organization, the proposal shall then be routed to the executive committee of the division, in the case of local field territories, and of the General Conference, in the case of union territories, where, in each case, the final decision shall be made.

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3. If the territory of a conference or union conference is involved, the administration of the next higher organization shall use its discretion to examine constitutions and legal requirements to determine whether a constituency meeting should be called and, if so, at what point(s) in the procedure.

205-02G/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**517-02N DIVIDING EXISTING UNION CONFERENCES—  
POLICY ADDITION**

VOTED, To add a new policy, B 07 25, Dividing Existing Union Conferences, to read as follows:

**B 07 25 Dividing Existing Union Conferences—1. *Criteria for Dividing an Existing Union Conference into Two or More Unions***—Care should be exercised to assure that dividing a union conference is of benefit to the mission of the Church and does not add an unreasonable burden to the administration of the work of the church that would cancel out the benefits. As a means of evaluating the situation and guiding the organization responsible for determining the benefits of dividing a union conference, one or more of the following criteria shall apply:

- a. Extremely difficult political situations which hinder travel and proper supervision from one area to another.
- b. Internal situations where cultural, linguistic, ethnic, territorial, and/or financial issues render it advisable.
- c. An increase in the number of local conferences/missions which places an unmanageable demand on the union staff.
- d. A decision on the part of the division officers that the division of the union will provide a strategic advantage for the fulfillment of the mission of the Church.
- e. Evidence that there is sufficient leadership, with experience and dedication, to staff the new entities and to care for the various lines of activity.
- f. The proposal to divide shall be driven by a genuine desire for the advancement of the work of the Church and not by a lack of unity within the union conference.
- g. Sufficient financial stability for the new organizations to be self-supporting, and able to meet their financial obligations promptly.

2. *Dividing a Union Conference—Procedure*—a. A proposal to divide a union conference into two or more unions may be proposed by the union conference or by the division. In any case, the division shall assist the union administration in assessing the need and viability of the increased number of unions, as proposed.

b. If the division executive committee, in consultation with the division committee(s) for strategic and financial planning, determines that the proposal has merit, it shall ask the General Conference to appoint a survey team composed of General Conference, division, and union representatives.

c. The survey team shall conduct an on-site evaluation and report its findings to the division executive committee.

d. The division executive committee shall study the findings of the survey team at a meeting at which the union presidents are present and, if satisfied that dividing the union will be an advantage to the mission of the Church, shall record an action to this effect and forward the request to the General Conference for consideration.

e. The General Conference Executive Committee shall, at its Spring Meeting or Annual Council, take action on the request and advise the division of its decision.

f. Upon the approval of the General Conference Executive Committee, the division shall call a constituency meeting of the union conference in order to initiate proceedings for the establishment of the new unions. Delegates will be asked to vote to dissolve the union conference as a first step in the organization of the new unions.

g. For any new union conferences, the division shall call constituency meetings of the delegates representing the new territories to elect officers, department directors, and members of the union executive committees and to adopt constitutions and bylaws.

h. For any new union missions, the division executive committee shall appoint the officers and approve constitutions and bylaws. The division shall then call constituency meetings of delegates representing the new territories to elect department directors and union mission executive committees.

i. The division shall recommend to the General Conference that the changes thus achieved be approved at the next General Conference Session.

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235-02G/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**518-02N CHANGES/REVISIONS ONLY BY GC SESSION  
(CHURCH MANUAL) - POLICY AMENDMENT**

VOTED, To amend NAD B 15 07, Changes/Revisions Only by GC Session, to read as follows:

**B 15 07 Changes/Revisions Only by GC Session**—The *Church Manual* may be changed or revised only by the General Conference in session. (See General Conference Report, No 8, p 197, June 14, 1946.) The content of the *Church Manual* is presented in two formats, namely chapters and notes. The main content of each chapter is of worldwide value and applicable to every local church. Acknowledging the need for some variations in the operations of local churches, additional material which is explanatory in nature has been added as notes at the end of some of the chapters and is intended to serve as guidance.

If revisions to the notes of the *Church Manual* are requested and are processed through the relevant constituent levels of the church, the Church Manual Committee will consider the requested revisions. If approved, the revisions will be acted upon by the General Conference Executive Committee at the final Annual Council meeting of the quinquennium so as to coordinate them with any changes to the main content of the *Church Manual* that will be recommended to the next General Conference Session. However, the General Conference Executive Committee may address changes to the notes at any Annual Council.

The Church Manual Committee shall be authorized to perform routine editorial tasks which do not alter the meaning of the current text of the *Church Manual*. A report of the Church Manual Committee's editorial work shall be presented, through the General Conference Administrative Committee, to the General Conference Executive Committee at its final Annual Council meeting of the quinquennium. In the event that the Administrative Committee or the General Conference Executive Committee determines by a one-third vote that such editorial work substantively alters the meaning of the current text, such proposed changes will be decided by a General Conference Session.

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238-02G/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**519-02N TRAVEL BY LAYPERSONS (INTERDIVISION TRAVEL) -  
POLICY REVISION**

VOTED, To revise NAD C 15 15, Travel by Laypersons, to read as follows:

~~C 15 15 Travel by Laypersons—All interdivision travel by laypersons from the North American Division for periods of less than one month shall await approval in harmony with the provisions of this policy.~~

C 15 15 Travel by Laypersons—Laypersons from the North American Division, including retirees, who undertake interdivision travel in the service of the church, must submit an interdivision travel request and await approval in harmony with the provisions of the Adventist Volunteer Service policy. (See NAD O 10)

242-02G/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**520-02N MODEL LOCAL CONFERENCE CONSTITUTION  
AND BYLAWS—POLICY AMENDMENT**

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

**Article III—Representation**

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

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

b. Delegates at large:

1) All members of the executive committee of the \_\_\_\_\_ conference.

2) **All members of the executive committee of the \_\_\_\_\_ Union Mission/Union Conference who may be present at any constituency meeting of this conference.**

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

4) **Members of the General Conference Executive Committee who may be present at any constituency meeting of this conference. The number of such delegates representing the General Conference of Seventh-day Adventists shall not exceed ten percent of the total number of delegates otherwise provided for.**

5) Such other persons as may be recommended by the executive committee and accepted by the delegates in session. The number of such delegates shall not exceed ten percent of the total number of regular delegates provided for hereinabove.

Sec. 2. All delegates appointed to represent the members of this conference at any constituency meeting shall be members in regular standing of the Seventh-day Adventist Church.

208-02G/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**521-02N BASE DIVISION COUNTRY (HOMELAND, DIVISION,  
AND DIVISION COUNTRY RELATIONSHIPS)—POLICY  
AMENDMENT**

VOTED, To amend NAD D 15 25, Base Division Country, to read as follows:

**D 15 25 Base Division Country**—The base division country is the country chosen by the individual in which he/she holds citizenship or holds resident status under the following criteria: criteria (for situations involving dual citizenship, see D 17 25, paragraph 5):

1. Resident status shall be of a nature - No change
2. Resident status shall be maintained - No change
3. Resident status shall include the legal right - No change
4. The individual shall have been resident in the country for at least two years immediately prior to entry into interdivision service, except if his/her spouse is a citizen of that country and it is the spouse's base division country. (Residence referred to here shall include physical presence in the country of residence for at least 20 of the 24 months immediately preceding entry into interdivision service and the entire time shall have been under a visa status that meets the criteria of paragraphs 1. to 3. above.) The individual must have been resident in the country for at least the qualifying period of residency as required by the immigration department.

5. An individual whose home division country is other than his/her proposed adopted division country shall have been voted an independent transfer by the division committee of the chosen country in order for that division to become his/her base division.

~~5. The requirement in paragraph 4. above is waived for children of interdivision employees who may go directly into interdivision service without ever having been resident in the parent's base division country as long as the criteria in paragraphs 1. to 3. above are met.~~

6. The base division country of the spouse of an interdivision employee is identified under the same criteria as appears in paragraphs 1. to 5. above.

209-02G/02SM/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

#### **522-02N SUBSEQUENT TRANSFERS (INDEPENDENT TRANSFERS)—POLICY AMENDMENT**

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

**D 17 25 Subsequent Transfers—1. *To the Home Division on an Interdivision Call Basis***—If an employee is called from the adopted division to return to the home division on an interdivision call basis, he/she shall continue to earn eligibility in the adopted division country retirement plan. An exception to this policy shall apply when the individual is a citizen of the home division country (See paragraphs 4. and 5.) and the laws of that country demand equitable employment provisions for all citizens. In such cases, the individual shall serve on a local employee basis.

2. *To the Home Division on Special Arrangement*—If an employee is called from the adopted division to return to the home division under home division remuneration ~~policies the~~ policies, the call shall be recorded as on special arrangement. He/she may have service credit earned in the home division subsequent to November 1, 1978, validated by the adopted division provided both divisions maintain defined benefit plans and the following conditions are met (See NAD Z 25 70):

a. ~~Has a minimum of ten years of service~~ The employee is vested in the adopted division. Any rare exception to this shall be approved by the North American Division Committee for Administration (NADCOA) and the General Conference Appointees Committee.

b. The call is for - No change

c. The employee, through the home division requests that subsequent service in that division be validated by the adopted division.

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- d. The General Conference Appointees Committee - No change
- e. The adopted division accepts - No change
- f. The home division pays into the retirement plan - No change
- g. The home division accepts responsibility for moving costs and agrees to return the employee to the adopted division.

3. *To the Home Division Without Benefit of an Interdivision Call*— No change

4. *Interdivision Status Shall Not Apply if the Appointee/Employee is a Citizen of the Host Division Country*—If the potential appointee/employee is a citizen of the proposed host division country, the employment shall not be on the basis of interdivision service, but shall come under the terms of paragraph 2. above or GC T 50, National Employees Returning. (For exceptions see paragraph 5. below.) If the spouse of an interdivision appointee/employee is a citizen of the host division country, he/she shall be eligible to receive only the allowances which are applicable to the family of an interdivision employee, such as appointee/furlough/permanent return travel and related allowances, which are not tied to specific employment, and shall not be eligible for assignment to any interdivision budget code. He/She shall not be eligible for base country deposit, expatriate allowance, service credit in another division, nor employer contributions to the national insurance/social security of another country. He/She shall be treated as a local employee but shall receive furlough travel and travel related expenses on the same basis as a spouse who was not employed. The same arrangement shall apply for the spouse of a single interdivision employee who marries a citizen of the host division country (see GC O 90).

5. *Situations Involving Dual Citizenship*—In cases where a potential appointee/employee has dual citizenship, with one of the countries of citizenship being the proposed host division country, he/she may be appointed to that host division country as an interdivision employee only if the immigration laws of the host division country allow him/her to enter for employment purposes as a citizen of another country and the appointment is on that basis. Any unusual cases that do not fall within these parameters shall be considered on a case-by-case basis.

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TREn/NADCOA/NAD&UnSec02YE/NAD&UnTre02YE/NADUn&GCO02YE/02YE to  
JRP&HWB

**576-02N SICK LEAVE (Portability)—POLICY AMENDMENT**

VOTED, To amend NAD D 65 50 Sick Leave (Portability), to read as follows:

**D 65 50 Portability**—~~Accrued short-term and extended sick leave time shall be transferred if an employee transfers directly to another denominational employer. At the time of termination or transfer, short-term sick leave shall may be paid to the employee. Accrued time shall not be transferred to the new denominational employer; however, extended sick leave may be reported to the new employer at the time of transfer. No payment is to be made to the employer or to the employee for extended sick leave hours.~~

TREn/NADCOA/ NAD&UnSec02YE/NAD&UnTre02YE/NADUn&GCO02YE/02YE to  
JRP&HWB

**577-02N TERMINATION SETTLEMENTS (Health Care Benefits)—  
POLICY AMENDMENT**

VOTED, To amend NAD X 40 35, Health Care Benefits, to read as follows:

**X 40 35 Health Care Benefits**—Health care benefit coverage ceases with the effective date of termination (see X 22). The ex-employee and dependents (i.e. spouse and dependent children) may be eligible for continued hospitalization and medical benefits provided that such assistance shall be granted only in case of illness or accident. Non-emergency medical, dental, and optical care are specifically excluded. This assistance shall continue for a period of two months or until the ex-employee has obtained health-assistance coverage, whichever comes first, or as required by state/provincial laws.

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**607-02Na PHILOSOPHY OF REMUNERATION (REMUNERATION  
OF AND ASSISTANCE TO EMPLOYEES)—POLICY  
ADDITION**

VOTED, To add NAD X 05, Philosophy of Remuneration, which reads as follows:

**X 05 Philosophy of Remuneration**

**X 05 05 Philosophy of Remuneration—1. *Introduction***—In order that there may be an equitable basis for the remuneration of denominational employees, the following principles and policies have been adopted for the Seventh-day Adventist Church.

2. *Philosophy*—The Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to the entire world. Many agencies are utilized to accomplish this spiritual task. Each employee has the privilege and responsibility to personally identify with and participate in the mission of the Church and its central objective—the salvation of humanity (2 Cor 4:1-6).

“There are needed in the cause of God workers who will make a covenant with Him by sacrifice, who will labor for the love of souls, not for the wages they receive.”—CH 302

“. . . the work of God was founded in a sacrifice, and only by a sacrifice can it be carried forward.”—2SM 211

The work of the Church, inclusive of all denominational organizations, is born out of the Gospel Commission and calls for a life of dedication and selfless service based on the example of Jesus Christ (Matt 28:19, 20; John 15:16; 7T 215, 216; 1MR 85; CH 316).

Remuneration shall be guided by principles set forth in the Bible and the Spirit of Prophecy counsels of Ellen G White, and informed by community practices.

- a. Responsibility for, attitude toward, and unity of the work:

“You did not choose me, but I chose you and appointed you to go and bear fruit—fruit that will last.”—John 15:16, NIV

God worked in the beginning (Gen 1:1), and work was assigned to humanity before the fall (Gen 1:26; 2:15). “My Father is working still, and I am working.”—John 5:17, RSV

"Nothing is drudgery to the one who submits to the will of God. 'Doing it unto the Lord' is the thought that throws a charm over the work that God gives him to do."—  
Letter 43, 1902

"The work of God in all its wide extent is one, and the same principles should control, the same spirit be revealed, in all its branches. It must bear the stamp of missionary work."—2SM 178

While the work of God is one, all have individual roles to fill. 1 Corinthians 12.

b. Faithfulness and productivity required, employees are responsible for value of wages received:

"God will require a return from men in proportion as they set a value upon themselves and their services, for they will be judged according to their deeds, and by no less a standard than they themselves have established. If they have accounted their talents of so great value, and placed a high estimate upon their abilities, they will be required to render service proportionate to their own estimate and demand. Oh, how few have any real acquaintance with the Father or with His Son Jesus Christ. If they were imbued with the spirit of Christ they would work the works of Christ. 'Let this mind be in you, which was also in Christ Jesus' (Phil 2:5)."—2SM 194, 195

c. Wages should be reasonable, ample, fair, and just:

"Then I will draw near to you for judgment; I will be a swift witness against . . . those who oppress the hireling in his wages."—Mal 3:5, RSV

"He has showed you, O man, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?"—Mic 6:8, RSV

"The laborer is worthy of his wages."—Luke 10:7, NKJV

The Spirit of Prophecy counsels of Ellen G White affirmed that the wages paid to the Church's workers should be "sufficient to support themselves and their families." She asked, "are not those who faithfully engage in this work [of disseminating truth, and leading souls to Christ] justly entitled to ample remuneration?"—AA 341

"Those placed in leading positions should be men who have sufficient breadth of mind to appreciate persons of cultivated intellect and to recompense them proportionately to the responsibilities they bear. True, those who engage in the work of God should not do so merely for the wages they receive, but rather for the honor of God, for the advancement of His cause, and to obtain imperishable riches. At the same time we should not expect that those who are capable of

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doing with exactness and thoroughness work that requires thought and painstaking effort should receive no greater compensation than the less skillful workman. . . .

"To connect the right class of laborers with the work may require a greater outlay of means, but it will be economy in the end; for while it is essential that economy be exercised in everything possible, it will be found that the efforts to save means by employing those who will work for low wages, and whose labor corresponds in character with their wages, will result in loss. The work will be retarded and the cause belittled. Brethren, you may economize as much as you please in your personal affairs, in building your houses, in arranging your clothing, in providing your food, and in your general expenses; but do not bring this economy to bear upon the work of God in such a way as to hinder men of ability and true moral worth from engaging in it."—5T 551

d. Equality and unselfishness:

"For as the body is one, and has many members, but all the members of that one body, being many, are one body: so also is Christ. For in fact the body is not one member but many. If the foot should say, 'Because I am not a hand, I am not of the body,' is it therefore not of the body? And if the ear should say, 'Because I am not an eye, I am not of the body,' is it therefore not of the body? If the whole body were an eye, where would be the hearing? If the whole were hearing, where would be the smelling? But now God has set the members, each one of them, in the body just as He pleased. Now you are the body of Christ, and members individually."—1 Cor 12:12, 14-18, 27, NKJV

"Let there be more equality among us. There is too much eager grasping for recompense. Selfish estimates of the labor done are being made."—2SM 183 "The Lord will have faithful men who love and fear Him connected with every school, every printing office, health institution, and publishing house. Their wages should not be fashioned after the worldling's standard. There should be, as far as possible, excellent judgment exercised to keep up, not an aristocracy, but an equality, which is the law of heaven."—2SM 192

e. Faith required when filling positions:

"Solomon looked for a master workman to superintend the construction of the temple on Mount Moriah. Minute specifications, in writing, regarding every portion of the sacred structure, had been entrusted to the king, and he should have looked to God in faith for consecrated helpers, to whom would have been granted special skill for doing with exactness the work required. But Solomon lost sight of this opportunity to exercise faith in God."—2SM 175

f. Demands for higher wages not according to God's plan:

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"Those who refuse to work except for the highest wages should not be encouraged to connect with this institution. We do not need those who have no spirit of self-sacrifice."—1 Manuscript Release 275

"God's work is to go forward. Its success depends on the putting forth of consecrated efforts and the carrying out of pure principles. Amidst the apparent confusion of surrounding difficulties, we may feel at a loss to know how to proceed. Let us be sure that those who are united with the work are first united with Christ."—Letter 106, 1903, pp 4, 5, "To the General Conference Committee," May 30, 1903

"Yes; and they will have the temptation continually before them. But in the matter of encouraging our physicians to set their own wages, we must be very guarded. I am sorry I am not able to present this matter fully as it has been opened up before me in the night season. I hope to be able to say more in the future regarding this question; but I can say that I must continue to bear my testimony against the idea that men may be permitted to set their own wages. Let a man begin on this line, and Satan will help him wonderfully."—1 Manuscript Release 86, 87; Manuscript 14, 1913

3. *Deployment and Transferability of Employees Facilitated*—Consistency in the classification of job titles and functions, along with adherence to a widely applicable remuneration plan (salary, allowances, benefits, etc) on a division-wide or country-wide basis, preserves the organization's ability to both attract employees from and share employees with other denominational entities.

The eligible employee pool from denominational entities is relatively limited in view of the Church's right and intent to prefer Seventh-day Adventists. When various denominational organizations subscribe to the same remuneration plan, the deployment of personnel is more easily facilitated. Separate remuneration plans among denominational organizations give rise to competition and ultimately impede the orderly progress of the Church's work and mission.

4. *Remuneration Defined*—Employee remuneration encompasses a broad range of cash and noncash items such as gross salary, benefits, allowances (such as housing allowance, automobile depreciation, and employer provided housing), incentives, bonuses, etc. The particular combination of remuneration components will vary from division to division. It must be understood that in parts of the world where salary levels are relatively low in comparison to the value of employee benefits and allowances, certain benefits may have to be dealt with outside of the maximums defined in paragraph 6. below. Where deemed necessary, this will be approved by a major meeting of the division executive committee or, in the case of the General Conference, a Spring Meeting or Annual Council of the General Conference Executive Committee.

Where desirable and embraced within the division's remuneration plan, the controlling boards/committees may establish for support staff remuneration rates which are based on the

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average paid in the surrounding community for each job classification/category. This provision applies to those positions with a maximum remuneration level that does not exceed the remuneration, inclusive of all benefits and remuneration as defined in the above paragraph, for an ordained local church pastor.

5. *Objective*—The objective of each remuneration plan is to provide employees with an adequate income, while endeavoring to provide a reasonable level of comfort. Because of the principles of equality and self-sacrifice, it is accepted that increased responsibility may require a greater level of sacrifice.

6. *Principles of Remuneration Plan Development*—Wide variations in national economies and employment environments make it impossible to establish a single remuneration plan that is equitable and appropriate everywhere. For this reason, the General Conference and each of the divisions are responsible for establishing a remuneration plan(s), including various allowances, that is sensitive to the local environments within its territory. The General Conference and each division executive committee shall establish a remuneration committee with representation from denominational employee groups such as ministers, educators, and accountants, along with significant (and where possible a majority) representation from laypersons with appropriate skills who have an understanding of denominational policy and practice. The remuneration committee shall recommend to a major meeting of the division executive committee, and in the case of the General Conference, to a Spring Meeting or Annual Council of the General Conference Executive Committee, a remuneration plan(s) and remuneration levels to be used within its territory.

In the preparation of a remuneration plan(s), the committee shall bear in mind that denominational employment is a call to service and is therefore characterized by a different set of standards or references than is prevalent in society or in merely business and commercial enterprises. All employees—pastors, administrators, and support staff—participate in a ministry on behalf of the Church. Remuneration plans should thus promote and maintain a sense of collegiality among all employees.

The General Conference office and General Conference institutions shall use the remuneration plan structure of the division/country where they are located as the basis for calculating their remuneration plans. Any variation from the structure of the host division remuneration plan shall be reviewed by the General Conference remuneration committee and referred to the General Conference Administrative Committee prior to implementation.

Remuneration plans addressed in paragraph 6. incorporate the following features and, prior to their adoption, shall be reviewed by the General Conference Administrative Committee to determine adherence to these broad principles and guidelines.

a. Unity and consistency in job classification and relative ranking within a division.

b. Preference for a single remuneration plan in the division for all employees that encourages employee collegiality, especially between pastoral workers and administration. Accordingly, the remuneration of a division president shall not exceed by more than 25 percent the remuneration of the highest classification of a local church pastor in the local area. In the case of the General Conference president, it shall not exceed by more than five percent the remuneration of the host division president.

c. Alternate Remuneration Plans—Although the main remuneration plan should normally be the predominant standard for all denominational organizations in a division, in some unique and limited situations a major meeting of the division executive committee, and in the case of the General Conference, a Spring Meeting or Annual Council of the General Conference Executive Committee, may authorize an alternate remuneration plan(s).

In such cases the remuneration plan(s) must reflect the sacrificial service philosophy as expressed in this policy and be informed by the norm for remuneration of ordained pastors and the median market values as revealed in relevant surveys of community practice. In any case, the maximum remuneration (salary, estimated average annual value of employee benefits, bonuses, allowances, etc) for positions under consideration, other than the chief executive, shall not exceed the lower of either the halfway point in the gap between a local church pastor's remuneration and the relevant market median (50th percentile) or 75 percent of the relevant market median (50th percentile).

The remuneration of a chief executive may be determined after establishing, according to the above provisions, a remuneration level for senior officers. The chief executive remuneration shall not exceed the remuneration of other senior officers by more than ten percent nor shall it be greater than if calculated under the provisions in the above paragraph using relevant median market values for chief executive compensation.

Where such a remuneration plan(s) is deemed to be useful, it shall be determined by a major meeting of the division executive committee, or in the case of the General Conference, by a Spring Meeting or Annual Council of the General Conference Executive Committee. The maximum remuneration under any such plan shall not exceed by more than 25 percent the maximum remuneration allowed under paragraph b. above for the position of division president when the division president's maximum rate is applied to the local area where the organization under consideration is located. The average value of allowances shall not exceed those provided for under current policies other than the allowances which are calculated as a percentage of remuneration.

The governing board of a General Conference institution shall obtain endorsement from a Spring Meeting or Annual Council of the General Conference Executive Committee for any proposed alternate remuneration plan. Such endorsement shall be based on the General

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Conference Executive Committee's review in light of the prevailing situation and the existing remuneration plan(s) in the division concerned.

d. A clearly defined method and time frame for determining how and when an employee advances from minimum to maximum remuneration based on performance evaluation.

e. Remuneration levels that do not discriminate on the basis of race, color, national origin, disability, gender, age, or any other basis prohibited by law and are not contrary to Biblical principles.

f. Remuneration factors for the area applied to the various levels of church organization in the same locality, and which take into account cost of living/cost of housing for the area.

g. Government regulations concerning employee remuneration observed at all times.

7. *Economic and Geographic Variations*—National or locally-hired employees shall be remunerated on the basis of the church remuneration policy and practice in effect in the location or country in which they reside. Employees retained under interdivision or intradivision policies shall receive remuneration in harmony with the applicable policies for each classification.

8. *Setting Wages*—When setting individual wages the following items should be taken into consideration with respect to each employee:

- a. Preparation, education, and commitment.
- b. Previous experience and achievement.
- c. Years of service.
- d. Responsibility and annual evaluations.

9. *Remuneration Adjustments*—From time to time remuneration adjustments may be necessary to either increase or decrease remuneration within this philosophy. Factors to be considered in making such adjustments shall include the financial resources available, cost of living changes, competitive wages, and performance appraisals.

10. *Variations for Commercial Business Organizations*—When organizations operate health care institutions and health food factories whose viability rests on their success in the commercial environment and who do not receive denominational appropriations, and who derive a significant majority of their income from nondenominational sources, they may establish

guidelines governing remuneration levels and/or compensation benefits (allowances) which to a limited extent reflect the prevailing remuneration level of the local environment. Each board/governing committee will exercise its judgment within the parameters set by the division or General Conference in evaluating the combined effect of the sacrificial service philosophy as expressed in this policy, and the median market values as revealed in surveys of community practice. The remuneration levels of each institution/organization of the Church under this category shall be reviewed and, where legally permissible, approved by a major meeting of its respective division executive committee, or in the case of the General Conference, a Spring Meeting or Annual Council of the General Conference Executive Committee, and compliance reported annually to that committee and to the full governing board of the institution/organization.

02AC/229-02Gb/TREn/02YE to JRP&HWB

**607-02Nb REMUNERATION OF AND ASSISTANCE TO  
EMPLOYEES (Philosophy of Remuneration) - POLICY  
DELETION**

VOTED, To delete NAD X 05 Remuneration of and Assistance to Employees, (Philosophy of Remuneration), which reads as follows:

**X 05 Philosophy of Remuneration**

1. *Objectives*—The Seventh-day Adventist Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to all the world. The Church employs many agencies to accomplish its spiritual task, but all of its several organizations (conferences, schools, health-care institutions, food factories, publishing houses, radio and television ministries, Adventist Book Centers, etc.) have one central objective--the salvation of man. Because of this, every denominational employee has a responsibility to participate in the mission of the Church.

2. *Philosophy*—To provide a basis for the remuneration of various classes of employees, a denominational remuneration scale has been adopted. The philosophy of this remuneration scale is predicated upon the fact that a spirit of sacrifice and dedication should mark God's workers irrespective of the position they hold or the department they represent. The work of the Church, including every denominational organization, is a mission to which lives are dedicated rather than a business or commercial venture. The Church remuneration scale does not always compensate its dedicated employees in monetary units commensurate with their talents, accomplishments, and contributions, but does provide employees with a modest living income, which gives recognition of responsibilities borne, preparation undertaken, professional attainment, previous experience, and years of service. In addition to basic remuneration, the Church has also made provision for various types of allowances.

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3. *Spirit of Sacrifice*—The Church believes that modesty and good taste with reasonable comfort will govern the lives of Christian employees. It recognizes that some areas of its work are more directly affected by economic factors outside of the Church organization than are others, and by local economic conditions obtaining in different geographical areas. The spirit of sacrifice on the part of Adventist employees will be manifested not only by the level of their financial remuneration but also by the dedication of time, talents, and energy to the cause of God and humanity. Men and women called to labor in the cause of the Adventist Church are to be employees of single purpose and allegiance. With Paul, the great missionary of the early Christian church, they say, "This one thing I do."

4. *Commitment*—The church philosophy of remuneration was developed on the scriptural and spiritual imperative, "Give us this day our daily bread." It is a plan which provides an income covering the needs of individuals who believe that God blesses the spirit of selfless service and who believe that the Seventh-day Adventist Church has a worldwide mission. The philosophy, from its inception, has anticipated that, in addition to the contribution of time and talent, a Seventh-day Adventist employee will also, from his/her modest remuneration, return a faithful tithe and make voluntary gifts to accelerate the proclamation of the gospel and thus exhibit a further demonstration of faith and commitment. Because of this philosophy, all denominational employees in the Seventh-day Adventist Church are regarded as church employees calling for commitment and sacrifice.

5. *Nondiscrimination*—If considered in the light of these principles, the remuneration policy of the Seventh-day Adventist Church will be seen to be in harmony with the spirit of nondiscrimination, equal pay, and other requirements, as well as being in conformity to the teachings and beliefs of the Church.

Edu/SECn/NADCOA/NADUnSec/NADOUP/EDu/02YE to HWB

**504-02N GENERAL EDUCATION POLICIES  
(DISTANCE EDUCATION K-12)—NEW POLICY**

VOTED, To adopt a new policy, NAD FG 05 37, Distance Education K-12, which reads as follows:

**FG 05 37 Distance Education K-12**—All educational entities that provide elementary and secondary school programs and desire to offer distance education courses are required to follow the procedures listed in the document entitled "Distance Education Policies, Standards, and Guidelines K-12" available from the North American Division Office of Education.

ITS/NADCOA/NADUnSec/NADOUP/02YE to HWB

**505-02Na INFORMATION TECHNOLOGY INTERNSHIP PLAN  
(EMPLOYMENT)—POLICY REVISION**

VOTED, To revise NAD C 63 Information Technology Internship Plan, section C 63 10, Employment, to read as follows:

**C 63 10 Employment**—Union and local conferences are encouraged to employ interns meeting the requirements of C 63 20, Eligibility, in the interest of bringing these individuals into full-time denominational employment.

ITS/NADCOA/NAD&UnSec/NADOUP/02YE to HWB

**505-02Nb INFORMATION TECHNOLOGY INTERNSHIP PLAN  
(ELIGIBILITY)—POLICY AMENDMENT**

VOTED, To amend NAD C 63 20, Eligibility, to read as follows:

**C 63 20 Eligibility**— Requirements for eligibility to these internships shall include the satisfactory completion of a ~~four-year~~ minimum of a two-year liberal arts curriculum with an ~~Bachelor's~~ Associate's degree with a major or minor in computer science, information systems or other related field; or the completion of an approved computer certification, i.e., Novell and/or Microsoft, and recommendations from the computer professor where the intern graduated and one other ~~faculty member of the college where the intern graduated and~~ instructor with whom he/she has worked closely.

SECn/NADCOA/NAD&UnSec/NADOUP/NAD&UnTre02YE/02YE to HWB

**506-02N ANNUAL WEEK OF SACRIFICE OFFERING  
(DISTRIBUTION)—POLICY REVISION**

VOTED, To revise the NAD U 30, Annual Week of Sacrifice Offering, section U 30 15, Distribution, to read as follows:

**U 30 15 Distribution**—The total amount of the offering shall be remitted to the General Conference and shall be allocated to Global Mission and administered by the Global Mission Executive Committee.

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SEC/NADCOA/NADOUP/NAD&UnSec02YE/02YE to HWB

**509-02N INDEPENDENT TRANSFERS (Procedure)—  
POLICY AMENDMENT**

VOTED, To amend NAD D 17, Independent Transfers, section D 17 10, Procedure, paragraph 5, to read as follows:

5. The employee who wishes to make the independent transfer shall be responsible for obtaining/maintaining the visas and work permits required by the country to which he/she intends to transfer independently, and should not be employed until all applicable immigration and employment documentation is in order. ~~In the United States, the General Conference Transportation and International Personnel Services may, upon request of a conference or institution, assist in obtaining such documentation provided the employee wishing to make the independent transfer is not yet employed.~~

RMSn/NAD&UnSec02YE/NAD&UnTre02YE/NADUn&GCO02YE/02YE to JRP&HWB

**578-02N TRUST SERVICES (ADMINISTRATOR, TRUSTEE,  
AND EXECUTOR OF WILLS—FEES)—POLICY  
AMENDMENT**

VOTED, To amend NAD P 25 30 Trust Services, Administrator, Trustee, and Executor of Wills—Fees, to read as follows:

**P 25 30 Administrator, Trustee, and Executor of Wills—Fees**—A denominational employee who serves as administrator, trustee, or executor of wills, as a result of his/her denominational employment in any capacity, shall not retain fees received for this type of service for personal benefit. Upon completion of term of office or denominational employment, the responsibility as administrator, trustee or executor of wills shall pass to the ~~successor~~ successor to the extent allowable by law. Written notice shall be given to the affected individuals with whom the former employee was known to have an established business relationship as a result of the denominational employment.

SECn/NAD&UnSec/NADOUP/NAD&UnTre02YE/02YE to HWB

**507-02N DEFINITION OF "MINISTERIAL SCHOLARSHIP"—  
POLICY AMENDMENT**

VOTED, To amend NAD L 25 10, Definition of "Ministerial Scholarship", to read as follows:

**L 25 10 Definition of Ministerial Scholarship**— "Ministerial Scholarship" as used here, provides financial assistance during the fifth and sixth years of theological discipline toward the degree of Master of Divinity at the Seventh-day Adventist Theological Seminary. By granting a scholarship, the conference/mission does not obligate itself to employ the recipient of the scholarship. This scholarship is applicable to students on the conventional theological track or the Master of Divinity In-ministry Delivery System developed by the Seminary in consultation with the North American Division.

RetireP/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/NADUn&GCO02YE/  
02YE to DJ&HWB

**508-02N SINGLE LIFE ANNUITY OPTION (Retirement Plan)—  
POLICY AMENDMENT**

VOTED, To amend NAD Z 20 40, Single Life Annuity Option, to read as follows:

**Z 20 40 Single Life Annuity Option**—At least 30 days prior to the retirement benefit starting date, an employee may, by filing a written election with the Committee and with the written consent of his/her spouse, elect to have his/her retirement benefits paid to him/her in the form of a single life annuity payable monthly for his/her life in lieu of payment in the form of a joint and survivor annuity. ~~An~~ In the absence of full disclosure of this option during the application process an employee and his/her spouse may choose to accept or revoke any such election by written notice to the Committee at any time prior to his/her retirement benefit starting date: within 90 days of the date the first monthly benefit is issued.

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AUD/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to HWB

**510-02N PUBLISHING HOUSES (Working Capital Requirement)—  
POLICY AMENDMENT**

VOTED, To amend NAD I 30, Publishing Houses, section I 30 10, Working Capital Requirement, to read as follows:

**I 30 10 Working Capital Requirement Recommendation**—The recommended working capital for publishing houses shall maintain working capital be equivalent to the total of net accounts receivable, inventories, and allocated net worth based on the balance sheet for the latest complete fiscal year. Liquid operating capital equivalent to the total of current liabilities and allocated net worth shall be maintained in the following forms of investment:

1. Cash
2. Commercial and savings banks
3. Savings and loan association
4. Short-term government obligations

*NOTE: Investments in 2. and 3. above shall be limited to amounts covered by insurance provided by the appropriate Federal agencies.*

TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**511-02N TUITION ASSISTANCE FOR CHILDREN  
OF EMPLOYEES—POLICY AMENDMENT**

VOTED, To amend NAD X 24, Tuition Assistance for Children of Employees, section X 24 05, Tuition Assistance, paragraph 3, to read as follows:

~~3. Special Provision—Employees who are not exempt from Federal and state/provincial wage and hour laws are also encouraged to have their children in denominational schools. Some employing organizations may wish to grant assistance up to, but not exceeding, the levels listed below, to employees who are classified as regular and full-time. This may be done in council with the North American Division according to criteria established by each union for its organizations.~~

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3. Discontinuation—Tuition assistance for non-exempt employees will be discontinued as of January 1, 2003. Employing organizations may continue to grant tuition assistance to non-exempt employees who are currently employed, eligible, and receiving tuition assistance as long as they remain employed, and are otherwise eligible, or establish a phase-out period not to exceed five years.

TREn/SECn/NADCOA/NADOUP NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**524-02N BUSINESS INTERNSHIP PLAN (SALARY AND EXPENSE)—POLICY AMENDMENT**

VOTED, To amend NAD C 60 Business Internship Plan, section C 60 15, Salary and Expenses, to read as follows:

**C 60 15 Salary and Expenses**—The salary and expenses of the individuals so designated shall be shared between the union and the employing organization on the following basis:

Union— ~~40~~ 30 percent of ~~category A remuneration factor~~ the Remuneration Factor for first year and ~~30~~ 20 percent of ~~category A remuneration factor~~ the Remuneration Factor for second year.

Employing Organization—balance of remuneration and all other allowances and expenses.

TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**525-02N GRADUATE STUDY ASSISTANCE (DOCTORAL DEGREE)—POLICY AMENDMENT**

VOTED, To amend NAD F 37 25, Graduate Study Assistance Doctoral Degree, to read as follows:

**F 37 25 Doctoral Degree**—K-12 educational employees who are approved by their employing organization for a full-time leave of absence for advanced study toward a doctorate degree, shall receive an allowance that may include the following:

1. Salary and allowances - No change
2. Assistance for tuition - No change

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3. Assistance for research and dissertation expense up to a maximum of ~~three (3)~~ two (2) times the ~~Category A salary remuneration factor~~; Remuneration Factor.
4. Negotiated travel expenses - No change

A written contract is to be entered into - No change

TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**526-02N GRADUATE STUDY ASSISTANCE (AMORTIZATION FOR DOCTORAL DEGREES)—POLICY AMENDMENT**

VOTED, To amend NAD F 37 30 Amortization for Doctoral Degrees to read as follows:

**F 37 30 Amortization for Doctoral Degrees**—For employees granted a full-time leave of absence, the total doctoral study expense shall be amortized annually in an amount equivalent to eight five times the ~~Category A remuneration factor~~ Remuneration Factor or one-seventh of the total expense, whichever is greater, for each full year of service. For employees granted part-time doctoral study, financial assistance given during the summer or school year shall be amortized by one year of service following the study. Upon completion of the doctorate, employees on part-time study leave will be obligated to serve the institution for one year. Whatever graduate expense has not been amortized by previous service will be amortized by this one year of service, or it shall be the liability of the employee or the calling organization.

TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**527-02N NORTH AMERICAN DIVISION HIGHER EDUCATION CABINET (IN-SERVICE TRAINING ASSISTANCE)—POLICY AMENDMENT**

VOTED, To amend NAD FH 05 40, North American Division Higher Education Cabinet In-Service Training Assistance, paragraph 6, to read as follows:

6. *Amortization*—The total doctoral study expense shall be amortized annually in an amount equivalent to eight five times the ~~Category A remuneration factor~~ Remuneration Factor or one seventh of the total expense, whichever is greater, for each full year of service. This amount shall be credited and debited to the respective accounts referred to in paragraph 5.

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**528-02N MINISTERIAL INTERNSHIP PLAN (FINANCIAL ASSISTANCE TO CONFERENCES)—POLICY AMENDMENT**

VOTED, To amend NAD L 30 30 Financial Assistance to Conferences, to read as follows:

**L 30 30 Financial Assistance to Conferences**—The employing conference may receive the following financial assistance from the union and the North American Division during the first three quarters of the internship.

North American Division    ~~42.50%~~ 30% of Remuneration Factor

Union                                    ~~21.25%~~ 15% of Remuneration Factor

TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**529-02N PLACING PERMANENTLY RETURNED INTERDIVISION EMPLOYEES (FUNDING)—POLICY AMENDMENT**

VOTED, To amend NAD M 15 40 Placing Permanently Returned Interdivision Employees Funding, paragraph 4, to read as follows:

4. Salary assistance provided to an employing organization according to the provisions of GC Q 45 15 is limited to salary and to any ~~packaged allowances~~ cost of living included in the package plan provided to local employees. In the North American Division, the subsidy is based on the United States of America ~~Category A remuneration factor~~ Remuneration Factor regardless of ~~the category~~ where the individual is employed. Medical, educational, and other allowances shall be the responsibility of the employing organization in the base division.

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TREn/SECn/NADCOA/NADOUP/TREn/NAD&UnSec02YE/NAD&UnTre02YE/02YE to  
JRP&HWB

**532-02N AUDITORS AND AUDITING (DEFINITION OF  
AN AUDIT)—POLICY AMENDMENT**

VOTED, To amend NAD P 60 15 Definition of an Audit, paragraph 3, to read as follows:

3. *Compliance Audit Tests*—A compliance audit is the examination by an auditor of evidence to ~~determine:~~ determine compliance with:

a. In the case of General Conference *Working Policy*, ~~whether~~

1) ~~specific~~ Specific policies required to be ~~audited~~ tested in terms of the General Conference *Working Policy* (for example, D 45 30, Auditing of Service Records) Records; P 35, Conflict of Interest; P 50 05, Protection of Denominational Assets), and transactions tested policies encountered in the course of the financial audit, ~~comply with the General Conference Working Policy provisions;~~ to enable the auditor to give negative assurance, issue a qualified report, or state that it is not possible to report, on the organization's compliance with ~~policy.~~ policy; or

2) By applying, at a minimum, the agreed-upon procedures defined by the denomination to the core policies designated by the General Conference from time to time. Every governing committee/board may add to the aforementioned defined procedures, in consultation with the auditor, to meet its specific circumstances and situations. The auditor will report on the findings resulting from applying the prescribed procedures, or and

3) By performing an examination engagement on, at a minimum, (a) the core policies designated by the General Conference from time to time. Every governing committee/board may add to the core policies to meet its specific circumstances and situations; or, (b) on the financial working policies as a whole, in accordance with generally accepted attestation standards. The auditor will provide an opinion on the organization's compliance with the policies under consideration.

The A governing committee/board of every organization wishing to select options 2 or 3 above shall select one of the three approaches mentioned above must do so prior to the commencement of the financial audit otherwise, only option 1 applies. Additional costs relative to option 2 or 3 are at the organization's expense.

Policy ~~audits~~ compliance tests shall be conducted by the General Conference Auditing Service on all denominational entities, whether or not the General Conference Auditing Service serves as the principal auditor.

- b. In the case of contractual agreements - No change

TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**533-02N REGIONAL SCHOLARSHIP AND CAPITAL  
REVERSION FUND (PURPOSE)—POLICY AMENDMENT**

VOTED, To amend NAD P 82 05, paragraph 3, to read as follows:

3. *Funding*—a. The North American Division shall allocate an amount equivalent to six percent ~~of the General Conference portion (20 percent)~~ of the tithe remitted to the North American Division ~~that comes from~~ by the regional conferences and the regional churches in the Pacific and North Pacific Unions.

b. The unions shall allocate an amount equivalent to 20 percent of the union's portion ~~(10 percent)~~ of the tithe that comes from the regional conferences and the regional churches in the Pacific and North Pacific Unions.

TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**534-02N HISPANIC CHURCH BUILDING AND SCHOLARSHIP  
FUND—POLICY AMENDMENT**

VOTED, To amend NAD P 84 05, Hispanic Church Building and Scholarship Fund, paragraphs 1-a and 1-b, to read as follows:

1. *Funding*—a. The North American Division shall allocate an amount equivalent to five percent ~~of the General Conference portion (20 percent)~~ of the tithe remitted to the North American Division ~~that comes from~~ Hispanic churches.

b. The union shall allocate an amount equivalent to 10 percent of the union portion ~~(10 percent)~~ of the tithe ~~that comes from~~ Hispanic churches.

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TREn/SECn/NADCOA/NADOUP/NAD&UnSec02YE/NAD&UnTre02YE/02YE to JRP&HWB

**547-02N BUDGETING GUIDELINES FOR LOCAL AND UNION  
CONFERENCES—NEW GUIDELINES**

VOTED, To adopt the following guidelines in the preparation of the annual operating budgets for the local and union conferences:

1. The new budget should be voted by the committee before the new budget year begins, and it should be revised after the close of the current year if final results of the operating year warrant it. To accomplish this the budget should be based on a selected prior period which would either be a prior calendar year or a fiscal year. (A suggested fiscal year could be 7/1/x1 to 6/30/x2 or 10/1/x1 to 9/30/x2 for the 1/1/x3 budget.)

2. The income shall be based on 95 percent of the selected prior year's tithe plus the lesser of either the average of the past three years' tithe increase or the tithe increase of the past year.

3. After applying the above formula, the budget should not exceed 100 percent of the prior year's tithe, unless the working capital exceeds the recommended level and there is a plan in place for using the excess working capital. If the working capital exceeds the recommended level by a large amount, the committee may wish to initiate special projects for a specified time period to use the excess working capital.

4. In the budgeting process it is recommended that provision be made for working capital to enable the organization to maintain the level recommended as per NAD policy. This may be accomplished by adding a line item to the budget to enable additions to working capital, or at year end, at the time of closing, excess funds could be placed in working capital. If the organization is below the recommended working capital level, the Administration and committee should study a plan to achieve the working capital recommendations over a specified time period not to exceed ten years.

5. It is recommended that a three-year strategic plan be formulated with the Administration and committee. Projections should include operating, cash flows, and capital expenditure budgets, taking into consideration the needs of funding to the plant fund as it relates to conference operations. This would help to ensure a smooth operation especially in years of lower income.

6. Tithe income from a fifty-third Sabbath, or a "windfall," should be excluded for the purposes of projecting the tithe income of the next budget year. Trust maturities should be included only when the funds have been received and are available for use.

7. In budgeting expenses, funding should be kept in place for all committee approved full-time equivalent employees. Projected expenditures should include an inflation factor in order to provide adequately for operating expenditures, maintenance needs, and for the special projects funding. As new projects are approved, the budget should be immediately adjusted to reflect these additional expenditures.

8. If, after taking into consideration the existing factors and planning, the budget cannot be realistically balanced, the Administration and the committee shall make the necessary adjustments in order to bring the budget into balance within a specified time period, avoiding, if possible, radical and sudden changes.

TREn/NADOUP/NAD&UnTre02YE/02YE to JRP

**548-02N ADVENTIST REVIEW—NAD EDITION**

VOTED, To approve an increase of 5.3% per subscription for the NAD edition of the *Adventist Review*, increasing the dollar figure from \$5.27 to \$5.55.

TREn/NADOUP/NAD&UnTre02YE/02YE to JRP

**549-02N REGIONAL CAPITAL REVERSION FUND  
ALLOCATIONS 2003**

VOTED, To approve the allocation of Regional Capital Reversion funds available for 2003, as follows:

Allegheny East	33.3%
Allegheny West	33.3%
Central States	33.3%

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TREn/NADOUP/NAD&UnTre02YE/02YE to JRP

**550-02N FINANCIAL ALLOTMENTS 2003**

VOTED, To approve the following financial allotments 2003:

**OAKWOOD COLLEGE**

<u>ORGANIZATION</u>	<u>2001 TITHE</u>	<u>2003 ALLOTMENT (3.0% OF TITHE)</u>
ATLANTIC UNION:		
Northeastern Conference	28,938,520	868,156
COLUMBIA UNION:		
Allegheny East Conference (2.125%)	22,035,922	468,263
Allegheny West Conference	<u>5,791,087</u>	<u>173,733</u>
	27,827,009	641,996
LAKE UNION:		
Lake Region Conference	10,500,615	315,018
MID-AMERICA UNION:		
Central States Conference	3,809,490	114,285
NORTH PACIFIC UNION:		
Alaska Conference Churches	137,739	4,132
Oregon Conference Churches	321,868	9,656
Upper Columbia Conference Churches	71,142	2,134
Washington Conference Churches	<u>812,202</u>	<u>24,366</u>
	1,342,951	40,288
PACIFIC UNION:		
Arizona Conference Churches	374,408	11,232
Central California Conference Churches	1,129,739	33,892
Hawaii Conference Churches	295,813	8,874
Nevada-Utah Conference Churches	452,596	13,578
Northern California Conference Churches	2,319,318	69,580
Southeastern California Conference Churches	2,124,444	63,733
Southern California Conference Churches	<u>4,728,050</u>	<u>141,842</u>
	11,424,368	342,731

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SOUTHERN UNION:

South Atlantic Conference	15,230,697	456,921
South Central Conference (5.0%)	12,650,222	632,511
Southeastern Conference	<u>13,677,577</u>	<u>410,327</u>
	41,558,496	1,499,759

SOUTHWESTERN UNION:

Southwest Region Conference	<u>8,300,032</u>	<u>249,001</u>
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TOTALS	<u>133,701,481</u>	<u>4,071,234</u>
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TREn/NADOUP/NAD&UnTre02YE/NADUn&GCO02YE/02YE to JRP

**560-02N SPECIAL ASSISTANCE FUND ALLOCATIONS 2003**

VOTED, To approve the following schedule for the Special Assistance Fund to Conferences for 2003:

	Assistance on Basis of Tithe <u>Per Capita</u>	Assistance on Basis of <u>Total Tithe</u>	<u>Special Assistance</u>	<u>Reduction by Policy Limitation</u>	<u>Total Assistance 2003</u>	<u>Total Assistance 2002</u>
<b>ATLANTIC UNION</b>						
Greater New York	0	0	75,000 s	0	75,000	75,000
New York	0	0	30,000 @ 30,000 s	0	60,000	55,000
Northeastern	<u>212,706</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>212,706</u>	<u>219,948</u>
Total	<u>212,706</u>	<u>0</u>	<u>135,000</u>	<u>0</u>	<u>347,706</u>	<u>349,948</u>
<b>CANADA, SDA CHURCH IN</b>						
Alberta	65,697	0	350,000 s 13,700 s	0	350,000 79,397	83,924
British Columbia	97,091	0	13,700 s	0	110,791	106,512
Manitoba-Saskatchewan	47,927	310,217	13,600 s	0	371,744	355,865
Maritime	41,953	455,627	0	0	497,580	444,144
Ontario	242,741	0	0	0	242,741	143,175
Quebec	119,160	262,015	0	0	381,175	398,162
Newfoundland	<u>40,878</u>	<u>562,211</u>	<u>0</u>	<u>(318,142) #</u>	<u>284,947</u>	<u>302,235</u>
Total	<u>655,444</u>	<u>1,590,070</u>	<u>391,000</u>	<u>(318,142)</u>	<u>2,318,375</u>	<u>1,834,017</u>
<b>COLUMBIA UNION</b>						
Allegheny East	0	0	30,000 @	0	30,000	25,000
Allegheny West	265,288	0	0	0	265,288	316,376
Mountain View	<u>0</u>	<u>243,448</u>	<u>0</u>	<u>0</u>	<u>243,448</u>	<u>229,899</u>
Total	<u>265,288</u>	<u>243,448</u>	<u>30,000</u>	<u>0</u>	<u>538,736</u>	<u>571,275</u>
<b>LAKE UNION</b>						
Lake Region	<u>747,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>747,300</u>	<u>626,265</u>
Total	<u>747,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>747,300</u>	<u>626,265</u>

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	Assistance on Basis of Tithe <u>Per Capita</u>	Assistance on Basis of <u>Total Tithe</u>	Special Assistance	Reduction by Policy <u>Limitation</u>	Total Assistance <u>2003</u>	Total Assistance <u>2002</u>
<b>MID-AMERICA UNION</b>						
Central States	441,728	0	0	0	441,728	418,265
Dakota	0	9,686	30,000 @ 30,000 s	0	69,686	55,000
Kansas-Nebraska	0	0	30,000 @	0	30,000	25,000
Minnesota	<u>0</u>	<u>0</u>	<u>0</u> @	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>441,728</u>	<u>9,686</u>	<u>90,000</u>	<u>0</u>	<u>541,414</u>	<u>498,265</u>
<b>NORTH PACIFIC UNION</b>						
Alaska	0	63,714	75,000 s	0	138,714	138,405
Idaho	0	0	0 @	0	0	6,250
Montana	64	105,397	30,000 @	0	135,462	112,765
Union Regional Min	<u>0</u>	<u>0</u>	<u>45,356</u>	<u>0</u>	<u>45,356</u>	<u>51,414</u>
Total	<u>64</u>	<u>169,111</u>	<u>150,356</u> *	<u>0</u> *	<u>319,531</u>	<u>308,834</u>
<b>PACIFIC UNION</b>						
Arizona	208,701	0	0	0	208,701	151,520
Hawaii	0	0	15,000 @ 75,000 s	0	90,000	87,500
Nevada-Utah	0	0	30,000 s	0	30,000	30,000
Southeastern California	410,644	0	0	(311,839) a	98,805	210,476
Southern California	725,746	0	0	(390,443) a	335,303	409,960
Union Regional Min	<u>0</u>	<u>0</u>	<u>1,120,830</u>	<u>0</u>	<u>1,120,830</u>	<u>1,072,465</u>
Total	<u>1,345,091</u>	<u>0</u>	<u>1,240,830</u>	<u>(702,282)</u>	<u>1,883,639</u>	<u>1,961,921</u>
<b>SOUTHERN UNION</b>						
South Atlantic	680,944	0	0	0	680,944	918,954
South Central	913,480	0	0	0	913,480	900,193
Southeastern	<u>762,065</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>762,065</u>	<u>703,812</u>
Total	<u>2,356,489</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,356,489</u>	<u>2,522,959</u>

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	Assistance on Basis of Tithe Per Capita	Assistance on Basis of Total Tithe	Special Assistance	Reduction by Policy Limitation	Total Assistance 2003	Total Assistance 2002
<b>SOUTHWESTERN UNION</b>						
Oklahoma	1,401	0	30,000 s	(1,401)	30,000	30,000
Southwest Region	541,251	0	0	0	541,251	511,532
Texico	<u>17,387</u>	<u>0</u>	<u>0</u> s	<u>0</u>	<u>17,387</u>	<u>27,523</u>
Total	<u>560,039</u>	<u>0</u>	<u>30,000</u>	<u>(1,401)</u>	<u>588,638</u>	<u>569,055</u>
Grand Total	<u>6,584,150</u>	<u>2,012,314</u>	<u>2,067,186</u>	<u>(1,021,825)</u>	<u>9,641,828</u>	<u>9,242,539</u>

**NOTES:**

1. Minimum Annual Tithe: \$3,096,000 (2002 factor [\$2,312] divided by 2001 factor [\$2,240] = 103.21429% x \$2,988,000 rounded up to next amount divided by 12 in the thousands column).
2. Tithe Per Capita: \$745.66
3. For 2003, local conferences and missions will contribute 1% of annual tithe receipts in excess of \$3,096,000.

**SPECIAL ASSISTANCE:**

- @ Academy assistance per qualifying formula.
- s Special non-formula 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 \$6,192,000 unless tithe per capita is less than \$671 (745.66 - 10%).
- & No assistance if assistance calculation result in less than \$5,000.
- \* Reported membership adjusted.

NOTE a: Reduction for Southeastern California and Southern California Conferences is the difference between the calculation as shown based on total membership and tithe and a calculation without regional membership and tithe for these conferences. Regional tithe and membership for Southeastern California and Southern California are included in the "Special Assistance" amount for Union Regional Ministries.

TRE/TREn/NAD&UnSec02YE/NAD&UnTre02YE/NADUn&GCO02YE/02YE to JRP&HWB

**561-02N SAFEGUARDING THE FUNDS OF THE CAUSE  
AND INVESTMENTS—POLICY AMENDMENT**

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

**P 30 Safeguarding the Funds of the Cause and Investments**

**P 30 05 Selecting Employees Precautions—**1. Selecting Employees—The employment of honest, sincere Christian men and women is the best security that can be obtained in the safeguarding of funds. Only those shall be chosen for places of trust and responsibility involving the handling of moneys and investments who give evidence of a genuine Christian experience, and whose training or qualifications fit them for responsibilities of this kind.

2. Individuals authorized to invest funds for the Church must always be mindful of their stewardship responsibility. Under the guidance of the Holy Spirit they should strive with prudence and wisdom to have their actions reflect their Master both in style and substance. At the practical level this means investments will not be made in certain industries. It also means that principles of integrity and fairness govern all transactions.

**P 30 10 Fidelity Bond—**It is recommended that denominational organizations protect church assets by utilizing a commercial blanket fidelity bond of adequate limits. Employees who have committed prior acts of theft or dishonesty are not covered under fidelity bonds. Where fidelity bonds are not available, provision shall be made to allocate funds to cover possible fidelity losses.

**P 30 15 Dealing With Offenders—**When an employee of a ~~conference or other~~ Seventh-day Adventist organization takes a course in violation of the laws of the country and of the financial trust or responsibility reposed in him/her, ~~church~~ discipline shall be administered and ~~conference church~~ officials shall cooperate in the proper ~~punishment~~ discipline of such offenders.

**P 30 20 Safety-Deposit Boxes—**No change

**P 30 25 Allocated Funds and Trust Funds—**The investment of allocated funds, trust funds, and irrevocable trustee funds that ~~must be~~ are held in conferences and missions; by conferences/missions, institutions, and other organizations and are not required for current expenditure shall be made only under the direction of ~~authorized~~ controlling committees or

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~~boards. These boards, and these~~ investments shall be disposed of by similar authorizations. A careful and complete record shall be kept of the purchase and sale of all investments.

**P 30 ~~32~~ 30 Campaign Expense of Evangelistic Teams**—1. *Regular Audits*— No change

2. *Personal Gain*—No change

**P 30 ~~30~~ 35 Auditing of Financial Records**—In order to afford ~~adequate~~ additional security for denominational funds and to provide protection for those responsible for these funds, denominational organizations at all levels shall be audited annually as provided for in Section P 60 of the North American Division *Working Policy*.

**P 30 ~~35~~ 40 Depositing Funds**—Denominational funds - No change

**~~P 30 36 Real Estate Assets~~**—~~Regular income-producing real estate assets may be used under the following guidelines:~~

~~1. Speculative investment in real estate shall not be authorized.~~

~~2. The governing committee shall:~~

~~a) Approve the acquisition and/or disposal of the asset.~~

~~b) Designate procedures for:~~

~~1) The management of the asset.~~

~~2) The receipt and disbursement of the income.~~

**P 30 ~~37~~ 45 Prudent Investments**—All investments must be prudent and in harmony with the laws, rules, and regulations of the jurisdiction in which the individual organization is located.

1. Prudent Investor Act and Other Applicable Legal Standards—All denominational organizations, institutions, and services shall comply with the provisions of the P 30 Investment policies, except in those situations where the prudent investor act, or other applicable controlling law, requires some other investment.

2. Investment Policy Statement—An investment policy statement in a format understood by the money management industry and consistent with this *Working Policy* shall be prepared by each organization employing outside fund managers. A sample is available from the General Conference Investment Office.

**P 30 40 50 Investment of Funds—1. *Approved Vehicles for Short-term Investments—***  
~~Adequate resources should be maintained in these funds to meet the day-to-day operating requirements. Unless specifically stated elsewhere in the policy, the investment of all denominational funds, including local church funds and working capital available for temporary investment, shall be limited to the following: The following is a list of short-term investment vehicles which may be used by organizations, subject to the detailed provisions of P 30 60. (See also P 30 55-1.)~~

- a. Commercial banks (see paragraph 2. below) - No change
- b. Savings banks (see paragraph 2. below) - No change
- c. Savings and loan associations or - No change
- d. Bankers acceptances issued by local banks or - No change
- e. Certificates of deposit or master notes - No change
- f. Credit unions - No change
- g. National government obligations - No change
- h. National government agency issues - No change
- i. Commercial paper rated investment grade - No change
- j. General Conference Money Fund and money Money market funds whose portfolios are conservatively constructed, managed by banks, large mutual funds funds, or brokerage firms of high quality quality, and whose portfolios are conservatively constructed (average life of 60 months or less): The General Conference Administrative Committee may approve other similar money market partnerships or investment pools.
- k. General Conference Short-term Bond Fund and bond Bond mutual funds conservatively constructed and managed by reputable companies (average life of 60 36 months or less). The General Conference Administrative Committee may approve other fixed income securities partnerships or investment pools.
- l. Repurchase Agreements backed by marketable - No change
- m. Union revolving loan funds - No change

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~~n. — The Seventh-day Adventist Investment Fund Trust (SAIF)/Capstone Social Ethical Religious Values Fund (SERV) Money Market and Short-term Bond Portfolios.~~

2. Only ~~the strongest and most secure~~ strong commercial banks (see paragraph 1.a. above) ~~in the community~~ shall be used for checking accounts. Investments under the provisions of paragraphs 1.b., 1.c., and 1.f. above shall be limited to amounts covered by insurance provided by the appropriate national government agencies.

3. In Canada, investments shall be limited to the - No change

**P 30 45 55 Other Investments—1. Approved Vehicles for Long-term Investments—** The following is a list of long-term investment vehicles which may be used by organizations, subject to the detailed provisions of P 30 60. In addition to the investments listed in P 30 40, certain denominational funds (as detailed by entity in P 30 50) when available for an extended period of time shall be diversified and limited to the following investment vehicles:

a. ~~General Conference or union unitized funds—~~ Funds available for investing for at least three years may be invested in a union investment fund which shall be maintained on a unitized basis so that organizations may share in the income and growth of the funds thus invested. Funds may be deposited in one or more of the unitized funds established by the General Conference, or in the Seventh-day Adventist Investment Fund Trust (SAIF), or Capstone Social Ethical Religious Values Fund (SERV) portfolios (the money market, short-term bond, intermediate-term bond, large cap equity, small cap equity, or international equity portfolios). The unitized investment funds shall also serve General Conference institutions and the General Conference proper. All organizations have the prerogative of placing funds in whatever fund is desired and interchanging at any valuation date.

~~—All loans other than deposits in union revolving loan funds shall be adequately secured by recorded deeds of trust or chattel mortgages on equipment.~~

a. General Conference, division, union, or General Conference Administrative Committee approved unitized funds or similar partnerships or investment pools. All such funds shall be maintained on a unitized basis so that organizations may share equitably in the income and growth of the funds thus invested. These funds are made broadly available to Seventh-day Adventist organizations, as outlined in P 30 60, but since particular funds may be unsuitable for a specific situation, organizations are expected to seek the approval from the General Conference Investment Office prior to the purchase of the units. Organizations may purchase units in the funds which have been approved for them or have the units redeemed by the fund at any valuation date. The General Conference currently operates six unitized funds which are allowed as investment vehicles for money expected to be invested for at least three years. They are the Bond Fund, Income Fund, Large Cap U.S. Equity Fund, Small Cap Fund, International

Fund, and Emerging Markets Fund. The General Conference Corporation may add or delete funds included in this category as needed.

- b. Union deposit fund—Funds are accepted - No change
- c. Union revolving loan fund (See P 20) - No change
- d. Pooled investment/loan fund—Funds - No change
- e. Government and corporate bonds and bond mutual funds (Investment grade or better but excluding tax exempt bonds except under special circumstances in trustee funds).
- f. Government, Federal Agency and corporate notes - No change
- g. Preferred stocks, common stocks, warrants, convertible securities, and equity mutual funds (see P 30 ~~37~~ 40).
- h. Special temporary employee loans—No change
- i. Purchase of building sites—No change
- j. Real Estate (nonleveraged). Speculative investment in real estate shall not be authorized. ~~The Division shall develop a policy governing~~ Organizations with investments in real estate ~~which shall:~~
  - 1) Designate procedures for the management of the asset and the receipt and disbursement of the income.
  - 2) Indicate the conditions under which investments may be approved by local and union conference committees or institutional boards or duly appointed subcommittees without requiring division approval.
  - 3) Include the standards and process for assuring that enforceable title is acquired.
  - 4) Specify required documentation to verify compliance with hazardous materials guideline and other environmental regulations.

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k. Intrad denominational loans.

1) Intrad denominational loans to churches and denominational organizations—(Including denominationally owned housing) under loaning entity's jurisdiction where borrowing has been authorized.

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

l. Secured automobile loans to - No change

m. Secured loans to denominational employees for homes—under the following provisions (see P 30 60 70):

n. Secured trust deeds/mortgages—(Other than to employees but including other ~~denominational~~ Seventh-day Adventist organizations) of the following types and on scheduled amortized program (see P 30 60 70):

1) Recorded first trust - No change

2) Recorded second trust deed/mortgage - No change

3) Pass-through mortgages guaranteed by a ~~federal~~ national government agency;

4) Other investments in facilities - No change

o. Conference Agency Fund—For use - No change

p. Real estate syndicates—(Nonleveraged) - No change

q. Real estate loans to denominational employees—No change

r. General Conference Micro Cap and Private Equity Fund. (Those who were unit holders on June 30, 2002, may retain their units.)

s. General Conference Pooled Life Income Fund.

**P 30 50 60 Investment Policy by Denominational Entity—1. Provisions—** Entities are allowed to invest as detailed below. No minimums or maximums are indicated for either the P 30 40 50 or P 30 45 55 investment items. The administration of each entity is responsible for selecting the types of investments that meet the needs of the investing entity. Careful consideration must be given to the regular operating cash flow requirements ~~when making any investment decision.~~ In all and adequate resources should be maintained in short-term investments to meet day-to-day operating requirements. All investments shall be limited to the approved items. If a specific fund or activity is not listed below, its investments shall be limited to the short-term items in P 30 50. Other investments may be used in trustee situations investments must if they are required to be in harmony with controlling laws in each applicable jurisdiction.

- a. Division/Conference Operating Fund.
  - 1) Tithe Funds:
    - a) P 30 40 50
    - b) P 30 45 55 items a., c., and f.
  - 2) Nontithe Funds:
    - a) P 30 40 50
    - b) P 30 45 55 items a.-d., f., and h.-i., k.-n. (NOTE: Item k. loans may be for operating and capital purposes.)
- b. Association Operating Fund.
  - 1) P 30 40 50.
  - 2) P 30 45 55 items a.-d., f., and h.-i., k.-n. (NOTE: Item k. loans may be for operating and capital purposes.)
- c. Education Fund.
  - 1) P 30 40 50.
  - 2) P 30 45 55 items a.-d., and f.

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d. Plant Fund.

- 1) P 30 ~~40~~ 50.
- 2) P 30 ~~45~~ 55 items a.-f., k., l., m., and n.

e. Pooled Investment/Loan Fund.

- 1) P 30 ~~40~~ 50.
- 2) P 30 ~~45~~ 55 items a.-c., e., f., k., and n. (NOTE: Items k. and n. loans to be limited to 35 percent of demand note liability and shall be for capital purposes only.)

f. Endowment Fund.

- 1) P 30 ~~40~~ 50.
- 2) P 30 ~~45~~ 55 items a.-f. and k. (excluding churches and intra-entity loans)  
to n.
- 3) P 30 ~~45~~ 55 items g. (all organizations) and p. (AU and LLU only.)
- 4) The Common Fund - No change
- 5) When the donor specifies that - No change

g. Charitable Gift Annuities.

- 1) P 30 ~~40~~ 50.
- 2) P 30 ~~45~~ 55 items a., c., e., f., k., m., and n - No change
- 3) Funds may be pooled within - No change
- 4) P 30 ~~45~~ 55 item g (GC, AU, LLU and Adventist Media Center only).

- h. Agency Funds.
  - 1) P 30 ~~40~~ 50 (Only nonfluctuating items may be used.)
  - 2) P 30 ~~45~~ 55 items b., c., d., f., k., and n.
  - 3) Funds may be pooled within - No change
  - 4) The Common Fund through Loma - No change
  - 5) Loma Linda Unitized Funds, (Loma Linda University only).
  
- i. Union Revolving Loan Fund (see P 20).
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items c., f., and k. (NOTE: Item f. is limited to 25 percent of the total Loan Fund.)
  
- j. Union Revolving Loan Sinking Fund (see P 20) - No change
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a.-c., e., f., and m. (NOTE: Item m. limited to 25 percent of total Sinking Fund.)
  
- k. General Conference, Division, and Union Conference Unitized Funds.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a.-c., e.-h., k., m., n., p., and q. (NOTE: The total of items k., m., n., and q. may not exceed 35 percent of book value (cost) of the fund. When more than one unitized fund is maintained by an organization, the total of items k., m., n., and q. for all unitized funds may be consolidated when calculating the percentage of such items, thereby indicating that one particular fund could exceed the percentage indicated provided the combination of all unitized funds does not exceed the 35 percent maximum.)

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1. Union Deposit Funds (including specialized unitized funds.)
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a., c.-f., h., i., k., and n. (Note: Items k. and n. limited to combined total of 75 percent of total Union Deposit Funds.)
  
- m. Church Retirement Funds.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a., c., e.-g., k., n., ~~and p.~~ p., and r. (NOTE: Item c. is only permissible if adequately secured by recorded deeds of trust or chattel mortgages on equipment.)
  
- n. Colleges and Universities Operating Funds.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a., c., f., h., and l.
  - 3) P 30 ~~45~~ 55 items e., g., and p., (AU and LLU) only.
  
- o. Academies Operating Funds.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a., c., f., l., and o.
  
- p. Home Study International.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a.-c., f., h., and k.-n.
  
- q. Media Center.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a.-c., f., h., and k.-n.

- r. Christian Record.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a.-c., f., h., and k.-n.
- s. Publishing Houses.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a.-c., e., f., h., and k.-n.
- t. Adventist Book Center.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a.-c., f., h., l., and o.
- u. General Conference Money Fund.
  - 1) P 30 ~~40~~ 50 (maturities of one year or less).
  - 2) P 30 ~~45~~ 55 items c., e., and f.
- v. Retirement Homes and Related Retirement Funds.
  - 1) Investment policies as developed by ~~Adventist Health System/USA and/or Canadian Union Conference~~ and approved by the General Conference Treasury the controlling entities.
- w. Health Care Institutions and Related Retirement Funds.
  - 1) Investment policies as developed by ~~Adventist Health System/USA and/or Canadian Union Conference~~ and approved by the General Conference Treasury the controlling entities.

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- x. Local Churches and Schools.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a. (in consultation with conference treasury), c., f., and  
o.
  - 3) Loans shall not be made to individual church members.
- y. Adventist Risk Management, Inc.
  - 1) P 30 ~~40~~ 50.
  - 2) Investments to be in compliance with state regulatory bodies.
- z. Trustee Funds - Pre-1969 and Similar Irrevocable.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items c., e. -g., k. and n.
  - 3) P 30 ~~45~~ 55 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.
  - 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.
  - 5) The trust assets shall be invested to comply with controlling laws in each applicable jurisdiction.
- aa. Trustee Funds - Unitrusts.
  - 1) P 30 ~~40~~ 50.
  - 2) P 30 ~~45~~ 55 items a., c., e.-g., and n. (NOTE: The trust assets shall be invested to comply with controlling laws in each applicable jurisdiction. Unitrusts may be pooled with other charitable remainder trusts, with each charitable remainder trust receiving its share of the investment earnings, if appropriate written disclosures are provided to prospective donors.)
  - 3) P 30 ~~45~~ 55 item d. (LLU only).

bb. Trustee Funds - Annuity Trusts.

1) P 30 ~~40~~ 50.

2) P 30 ~~45~~ 55 items a., c., e.-g., and n. (NOTE: The trusts assets shall be invested to comply with controlling laws in each applicable jurisdiction. Annuity trusts may be pooled with other charitable remainder trusts, with each charitable remainder trust receiving its share of the investment earnings, if appropriate written disclosures are provided to prospective donors.)

3) P 30 ~~45~~ 55 item d. (LLU only).

cc. Trustee Funds - Revocable (Pre-1980 Trusts).

1) P 30 ~~40~~ 50.

2) P 30 ~~45~~ 55 items c.

3) P 30 ~~45~~ 55 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.

4) All trusts written prior to January 1, 1980 - No change

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

ee. Trustee Funds - Pooled Life Income Agreements.

1) P 30 55 item s.

**P 30 55 65 "Cash" and "Investments"**—1. *Terminology*—Investments listed in P 30 40 items "a - i." and "k," "l" shall, if not subject to market fluctuation, be listed on the balance sheet as "cash," while those subject to market fluctuation shall be listed as "investments."

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2. *Classification*—Other investments, as listed in P 30 45 55, shall be classified as follows:

- a. Paragraph 1. "a" and "e" to "g" - No change
- b. Paragraph 1. "b" to "d" and "h" to "q"- No change

3. *Type of Asset*—The accounting manuals - No change

**P 30 60 70 Secured Real Estate Investments**—1. *Procedures*—P 30 45 55 paragraph 1. permits secured real estate loans to employees, and P 30 45 55 paragraph n. permits secured real estate loans to denominational organizations as well as nondenominational loans. Each denominational organization wishing to make these types of secured investments shall develop a checklist of approved procedures for the processing of the loans. The completed checklist would become a part of the file for each such loan.

2. *Policies*—The following items shall be included - No change

3. *External Loans*—Nondenominational (external) loans shall require the following:

- a. Use of outside escrow agents on all loans - No change
- b. Use of independent certified appraisers on loans of ~~\$200,000~~ \$500,000 or more (unless the loan is being granted to a purchaser of real estate, owned by the organization, to facilitate the sale of that real estate);
- c. Construction loans shall include the use - No change
- d. Loans shall be made with interest rates - No change

**P 30 85 75 Take-out (Stand-by) Letters**—Organizations shall not issue letters of financial commitment commonly known as "take-out" or "stand-by" letters on behalf of third-party commercial ventures.

TREn/NADCOA/NAD&UnTre02YE/NAD&UnSec02YE/NADUn&GCO02YE/02YE to  
JRP&HWB

**562-02N FINANCIAL SUPPORT (ACCOUNTING MANUALS  
AUTHORITY)-POLICY AMENDMENT**

VOTED, To amend NAD P 05 35 Accounting Manuals Authority to read as follows:

- P 05 35 Accounting Manuals Authority**-1. Financial reports shall be prepared - No change
2. Any exception to this policy - No change
3. Senior academies are not required to maintain a separate plant fund.

TREn/NADOUP/NAD&UnTre02YE/NADUn&GCO02YE/02YE to DJ

**568-02N NORTH AMERICAN DIVISION RETIREMENT PLAN**

VOTED, To increase the funding of the Retirement Plan of the North American Division by a quarter percent of the tithe and one-quarter percent of institutional payroll effective in 2003 and another one-quarter percent of tithe and one-quarter percent of institutional payroll effective in 2004.

TREn/NADCOA/NAD&UnTre02YE/NAD&UnSec02YE/NADUn&GCO02YE/02YE to  
JRP&HWB

**574-02N DEFINITION OF EMPLOYEE-POLICY AMENDMENT**

VOTED, To amend NAD D 45 07, Definition of Employee, to read as follows:

**D 45 07 Definition of Employee**-All individuals receiving remuneration from denominational organization payrolls are for the purposes of the D 45 policy considered employees. The normal work week for a full-time denominational employee is thirty-eight (38) hours, but no less that 1,950 hours per year.

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TREn/NADCOA/NAD&UnTre02YE/NAD&UnSec02YE/NADUn&GCO02YE/02YE to  
JRP&HWB

**575-02N VACATIONS AND HOLIDAYS (Basis for Vacations)—  
POLICY AMENDMENT**

VOTED, To amend NAD D 50 05, Basis for Vacations, to read as follows:

**D 50 05 Basis for Vacations**—1. Annual vacation with pay shall be provided for regular denominational employees and may be accrued and calculated on the following basis:

	<i>Vacation entitlement per year of full-time service</i>	<i>Vacation entitlement accrued per 38-hour week</i>
<u>USA</u>		
During first <del>seven</del> <u>four</u> -year period	2 weeks	1.4575 hours
During next <del>eight</del> <u>five</u> -year period	3 weeks <sup>1</sup>	2.1863 hours
After <del>fifteen</del> <u>nine</u> years of service	4 weeks <sup>1</sup>	2.9151 hours
<u>Canada</u>		
<u>During first nine-year period</u>	<u>3 weeks</u>	<u>2.19 hours</u>
<u>After nine years of service</u>	<u>4 weeks<sup>2</sup></u>	<u>2.92 hours</u>

2. A normal work week differing - No change
3. Regular part-time employees - No change
4. Service for vacation accrual - No change
5. Individuals who become - No change

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<sup>1</sup>Employees are eligible to begin accruing vacation at the 3 and 4 week rates after completing ~~7~~ 4 and ~~15~~ 9 years of service or in harmony with mandated government requirements.

<sup>2</sup>Employees are eligible to begin accruing vacation time at the 4-week rate after completing 9 years of service or in harmony with mandated government requirements.

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**590-02N IMPLEMENTATION DATE FOR VACATIONS AND  
HOLIDAYS—POLICY AMENDMENT**

VOTED, To implement the policy changes in NAD D 50 Vacations and Holidays, section D 50 05 Basis for Vacations, at the beginning of the fiscal year of each organization or institution.

TREn/NAD&UnTre02YE/02YE to JRP&HWB

**606-02N TRANSFER AND RETIREMENT GIFTS—  
GUIDELINES—AMENDMENT**

VOTED, To amend the Transfer and Retirement Gifts Guideline to read as follows:

1. Employees who serve in conference offices and institutions and who transfer to another denominational organization, resign, or retire may be granted a farewell gift, calculated as a percentage of ~~Category A~~ the Remuneration Factor rounded off to the nearest \$5, according to the following schedule of service in that organization:

<u>Remuneration Scale Percentage</u>	<u>Percentage Per Year</u>	<u>Maximum Percentage</u>
<del>150%</del> <u>102% and above</u>	<del>6.0%</del> <u>4.0%</u> per year of service	<del>24%</del> <u>20%</u>
<del>145% to 149%</del> <u>98% to 101%</u>	<del>4.5%</del> <u>3.0%</u> per year of service	<del>18%</del> <u>15%</u>
<del>Below 145%</del> <u>97%</u>	<del>3.0%</del> <u>2.0%</u> per year of service	<del>12%</del> <u>10%</u>

2. Employees who receive a termination settlement are excluded from this provision.

3. This gift is taxable income.

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**553-02Na ADVENTIST CHAPLAINCY MINISTRIES—  
POLICY REVISION**

VOTED, To revised NAD EA, Adventist Chaplaincy Ministries, to read as follows:

**EA ADVENTIST CHAPLAINCY MINISTRIES**

**EA 05 PHILOSOPHY**

The work of the Seventh-day Adventist chaplain and the mission of the Church are one—to restore broken humanity to wholeness for time and eternity. God created humankind whole and complete, with a mosaic of characteristics in the spiritual, mental, physical and social realms that reflected the Creator. The impact of sin greatly ravaged that original state, plunging the human race into crisis and brokenness and creating the need for restoration. Jesus came to address this need through a ministry of restoration to wholeness, as stated in the Gospel of John.

“I am come that they might have life, and that they might have it more abundantly.” John 10:10.

The nature of that restorative ministry is further expanded in *The Ministry of Healing*:

“Christ’s ministry alone will give true success in reaching the people. The Savior 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*, p. 143

Christ entrusted His incarnational ministry of restoration to His Church, providing for a multi-faceted approach responding to people in crisis in ways that are relevant to their felt needs and individual settings. The work of Seventh-day Adventist chaplains is a dynamic element of this ministry of the church. As commissioned/licensed/credentialed ministers of the church they labor for people at significant crisis points in their lives, caring and restoring as did Christ. Working in settings as diverse as correctional institutions, healthcare facilities, military installations, schools, business and industry and other places, they are the presence of the church, often in places where the church would otherwise have no ministry.

**EA 10 OBJECTIVES AND GOALS  
OF THE NORTH AMERICAN DIVISION  
ADVENTIST CHAPLAINCY MINISTRIES DEPARTMENT**

**EA 10 05 Adventist Chaplaincy Ministries (ACM)**—Adventist Chaplaincy Ministries (ACM) was established as a service of the General Conference and the North American Division

in 1985, and changed to the status of department in 1995, to facilitate and develop the specialized ministry of chaplaincy for the Church. While a unified ACM Department serves both entities within the North American Division, its principal responsibilities are:

1. *Liaison to the Adventist Chaplaincy Ministries Department of the General Conference and Other Levels of Church Organization*—To serve as liaison with the General Conference Adventist Chaplaincy Ministries Department, and to conduct the division's chaplaincy program. This will include working with ACM directors in unions and conferences where applicable, as well as conducting the work of the National Service Organization.
2. *Mission Emphasis*—To promote chaplaincy among chaplains and church leaders as integral to accomplishing the mission of the church.
3. *Coordination*—To serve as an umbrella-type organization developing and coordinating the chaplaincy services in campus, correctional, healthcare, military, business and industrial and other settings, both within and outside the church organizational structure.
4. *Promotion and Advocacy*—To tell the story of chaplaincy in contacts with community leaders, church leaders, and church members, and to represent the needs of chaplains when dealing with policy issues impacting upon them personally and professionally.
5. *Communication*—To facilitate communication among the division's chaplains, and between chaplains and church leaders, by providing opportunities for discussion, publication of a division chaplaincy newsletter or journal, periodic meetings and other opportunities.
6. *Consultation*—To provide guidance and information to community, church and institutional leaders wishing to establish new chaplaincy programs and/or evaluate and upgrade existing programs.
7. *Personnel Development*—To recruit, endorse and nurture persons for chaplaincy, with emphasis on professional competence and commitment to the mission of the Church; and to provide career guidance for persons interested in chaplaincy.
8. *Placement Assistance*—To work with chaplains and organizational administrators to help fill available positions with qualified Adventist personnel.
9. *Chaplaincy Expansion*—To seek out both traditional and nontraditional service opportunities, with emphasis on expanding chaplaincy into new arenas.
10. *Chaplaincy Associations*—To establish and maintain chaplaincy associations for fellowship, professional growth, and spiritual development.

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11. *Ecclesiastical Endorsement*—To serve as the endorsing office for the Church in this division, providing ecclesiastical endorsement for all persons involved in chaplaincy.
12. *Meetings and Continuing Education*—To conduct annual chaplaincy meetings and/or educational programs to provide fellowship and continuing education, and to discuss issues pertinent to chaplain-church relationships.
13. *Public and Inter-Organizational Relations*—To represent Adventist chaplaincy and church leadership within various interfaith, governmental, and professional organizations.
14. *Field Support*—To periodically visit and consult with chaplains in their field assignments, providing encouragement, constructive evaluation, and support of their ministry.
15. *Resourcing*—To serve as a clearinghouse to develop and/or disseminate relevant materials and resources dealing with the work of chaplains.
16. *Funding*—To promote the bi-annual division-wide Adventist Chaplaincy Ministries Offering to benefit the ministry of ACM.
17. *Amicus*—To serve as a partner with other church departments involved in the Amicus Committee, and to be responsible for development/implementation of ministries and programs that are designated as ACM's responsibility.
18. *National Service Organization*—To conduct the work of the National Service Organization (NSO) for Adventist youth, military personnel, and their families, and to train and mentor conference and union NSO directors for their work.

**EA 15 RESPONSIBILITIES AND MEMBERSHIP  
OF THE NORTH AMERICAN DIVISION  
ADVENTIST CHAPLAINCY MINISTRIES COMMITTEE**

**EA 15 05 Jurisdiction of Adventist Chaplaincy Ministries Committee**—All aspects of the work of the Adventist Chaplaincy Ministries Department (ACM), including the responsibilities listed above, come under the jurisdiction of the ACM Committee. As it oversees the work of the ACM Department in fulfilling these responsibilities, special attention is to be given to coordination of activities so that there is a unified chaplaincy contributing to the mission of the Church.

**EA 15 10 Special Responsibility**—A special responsibility of the ACM Committee is the development and implementation of ecclesiastical endorsement criteria, policies, and procedures to serve the needs of institutions and chaplains within this territory. Where deemed necessary the ACM Committee shall recommend to the division committee the establishment and staffing of ACM offices within union and conference territories.

**EA 15 15 Unified Department**—A unified ACM Department serves both the General Conference and the North American Division. While the responsibilities outlined in this document highlight those duties relevant to the NAD territory, the ACM Committee will be composed of members from both GC and NAD leadership. Since the National Service Organization is an operation of the Adventist Chaplaincy Ministries Department, the ACM Committee will also serve as NSO Committee.

**EA 15 20 Committee Membership**—The membership of the joint GC/NAD Adventist Chaplaincy Ministries Committee shall be composed of the following:

- \*Vice President, General Conference, Co-Chairperson
- \*President, North American Division, Co-Chairperson
- \*Vice President, North American Division, Vice Chairperson
- \*Director, GC/NAD Adventist Chaplaincy Ministries, Secretary
- \*Associate Director, GC/NAD Adventist Chaplaincy Ministries, Assistant Secretary

\*One representative from each of the following:

- Secretariat, GC and NAD
- Treasury, GC and NAD
- Education, GC and NAD
- Health Ministries, GC and NAD
- Ministerial Association, GC and NAD
- Office of General Counsel, GC
- Personal Ministries/Sabbath School, GC and NAD
- Public Affairs & Religious Liberty, GC and NAD
- Youth, GC and NAD

\*Division ACM Directors

\*ACM Committee members in residence at the General Conference/North American Division offices will serve as the Executive Committee, which will carry on the work of the committee between meetings of the full membership.

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### **553-02Nb CHAPLAINS—POLICY AMENDMENT**

VOTED, To amend NAD D 10 67, Chaplains, to read as follows:

**D 10 67 Chaplains**—1. Chaplains Employed by Denominational Organizations—A Seventh-day Adventist minister employed as a chaplain by a denominational organization may be issued a ministerial/commission/license/credential only if ecclesiastically endorsed by Adventist Chaplaincy Ministries. This will normally be done by the local conference in whose territory the

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chaplain works. A conference organization which issues a license or credential such a ministerial/commission/license/credential to a denominationally-employed chaplain is requested to register send notification with to the office of Adventist Chaplaincy Ministries. ~~in the General Conference.~~

2. Chaplains Employed by Nondenominational Organizations—A Seventh-day Adventist minister employed as a chaplain by a nondenominational organization such as the military, a hospital, a prison, etc., may be issued a credential/license ministerial/commission/license/credential only if endorsed as a chaplain by the General Conference Committee in harmony with guidelines recommended by the General Conference ecclesiastically endorsed ~~for chaplaincy by~~ Adventist Chaplaincy Ministries. Such ~~credentials/licenses~~ ministerial/licenses/credentials shall normally be issued by the local conference in whose territory the chaplain serves. Military-related chaplains, due to high mobility, will be credentialed by the North American Division. Some chaplains who work for an organization that crosses conference lines, may receive credentials from the union. The organization which issues ~~credentials/licenses~~ a license/credential to such a chaplain shall designate an individual, such as the ministerial director, as ACM liaison to maintain contact with the person thus credentialed and to provide periodic reports to ACM to ensure adequate monitoring support and oversight.

3. Ministries Related to Chaplaincy—Occasionally Adventist Chaplaincy Ministries endorses a minister employed in the related specialty fields of pastoral counseling and spiritual formation. Such ministers may be issued a ministerial/commission/license/credential, but only under the provisions of the policy as outlined above.

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### 553-02Nc ECCLESIASTICAL ENDORSEMENT—NEW POLICY

VOTED, To adopt a new policy NAD EA 30, Ecclesiastical Endorsement, which reads as follows:

**EA 30 05 Ecclesiastical Endorsement Defined**—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. It signifies that the candidate:

1. Is a minister or member in regular standing in the Seventh-day Adventist Church;
2. Has completed appropriate training for the specialized ministry and has an appropriate pastoral background;

3. Is placed or is seeking placement in an approved ministry setting; and
4. Will maintain accountability with the Church.

**EA 30 10 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, and has instituted Ecclesiastical Endorsement Policies for the North American Division. Several reasons illustrate the need for these policies. Ecclesiastical endorsement is:

1. Required by virtually all government or public agencies that hire chaplains.
2. Required by most private organizations that hire chaplains.
3. Required or strongly recommended by most institutional accrediting bodies.
4. Required for membership and certification in virtually all professional associations.
5. Required by church policy as a prerequisite for chaplains to receive ministerial credentials.
6. Needed for ACM to effectively represent chaplains in dealing with placement, church policy issues, and other matters.
7. A demonstration of the chaplain's commitment to professional competence and accountability to the mission of the Church.

**EA 30 10 Ministries for Which Ecclesiastical Endorsement is Issued**—Ecclesiastical endorsement is issued only to individuals who qualify for appropriate ministerial credentials, and to selected qualified laypersons who are serving in correctional, educational, healthcare, military and other settings.

**EA 30 15 Categories and Requirements of Ecclesiastical Endorsement for Chaplaincy**—All candidates for endorsement must satisfactorily complete the application and evaluation process. Applicants must be members in regular standing in the Seventh-day Adventist Church. Five categories of endorsement for chaplaincy are issued by Adventist Chaplaincy Ministries:

*Category 1 - Chaplain Assistant*—Selected lay persons who are employed by an organization to provide regularly scheduled spiritual care services that are a part of that organization's chaplaincy program. It is recognition of a supporting role with supervision and accountability, rather than that of an independent practitioner. Requirements are:

1. Member in regular standing and active in the life of a local Seventh-day Adventist Church with evidence of significant involvement in the helping ministries.

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2. Satisfactory completion of a recognized lay training program in the helping ministries.
3. An accredited bachelor's degree or equivalent.
4. One unit of Clinical Pastoral Education or equivalent training.
5. Must meet all requirements of the organization where he/she wishes to serve.

*Category 2 - Chaplain Candidate*—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:

1. Current enrollment in an accredited Master of Divinity degree program.
2. Must meet all requirements of the organization for which endorsement is needed.

*Category 3 - Volunteer Chaplain*—Clergy who, as an extension of their regular pastoral duties, serve in organized volunteer chaplaincy programs. Requirements are:

1. Regular standing as an employed or retired Seventh-day Adventist pastor with an appropriate ministerial or commissioned minister license/credential.
2. At least two years of satisfactory pastoral experience.
3. A bachelor's degree in theological/pastoral education and/or other theological education according to the requirements of the organization.
4. Must meet all other requirements of the organization.

*Category 4 - Associate Chaplain*—The minimum level of endorsement for practicing chaplains. Persons who receive this endorsement need to recognize, however, that they may still not qualify for employment with certain organizations or be able to receive certification from various professional associations. Furthermore, ACM will not endorse a person who is seeking a position for which a higher level of preparation is required. For this reason, applicants are strongly encouraged to look upon this endorsement level as temporary, and to take additional training in order to advance to the full Chaplain endorsement. Requirements are:

1. Regular standing as a minister in the Seventh-day Adventist Church, with current ministerial or commissioned minister license/credential or eligibility to receive it.
2. A bachelor's degree from an accredited educational institution.

3. A minimum of 48 semester hours (or 72 quarter credits) of graduate theological education from an accredited educational institution. Such graduate training will include a master's degree, or equivalent, considered appropriate for ministerial training by the ACM Committee. Candidates may document an equivalency for portions of the graduate education requirements according to the standards of the Association of Professional Chaplains.

4. Candidates for healthcare endorsement must have at least two units of Clinical Pastoral Education (CPE) taken in an accredited or recognized program. Other candidates may have to meet CPE requirements, depending on their employer's criteria.

5. At least four years of successful pastoral experience.

*NOTE: Though ACM does not endorse persons for chaplaincy with less than the above qualifications, it recognizes that some currently-employed chaplains with less education may be providing acceptable ministry. In such cases the chaplains may either be grandfathered into this level of endorsement if they are close to retirement, or receive endorsement provisionally, allowing time for additional training.*

*Category 5 - Chaplain*—The standard ecclesiastical endorsement for chaplaincy. Requirements are:

1. Regular standing as a minister in the Seventh-day Adventist Church, with current ministerial or commissioned minister license/credential or eligibility to receive it.

2. A bachelor's degree from an accredited educational institution.

3. The minimum of a Master of Divinity degree from an accredited educational institution. Candidates may document an equivalency according to the standards of the Association of Professional Chaplains or the respective Chaplain Corps of the armed forces.

4. Candidates for healthcare endorsement must have at least four units of Clinical Pastoral Education taken in an accredited or recognized program.

5. At least two years of successful pastoral experience.

**EA 30 20 Categories and Requirements for Ecclesiastical Endorsement for Ministries Related to Chaplaincy**—Endorsement for the specialized ministerial disciplines of pastoral counseling and spiritual direction may be issued in cases where the applicant is qualified, and is engaging in that specialty as part of an ongoing professional practice or organized program. The person must also be functioning with a clear pastoral identity and not just as a generic counselor or therapist. In addition, the local conference must be supportive of this ministry and willing to issue appropriate ministerial credentials. Applicants must meet all Category 5 - Chaplain requirements, as well as the additional requirements below:

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1. *Spiritual Director*—The applicant must qualify as a practicing spiritual director, which requires training and certification from a recognized spiritual formation training program.

2. *Pastoral Counselor*—The applicant must qualify as a professional counselor, which includes an appropriate graduate degree and supervised practice in counseling, and marriage and family therapy.

a. Certification from a recognized national association, such as the American Association of Pastoral Counselors, the American Association of Marriage and Family Therapists, etc.

b. State licensing where available and required.

**EA 30 25 Length and Conditions of Ecclesiastical Endorsement**—The ACM endorsement term is concurrent with the General Conference quinquennium. Though individual endorsements may begin at different times, all must be renewed at the end of the five-year period. The only exception is that endorsements voted in the last year of the quinquennium will be issued through the end of the next quinquennial period.

**EA 30 30 Continuation of Endorsement**—Continuation of endorsement is dependent upon the filing of annual reports with ACM. The report form will be mailed to each chaplain near the end of each year, and must be returned to ACM by the following February 28<sup>th</sup>. The report form sent during the quinquennial year will include an added section for requesting re-endorsement for the following term. Conditions of continued endorsement include the following:

1. Maintenance of regular standing as a member or clergy in the Seventh-day Adventist Church.

2. Meeting any conditions of provisional or time-limited endorsement.

3. Submission of satisfactory annual reports to the ACM office.

4. Documentation of ministerial continuing education, as per the following schedule:

Chaplain Assistant	30 clock hours per year
Volunteer Chaplain	30 clock hours per year
Associate Chaplain	40 clock hours per year
Chaplain	40 clock hours per year
Spiritual Director	40 clock hours per year
Pastoral Counselor	40 clock hours per year

**EA 30 35 Conditions Placed on Ecclesiastical Endorsements**—At the discretion of the ACM Committee certain conditions may be placed on endorsements, either individually or in combination. These include:

1. *Provisional*—In cases where an applicant has most of the necessary qualification, but is lacking in some area. ACM will require the submission of a workable plan to make up such deficits and will monitor the situation over time.

2. *Time-limited*—In cases where the candidate is qualified but is not yet employed, an endorsement can be issued for a specified period of time to facilitate the job search, and then be extended to full term later as needed.

3. *Localized*—When endorsement is voted for a specific location or employer only.

4. *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 after a specified period of time.

5. *Revocation*—When a chaplain has violated a condition of endorsement or church policy and it is necessary to cancel or withdraw the endorsement. In the event of revocation ACM will report such action to individuals or organizations who have required ecclesiastical endorsement for the purpose of employment, licensing, and certification. If the matter impacts the chaplain's ability to hold ministerial credentials, ACM will also notify the appropriate church organization.

**EA 30 40 Authority in the Endorsing Process**—Endorsements can be issued, withdrawn, or amended only by vote of the ACM Committee. In certain circumstances, however, authority is granted to the director and/or associate director to administer certain aspects of the process. These circumstances include:

1. *Endorsement in Process Letter*—When an applicant faces a close deadline for documenting endorsement in order to qualify for a job, or professional certification, a letter may be sent to the appropriate person or organization. The letter will verify that endorsement is in process and provide a status report.

2. *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.

3. *Letter of Concern*—When 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 a subsequent ACM Committee meeting. Only the ACM Committee can impose disciplinary or remedial actions on endorsees.

**EA 30 45 Documenting Educational and Field Experience Requirements for Endorsement**—Candidates for endorsement must document their educational qualifications according to the following requirements:

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1. *Academic Education*—a. Undergraduate and graduate programs must be from an educational institution that is accredited by an agency recognized by either the Council for Higher Education Accreditation or the United States Department of Education.

b. Applicants may document equivalencies for graduate theological education according to the standards of the Association of Professional Chaplains or the respective Chaplain Corps of the armed forces.

c. Degrees or educational credits earned abroad must meet recognized international educational standards and be deemed an equivalent to similar training in North America. If there are questions about the educational program, the candidate may be asked to have his/her transcripts evaluated, at personal expense, by an educational credential evaluating agency recommended by ACM.

d. Clinical Pastoral Education (CPE) and other clinical training.

e. For training within North America, ACM accepts CPE programs offered under the auspices of the Association for Clinical Pastoral Education, the Canadian Association for Pastoral Practice and Education, the College of Pastoral Supervision and Psychotherapy, and the National Association of Catholic Chaplains. Chaplains who took their CPE outside of North America will need to document their training according to the standards of the Association of Professional Chaplains.

f. Other supervised, clinically-oriented pastoral training may be accepted for up to half of the CPE requirement, provided that they meet the equivalency criteria used by the Association of Professional Chaplains.

2. *Alternative Pastoral Field Experience*—Some applicants come to ACM without the normative pastoral background. If the person is otherwise qualified, he or she may identify alternative field experiences that may have achieved pastoral formation and development. On a case-by-case basis ACM may accept clinical pastoral education residencies, or 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 regular pastoral reflection and supervision.

**EA 30 50 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 within whose territory the chaplain works or will work. Endorsement from ACM builds on that foundation and certifies that the candidate is also prepared for specialized ministry. Issues relating to ministerial credentialing often arise when dealing with endorsement. Policy D 10 67 states that endorsed Adventist chaplains will usually receive their credentials from the conference within whose territory they work. ACM follows these policies and practices:

1. *Employment Within the Church Organization*—In the case of persons employed in Seventh-day Adventist organizations, it is the usual practice for the administration or human resources department in that organization to request an appropriate ministerial credential from the conference. ACM will assist in this process as needed.

2. *Employment Outside the Church Organization*—In the case of chaplains employed in positions outside the church organization, ACM will contact the appropriate conference to recommend a ministerial or commissioned minister/license/credential.

3. *Military-related Chaplains*—Due to their mobility, chaplains employed by the armed forces will receive their credentials from the North American Division.

4. *Chaplains Subject to Intra-Union Movement*—In some cases where a chaplain works, or may be moved, across conference lines within a union, or may be employed by a union institution, the union may issue the credentials.

5. *Dual-track Internship*—ACM counsels that the best route into chaplaincy is to have some parish experience prior to specialized training and ministry. In some cases this might not be possible. This includes individuals who are making a mid-life career change and competent seminary graduates not hired by a conference. To facilitate entry into ministry and appropriate ministerial standing for these persons, ACM may utilize the following process:

a. Applicants must meet all educational requirements for ecclesiastical endorsement, and have at least one year of valid and successful supervised ministry experience.

b. Individuals who are otherwise qualified and are able to find a job in chaplaincy, will begin their work and, at the same time, maintain an "intern-like" relationship with the local conference for a specified period of time.

c. ACM and the applicant will work with the conference to obtain ministerial or commissioned minister license/credential for his/her ministry.

d. The chaplain will then function part-time as a volunteer assistant pastor in a local church.

e. Such ministry will be under the supervision of the pastor and the conference ministerial director, and the work load must be reasonable since the chaplain already has a full-time job in ministry.

f. The individual's ministry will be observed and evaluated by the conference and ACM as he or she progresses toward ordination or appropriate commissioning.

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**553-02Nd NATIONAL SERVICE ORGANIZATION—  
POLICY REVISION**

VOTED, To revise NAD EA 25, National Service Organization, to read as follows:

**EA 25 National Service Organization**

**EA 25 05 National Service Organization Functions**—The National Service Organization (NSO), which is part of the Adventist Chaplaincy Ministries Department of the North American Division, is responsible for the following::

1. *For the Church in General*—a. To take initiative in planning and developing policies in conjunction with NADCOM making clear the position of the Church and its relationship to military service.
  - b. To see that this information is effectively communicated to church members.
  - c. To promote the work of the NSO and facilitate the work of NSO Directors and, where applicable, NSO Departments within union and conference territories.
2. *For the Youth of the Church*—a. To develop and carry forward a program to prepare Adventist youth to successfully face the issue of military service.
  - b. To prepare and circulate current information and publications concerning military service.
3. *For Seventh-day Adventists in Military Service*—a. To assist Adventist military service personnel with problems of conscience and religious accommodation.
  - b. To develop and maintain effective working relationships with military and civilian officials concerning Adventists in military service.
  - c. To operate where needed, Adventist Military Support Centers.
  - d. To promote and conduct periodic retreats for Adventists in military service.
  - e. To provide a publication for Adventists serving in national military services.

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f. To compile a database of all North American Division Adventist personnel in military service, and to send designated church papers and other supplies to those on this list.

g. To promote the periodic division-wide Adventist Chaplaincy Ministries Offering as a source of partial funding from which to provide material for Adventist military service personnel.

TREn/NADOUP/NAD&UnTre02YE/02YE to JRP

**552-02N NORTH AMERICAN DIVISION BUDGET 2003**

VOTED, To approve the North American Division Budget for 2003.

**NORTH AMERICAN DIVISION**

**OPERATING FUND**

STATEMENT OF CHANGES IN NET ASSETS

ACTUAL FOR THE PERIOD ENDED DECEMBER 31, 2001

BUDGET FOR THE PERIODS ENDING DECEMBER 31, 2002 AND 2003

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<b>Unrestricted Revenues &amp; Gains</b>	<b>ACTUAL 2001</b>	<b>BUDGET 2002</b>	<b>BUDGET 2003</b>
Gross Tithe Income	129,955,674	124,841,253	126,469,838
Tithe Percentages to General Conference	<u>-68,505,130</u>	<u>-64,107,670</u>	<u>-63,234,919</u>
Net Tithe Income	61,450,544	60,733,583	63,234,919
Tithe-Spec Asst Fnd for Conferences	5,292,943	5,074,848	5,240,250
Tithe Exchanged with General Conf	-27,500,000	-28,833,751	-28,000,000
Non-Tithe Funds from General Conf	27,500,000	28,833,751	28,000,000
Tithe Exchanges with Unions	8,265,517	9,001,554	9,001,554
Non-Tithe Funds to Unions	-8,265,517	-9,001,554	-9,001,554
Tithe Miscellaneous	150,281	55,000	0
Unrestricted Donations	3,900	0	0
Direct Operating Income	4,604,859	3,752,598	4,297,758
Investment Earnings	856,178	546,800	450,000
Endowment Income	0	0	0
Miscellaneous	<u>560,365</u>	<u>344,914</u>	<u>344,914</u>
<b>Total Unrestricted Revenue &amp; Gains</b>	<u><b>72,919,069</b></u>	<u><b>70,507,743</b></u>	<u><b>73,567,841</b></u>
Reclassify Restr Net Assets Previously			
Reported as Unrestricted	0	0	0
Net Assets Transferred from DTP Camporee	0	0	0
Net Assets Released from Restrictions	<u>5,656,685</u>	<u>0</u>	<u>0</u>
<b>Total Unrestricted Rev, Gains &amp; Other Sup</b>	<u><b>78,575,754</b></u>	<u><b>70,507,743</b></u>	<u><b>73,567,841</b></u>

**NORTH AMERICAN DIVISION**  
**OPERATING FUND**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**ACTUAL FOR THE PERIOD ENDED DECEMBER 31, 2001**  
**BUDGET FOR THE PERIODS ENDING DECEMBER 31, 2002 AND 2003**

EXPENSES	<u>ACTUAL 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 2003</u>
<b>Program Service Functions:</b>			
Church	24,786,099	24,871,189	25,861,664
Education	16,070,491	17,707,176	18,349,106
Publishing	79,462	91,350	91,350
Special Services	7,672,587	4,963,852	5,340,684
Other	<u>13,891,211</u>	<u>15,085,852</u>	<u>15,946,885</u>
Total Program Svcs Function Exp	62,499,850	62,719,419	65,589,689
<b>Supporting Services Function:</b>			
Administrative	10,380,315	10,057,290	10,608,791
Miscellaneous Functions	20,547	0	0
Allocated Capital Function	<u>1,230,000</u>	<u>0</u>	<u>0</u>
Total Program & Support Svcs Exp	<u>74,130,711</u>	<u>72,776,768</u>	<u>76,198,480</u>
Net Increase (Decrease ) From Operations	<u>4,445,043</u>	<u>-2,269,025</u>	<u>-2,630,639</u>
Transfers Between Functions IN (OUT)	0	0	0
Transfers Between Funds IN (OUT):			
Depreciation Funding	-208,313	0	0
Plant Acquisition Funding	<u>-31,549</u>	<u>0</u>	<u>0</u>
Net Transfers In (Out)	<u>-239,862</u>	<u>0</u>	<u>0</u>
Increase (Decrease) Unrestr Net Assets	<u>4,205,181</u>	<u>-2,269,025</u>	<u>-2,630,639</u>

## NORTH AMERICAN DIVISION

### OPERATING FUND

#### STATEMENT OF CHANGES IN NET ASSETS

ACTUAL FOR THE PERIOD ENDED DECEMBER 31, 2001

BUDGET FOR THE PERIODS ENDING DECEMBER 31, 2002 AND 2003

Changes in Temporarily Restricted Net Assets	<u>ACTUAL 2001</u>	<u>BUDGET 2002</u>	<u>BUDGET 2003</u>
<b>RESTRICTED INCOME</b>			
Offerings	1,888,166	925,536	945,536
Donations	3,695,287	579,327	483,518
Investment Earnings	17,015	0	0
Endowment Income	3,935	0	0
Matured Trusts & Wills	0	0	0
Miscellaneous	589,743	350,000	442,364
Ingathering Reversion	0	0	0
Other Appropriations From GC	<u>1,067,958</u>	<u>445,904</u>	<u>451,540</u>
 Total Restricted Income Received	 7,262,104	 2,300,767	 2,322,958
<b>Adjustments to Net Assets:</b>			
Net Assets Released from Restricted	-5,656,685	0	0
Inc (Dec) Temp Restricted Net Assets	<u>1,605,419</u>	<u>2,300,767</u>	<u>2,322,958</u>
 Increase (Decrease) in Net Assets	 5,810,600	 31,742	 -307,681
 Net Assets, Beginning of Year	 <u>42,576,635</u>	 <u>36,850,137</u>	 <u>36,967,393</u>
 Net Assets at End of Period	 <u><u>48,387,234</u></u>	 <u><u>36,881,879</u></u>	 <u><u>36,659,712</u></u>

**NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS**  
**OPERATING FUND BUDGET**  
**Summary of Financial Activity**  
**For the Year Ending 12/31/2003**

10/29/2002

	Income		Expense	Net Incr/Decr	Net Transfers Between		Incr/Decr(-) After Transf	Net	Net
	Restricted	Unrestricted		From Operations	Functions In/Out(-)	Funds In/Out(-)		Assets 1/1/2003	Assets 12/31/2003
<b>Unallocated</b>									
01000 Tithe	0	49,476,723	0	49,476,723	-49,476,723	0	0	3,000,000	3,000,000
05000 Non-Tithe	0	19,448,446	0	19,448,446	-19,448,446	0	0	2,200,000	2,200,000
<b>Unallocated Total</b>	<b>0</b>	<b>68,925,169</b>	<b>0</b>	<b>68,925,169</b>	<b>-68,925,169</b>	<b>0</b>	<b>0</b>	<b>5,200,000</b>	<b>5,200,000</b>
<b>Church Programs</b>									
13010 Children Min	0	0	238,273	-238,273	238,273	0	0	0	0
13011 Children Min Proj	0	0	30,000	-30,000	30,000	0	0	0	0
13030 Volunteer Min Ntwk	0	0	461,984	-461,984	461,984	0	0	0	0
13040 Youth/PF	0	0	260,363	-260,363	260,363	0	0	0	0
13041 Youth Dept Proj	0	0	28,100	-28,100	28,100	0	0	0	0
13050 Adult Min	0	0	194,123	-194,123	194,123	0	0	0	0
13051 Adult Min Proj	0	0	20,000	-20,000	20,000	0	0	0	0
13060 Family Min	0	0	234,563	-234,563	234,563	0	0	0	0
13061 FM Proj	0	0	15,000	-15,000	15,000	0	0	0	0
13062 AFFFLP	0	0	5,000	-5,000	5,000	0	0	0	0
13070 Stewardship	0	0	197,223	-197,223	197,223	0	0	0	0
13169 SS Off Prom	0	0	100,000	-100,000	100,000	0	0	0	0
13181 Prison Min Train/Consult	0	0	34,200	-34,200	34,200	0	0	0	0
13430 MIN Assn	0	0	323,849	-323,849	323,849	0	0	0	0
13435 MIN Spec Proj	0	0	39,600	-39,600	39,600	0	0	0	0
13440 MDIV In-Ministry	0	0	123,387	-123,387	123,387	0	0	0	0
13508 Prayer Min (R)	54,611	0	99,611	-45,000	45,000	0	0	0	0
13510 Reclaim Proj	0	0	70,000	-70,000	70,000	0	0	0	0
13640 MM Dept	0	0	95,276	-95,276	95,276	0	0	0	0
13651 Islamic Evangelism	0	0	30,000	-30,000	30,000	0	0	0	0

**NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS**  
**OPERATING FUND BUDGET**  
**Summary of Financial Activity**  
**For the Year Ending 12/31/2003**

10/29/2002

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	Income		Expense	Net Incr/Decr	Net Transfers Between		Incr/Decr(-) After Transf	Net	Net
	Restricted	Unrestricted		From	Functions	Funds		Assets	Assets
			Operations	In/Out(-)	In/Out(-)	1/1/2003	12/31/2003		
13660 Jewish	0	0	50,000	-50,000	50,000	0	0	0	0
13670 MM Approp/Off	121,000	0	399,750	-278,750	278,750	0	0	140,000	140,000
13672 MM NEI (R)	398,443	0	419,693	-21,250	21,250	0	0	100,000	100,000
14045 AR Subsidy	0	0	290,000	-290,000	290,000	0	0	0	0
14230 Mission Invt	0	0	110,000	-110,000	110,000	0	0	30,000	30,000
14520 NADEI Conting	0	0	30,000	-30,000	30,000	0	0	10,000	10,000
15005 ACM Svcms Ctr	0	0	203,354	-203,354	203,354	0	0	25,000	25,000
15010 ACM Conf	0	0	30,000	-30,000	30,000	0	0	0	0
15025 ACN	5,000	478,000	1,274,835	-791,835	791,835	0	0	0	0
15040 AIM	80,000	0	345,000	-265,000	265,000	0	0	0	0
15101 AMC Regular	0	0	4,360,350	-4,360,350	4,360,350	0	0	0	0
15110 AMC SPECIALS	0	0	700,000	-700,000	700,000	0	0	0	0
15140 Asian Coord	0	0	45,000	-45,000	45,000	0	0	0	0
15190 EVANG	0	0	210,000	-210,000	210,000	0	0	200,000	200,000
15300 Church Planting (R)	0	0	10,000	-10,000	10,000	0	0	0	0
15305 Church Planting	0	0	55,000	-55,000	55,000	0	0	0	0
15480 Media Outrch	0	0	150,000	-150,000	150,000	0	0	0	0
15492 Min Schol	0	0	2,800,000	-2,800,000	2,800,000	0	0	0	0
15495 Min Other Denom	0	0	10,000	-10,000	10,000	0	0	0	0
15520 NADEI	0	0	635,000	-635,000	635,000	0	0	0	0
15540 SP Strat Plan	0	0	120,000	-120,000	120,000	0	0	0	0
15560 GM-NAD (R)	100,000	0	90,000	10,000	-10,000	0	0	0	0
15685 Research & Dv	0	0	100,000	-100,000	100,000	0	0	0	0
15691 Church Resources (R)	362,364	0	547,364	-185,000	185,000	0	0	250,000	250,000
15780 Tithe Rvsn Evang	0	0	10,275,766	-10,275,766	10,275,766	0	0	0	0
<b>Church Programs Total</b>	<b>1,121,418</b>	<b>478,000</b>	<b>25,861,664</b>	<b>-24,262,246</b>	<b>24,262,246</b>	<b>0</b>	<b>0</b>	<b>755,000</b>	<b>755,000</b>

**NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS  
OPERATING FUND BUDGET  
Summary of Financial Activity  
For the Year Ending 12/31/2003**

10/29/2002

	Income		Expense	Net Incr/Decr	Net Transfers Between		Incr/Decr(-) After Transf	Net Assets 1/1/2003	Net Assets 12/31/2003
	Restricted	Unrestricted		From Operations	Functions In/Out(-)	Funds In/Out(-)			
<b><u>Education Programs</u></b>									
23160 EDU NADOE K-12	0	0	539,109	-539,109	539,109	0	0	0	0
23170 EDU Bd Edu K-12	0	0	225,000	-225,000	225,000	0	0	0	0
23171 EDU Technology Plan (R)	0	0	109,000	-109,000	109,000	0	0	0	0
23174 EDU Teachers' Convention	0	0	82,408	-82,408	82,408	0	0	0	0
23180 EDU HE Spec Proj	0	0	30,000	-30,000	30,000	0	0	0	0
23181 EDU Valuegenesis II	0	0	10,000	-10,000	10,000	0	0	0	0
23185 EDU Curric Comm	0	0	86,554	-86,554	86,554	0	0	0	0
23190 EDU Txt, Elem Read	0	0	165,446	-165,446	165,446	0	0	0	0
23205 EDU Man/Study Guides	0	0	52,000	-52,000	52,000	0	0	0	0
23215 EDU Txt, Elem Bible	0	0	135,000	-135,000	135,000	0	0	0	0
23240 EDU Txt, Gen	0	195,000	195,000	0	0	0	0	0	0
23245 EDU Wrkshps	0	0	120,000	-120,000	120,000	0	0	0	0
24195 EDU K-12 Rvsn	0	0	16,140,869	-16,140,869	16,140,869	0	0	0	0
24260 Hispanic Schol	0	0	77,671	-77,671	77,671	0	0	10,000	10,000
24290 Regional Schol	0	0	381,049	-381,049	381,049	0	0	200,000	200,000
<b>Education Programs Total</b>	<b>0</b>	<b>195,000</b>	<b>18,349,106</b>	<b>-18,154,106</b>	<b>18,154,106</b>	<b>0</b>	<b>0</b>	<b>210,000</b>	<b>210,000</b>
<b><u>Publishing Programs</u></b>									
33615 PUB	0	0	11,350	-11,350	11,350	0	0	0	0
33620 PUB Spec Proj	0	0	15,000	-15,000	15,000	0	0	0	0
34675 PUB Board	0	0	40,000	-40,000	40,000	0	0	0	0
35180 EI Centinela	0	0	25,000	-25,000	25,000	0	0	0	0
<b>Publishing Programs Total</b>	<b>0</b>	<b>0</b>	<b>91,350</b>	<b>-91,350</b>	<b>91,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Special Serv Programs</u></b>									
43010 ACM	126,461	0	389,296	-262,835	262,835	0	0	0	0

**NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS  
OPERATING FUND BUDGET  
Summary of Financial Activity  
For the Year Ending 12/31/2003**

10/29/2002

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NAD Year-end Meeting

	Income		Expense	Net Incr/Decr	Net Transfers Between		Incr/Decr(-) After Transf	Net	Net
	Restricted	Unrestricted		From	Functions	Funds		Assets	Assets
				Operations	In/Out(-)	In/Out(-)		1/1/2003	12/31/2003
43025 ASI	0	204,914	471,922	-267,008	267,008	0	0	0	0
43095 COM	0	0	297,736	-297,736	297,736	0	0	0	0
43096 COM Intern	0	0	50,000	-50,000	50,000	0	0	0	0
43295 Health Min Dept	0	0	177,523	-177,523	177,523	0	0	0	0
43600 OHR	0	0	208,888	-208,888	208,888	0	0	0	0
43605 OHR Spec Proj	0	0	25,000	-25,000	25,000	0	0	0	0
43625 WM	0	0	198,783	-198,783	198,783	0	0	0	0
43655 PARL	100,000	0	345,173	-245,173	245,173	0	0	0	0
43660 Liberty (R)	850,000	0	765,000	85,000	-85,000	0	0	400,000	400,000
43700 PSI	0	128,000	559,679	-431,679	431,679	0	0	0	0
43707 PSI Calendar	0	182,372	182,372	0	0	0	0	80,000	80,000
43757 PSI MAP II	0	0	40,000	-40,000	40,000	0	0	200,000	200,000
43770 PSI MGC	0	0	10,000	-10,000	10,000	0	0	25,000	25,000
43780 PSI Step Up	0	59,000	104,000	-45,000	45,000	0	0	150,000	150,000
43795 PSI Spec Approp	0	0	30,000	-30,000	30,000	0	0	40,000	40,000
43900 Retiree Liaison	0	0	34,934	-34,934	34,934	0	0	0	0
44135 NAD ADRA	125,079	0	250,377	-125,298	125,298	0	0	0	0
44340 Hope for Humanity	0	0	1,100,000	-1,100,000	1,100,000	0	0	0	0
44344 ADRA Canada	0	0	100,000	-100,000	100,000	0	0	0	0
<b>Special Serv Programs Total</b>	<b>1,201,540</b>	<b>574,286</b>	<b>5,340,684</b>	<b>-3,564,858</b>	<b>3,564,858</b>	<b>0</b>	<b>0</b>	<b>895,000</b>	<b>895,000</b>
<b><u>Other Programs</u></b>									
53690 Retiree Convoc	0	12,000	12,000	0	0	0	0	20,000	20,000
54680 Hisp Church Bldgs	0	0	440,137	-440,137	440,137	0	0	215,000	215,000
54685 Region Cap Rvsn	0	0	1,143,148	-1,143,148	1,143,148	0	0	1,100,000	1,100,000
54730 Approp for Excess Liab Insu	0	0	75,000	-75,000	75,000	0	0	0	0
54745 Spec Asst Fd	0	0	10,330,500	-10,330,500	10,330,500	0	0	5,500,000	5,500,000

**NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS  
OPERATING FUND BUDGET  
Summary of Financial Activity  
For the Year Ending 12/31/2003**

10/29/2002

	Income		Expense	Net Incr/Decr	Net Transfers Between		Incr/Decr(-) After Transf	Net	Net
	Restricted	Unrestricted		From Operations	Functions In/Out(-)	Funds In/Out(-)		Assets 1/1/2003	Assets 12/31/2003
54800 Retire Plan Approp	0	0	2,096,100	-2,096,100	2,096,100	0	0	0	0
55030 Approp, Spec	0	0	1,810,000	-1,810,000	1,810,000	0	0	0	0
55140 Donations	0	0	40,000	-40,000	40,000	0	0	0	0
<b>Other Programs Total</b>	<b>0</b>	<b>12,000</b>	<b>15,946,885</b>	<b>-15,934,885</b>	<b>15,934,885</b>	<b>0</b>	<b>0</b>	<b>6,835,000</b>	<b>6,835,000</b>
<b><u>Supporting Serv Functions</u></b>									
63035 AUD Fees	0	3,166,786	6,282,192	-3,115,406	3,115,406	0	0	0	0
63520 ADM	0	0	2,276,955	-2,276,955	2,276,955	0	0	0	0
63600 Plant	0	0	400,000	-400,000	400,000	0	0	100,000	100,000
63700 Deprec	0	0	300,000	-300,000	300,000	0	0	50,000	50,000
64055 Annual Coun NAD	0	0	4,000	-4,000	4,000	0	0	0	0
64550 ITS	0	0	265,603	-265,603	265,603	0	0	0	0
64552 Data Proc Maint	0	0	146,000	-146,000	146,000	0	0	0	0
64553 Membership Software	0	210,000	343,070	-133,070	133,070	0	0	0	0
64557 Sun System	0	0	174,611	-174,611	174,611	0	0	0	0
64560 NAD YEM	0	0	18,000	-18,000	18,000	0	0	0	0
64565 NAD Work Policy	0	6,600	18,500	-11,900	11,900	0	0	0	0
64570 OGC Court Cases	0	0	98,860	-98,860	98,860	0	0	275,000	275,000
64572 OGC Title VII	0	0	85,000	-85,000	85,000	0	0	0	0
64580 Insurance	0	0	106,000	-106,000	106,000	0	0	0	0
65520 NAD Gen Exp	0	0	70,000	-70,000	70,000	0	0	0	0
65550 Exchange	0	0	20,000	-20,000	20,000	0	0	0	0
<b>Supporting Serv Functions Total</b>	<b>0</b>	<b>3,383,386</b>	<b>10,608,791</b>	<b>-7,225,405</b>	<b>7,225,405</b>	<b>0</b>	<b>0</b>	<b>425,000</b>	<b>425,000</b>
<b><u>Miscellaneous Functions</u></b>									
71000 NAD Undesignated Projects	0	0	0	0	-307,681	0	-307,681	1,649,639	1,341,958
71110 Req Work Cap/T	0	0	0	0	0	0	0	20,662,415	20,662,415

**NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS**  
**OPERATING FUND BUDGET**  
**Summary of Financial Activity**  
**For the Year Ending 12/31/2003**

10/29/2002

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 November 6, 2002, am  
 NAD Year-end Meeting

	Income		Expense	Net Incr/Decr	Net Transfers Between		Incr/Decr(-) After Transf	Net	Net
	Restricted	Unrestricted		From Operations	Functions In/Out(-)	Funds In/Out(-)		Assets 1/1/2003	Assets 12/31/2003
71120 Req Work Cap/N-T	0	0	0	0	0	0	0	335,339	335,339
Miscellaneous Functions Total	0	0	0	0	-307,681	0	-307,681	22,647,393	22,339,712
Grand Total	2,322,958	73,567,841	76,198,481	-307,681	0	0	-307,681	36,967,393	36,659,711

02-236

November 6, 2002, am  
NAD Year-end Meeting

**BAPTISTE, HAROLD W—APPRECIATION**

VOTED, To express appreciation to Harold W Baptiste, who has served with distinction as Secretary of the North American Division, and who has now been elected to serve as a Vice-president of the General Conference. Gratitude was extended for his outstanding and dedicated service to the North American Division.

Adjournment

Harold W Baptiste

Don C Schneider, Chair  
Rosa T Banks, Secretary  
Marialyce Gibson, Devotional Secretary  
Esther Jones, Recording Secretary

