

NORTH AMERICAN DIVISION COMMITTEE

March 21, 2002, 9:00 a.m.

PRESENT

Don C Schneider (Ch), Harold W Baptiste (Sec), Rosa T Banks, George Brill, Martin Feldbush, Dwight L Hilderbrandt, Del L Johnson, J Alfred Johnson II, Alvin M Kibble, Benjamin Maxson, Mary Maxson, Willie Oliver, Kenneth W Osborn.

PRAYER Don C Schneider

MINUTES of the meetings held on February 28, 2002 were approved.

PREn/NADCOM to DCS

EVANS, LARRY—APPOINTMENT

VOTED, To appoint Larry Evans as Assistant to the President of the North American Division.

TREn/NADCOA/NADCOM to JRP

COLUMBIA UNION REVOLVING FUND—INCREASE IN PRINCIPAL

VOTED, To authorize the Columbia Union Revolving Fund to increase its principal amount from \$55 million to \$75 million in compliance with NAD P 20, paragraph 2, Union Revolving Loan Fund, Principal Amounts.

TREn/NADCOA/NADCOM to JRP

EQUIPMENT AND FURNISHINGS FOR THE TREASURER'S OFFICE

VOTED, To authorize the completion of the furnishings for the treasurer's office. The amount of \$6,203 for the furnishings will be funded from the Equipment and Furnishings account number 71 20000 16 0000 121, and the amount for the decorator's hours which are not capitalized will be covered from Non-tithe Contingency #55100.

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ASI/NADCOA/NADCOM to KWO

**ADVENTIST-LAYMEN'S SERVICES AND INDUSTRIES —
COMMUNICATION AND DEVELOPMENT DIRECTOR—
NEW JOB DESCRIPTION**

VOTED, To approve the new job description for Communication and Development Director in the Adventist-Laymen's Services and Industries Department which reads as follows:

Job Title: Communication & Development Manager	Department: Adventist Laymen's Services for Institutions (NAD-ASI)
Name:	Budget Number: A154
Category: Exempt	Wage Range: 134-154%
Credentials:	Supervisor: Dwight Hilderbrandt
Date Written: February 2002	Supervisor's Title: Director

POSITION SUMMARY: Responsible for the communication and development aspects for ASI, which include editing *ASI Magazine*, *ASI Update*, and all other printed materials of ASI. Serves as member of communication, program, recruitment/membership committees. The position includes ongoing responsibility for website development, website updates, as well as all membership responsibilities in its various forms.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by ASI Secretary/Treasurer. Work is performed independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

- Contributes articles for *ASI Magazine* and *ASI Update* on a regular basis.
- Edit *ASI Magazine* (quarterly) and meet pre-production and press production deadlines.
- Edit *ASI Update* (monthly) newsletter.
- Approve blue line and/or color proof before printing.
- Coordinate advertising with Advertising Manager of *ASI Magazine*.
- Write articles, promotions, and information materials (with Ad Manager) for church publications.
- Work with Secretary-Treasurer in preparation of convention program booklet.
- Produce *ASI Video Magazine*.
- Negotiate with contractors for communication services needed - such as printing of magazine and newsletter, shooting of video footage, and securing special photographs.
- Maintain and develop the ASI website..
- Develop and implement ASI recruiting methods and tools.

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- Evaluate mailing lists for publications
- Perform special assignments as requested by ASI Secretary-Treasurer.
- Travel as may be necessary to accomplish tasks as approved by ASI Secretary Treasurer.
- Assist with yearly budget development for communication items.
- Represent ASI when requested by supervisor.
- Serve on the ASI Communication, Program, and Recruitment Committees.
- Others duties as assigned by supervisor

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's degree in the area of communication or related field. Training in writing, editing, and print communication. Aptitude for computers and production helpful.

Minimum of three to five years of job related experience in news management, broadcast or print are required for satisfactory performance of essential job functions.

KNOWLEDGE AND SKILL: Extensive knowledge of principles, policies and beliefs of the General Conference and the Seventh-day Adventist Church. Knowledge and skill of writing, photography, editing, proofreading, organizing printed material for production, and working with print shops. Knowledge and skill to relate to lay persons in committees and volunteer situations in which ASI members participate to accomplish ASI goals. Knowledge and skill of computers to prepare copy for *ASI Magazine* and other printed materials. Ability to develop long-term and short-term plans and programs and to establish and maintain effective relationships with internal and external personnel.

Knowledge of principles and policies of the General Conference and beliefs of the Church. Knowledge of church structure and organization. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills including proficiency in verbal and written.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Interacting frequently with church leaders and institution administrators, as well as non-church media, the Communication and Development Manager must exhibit exceptional skills in interpersonal relationships. Must possess advanced interpersonal skills and project a professional Christian image.

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

WORKING CONDITIONS: Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated.

EFFECTIVE DATE _____

EMPLOYEE'S APPROVAL _____

SUPERVISOR'S APPROVAL _____

H R S APPROVAL _____

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ASI/NADCOA to KWO-NADCOM

ROGERS, JEFFREY—EMPLOYMENT

RECOMMENDED, To employ Jeffrey Rogers as Communication and Development Director of the Adventist-Laymen's Services and Industries Office.

ADMn/SECn/NADCOA/NADCOM to HWB

**THIRTEENTH SABBATH OFFERINGS AD HOC COMMITTEE—
APPOINTMENT**

VOTED, To appoint the Thirteenth Sabbath Offerings Ad Hoc Committee with Terms of Reference and Membership as follows:

TERMS OF REFERENCE

1. To receive information about potential projects for the offering.
2. To allocate funds to specific projects.
3. To receive reports about the funded projects.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Recommend to NADCOM.
3. Power to act.

MEMBERS

PRESTOL, JUAN R, CHAIR
Netteburg, Kermit L, Secretary

Baptiste, Harold W
Brill, Debra
Chase, Marshall
Gilley, James W
Judd, Warren
Kibble, Alvin M
Schneider, Don C

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SECn/NADCOA/NADCOM to HWB

EVANS, LARRY—COMMITTEE ASSIGNMENTS

VOTED, To appoint Larry Evans to serve on the following committees replacing Dennis N Carlson, former Assistant to the President.

Adventist Media Center Support Services Executive Committee - Member
 Adventist Media Productions Executive Committee - Member
 Adventist Review NAD Edition Planning Committee - Vice Chair
 Adventist-Laymen's Services and Industries Board - Member
 Building, Borrowing, and Blueprints Committee - Vice Chair
 Church Resources Consortium Board - Member
 Credentials and Licenses Committee - Member
 Continuing Education for Ministry Advisory - Member
 Liberty Editorial Board - Vice Chair
 North American Division Committee for Administration - Chair
 North American Division Committee - Member
 North American Division Officers - Member
 Philanthropic Service for Institutions Board - Chair
 Policy Compliance Study Committee - Member
 Public Affairs and Religious Liberty Committee - Vice Chair
 Public Issues Committee - Member
 Race Relations Committee - Co-chair

SECn/NADCOA/NADCOM to HWB

**CONTINUING EDUCATION FOR MINISTRY ADVISORY—
MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Continuing Education for Ministry Advisory (CEMA) (NAD-Adv) as follows:

Delete

Parchment, Orville D
 Sandefur, Charles
 Schoun, Benjamin

Add

Jackson, Daniel
 Carlson, Dennis N
 King, Donald

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SECn/NADCOA/NADCOM to HWB

EVANGELISM AND MEDIA BOARD—RETIRE

VOTED, To retire the Evangelism and Media Board (E&M) (NAD-B).

SECn/NADCOA/NADCOM to HWB

**ADVENTIST REVIEW NAD EDITION PLANNING COMMITTEE—
MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Adventist Review NAD Edition Planning Committee as follows:

Delete: Ryan, Celeste

CRC/SECn/NADCOA/NADCOM to HWB

**CHURCH RESOURCES CONSORTIUM BOARD (CRC) (NAD-B)
—MEMBERSHIP ADJUSTMENT**

VOTED, To adjust the membership of the Church Resources Consortium Board (CRC) (NAD-B) as follows:

Delete: Sandefur, Charles Add: Carlson, Dennis N

HECab/SECn/NADCOA/NADCOM to HWB

HIGHER EDUCATION CABINET—MEMBERSHIP ADJUSTMENT

VOTED, To adjust the membership of the Higher Education Cabinet (HECab) as follows:

Delete

Osborn, Richard C, Secretary
Parchment, Orville
Sandefur, Charles
Schoun, Ben
Rock, Calvin

Add

Hevener, Don, Secretary
Jackson, Daniel
Carlson, Dennis N
King, Donald

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OGC/NADCOM to HWB

LIFETALK, RADIO, INC—DENOMINATIONAL STATUS

The LifeTalk Radio, Inc. has requested denominational status through regular channels and meets the requirements necessary. It is therefore

VOTED, To approve denominational status for LifeTalk Radio, Inc located at 350 Dawson Street, Vonore TN 37885, effective date December 26, 2001. The LifeTalk Radio, Inc will be tax exempt as a subsidiary of the General Conference under 501 (c)(3) of the United States Internal Revenue Code in harmony with the provisions of NAD C 47 and will be listed in the *Seventh-day Adventist Yearbook*. This organization will participate in a retirement plan administered by the North American Division.

ACS/NADCOA/NADCOM to HWB

**ADVENTIST COMMUNITY SERVICES—CLOTHING PROGRAM-
2001 DEFICIT**

VOTED, To authorize the North American Division Treasury to fund the overdraft of \$20,539.64 for the Adventist Community Services Clothing Program, which was outstanding on December 31, 2001. This amount will be charged to Account Number 18-71000-8301999-001 (NAD Undesignated Projects-Appropriations).

ITS/NADCOM to HWB

EXCEPTION TO POLICY--NAD C 63 20

When the Information Technology Internship Plan (NAD C 63) was approved as policy, the division was not aware of the varied educational and professional backgrounds from which interns may come. As a result, none of the young people who have applied can fully meet the eligibility requirements. It is therefore

- VOTED, 1. To approve an exception to Policy NAD C 63, Information Technology Internship Plan, Section 63 20, Eligibility, to allow unions and conferences to hire Information Technology Interns who may not meet the eligibility standards of the current policy.
2. To propose an appropriate amendment to the policy to the 2002 Year-end Meeting.

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Adjourned

Don C Schneider, Chair
Harold W Baptiste, Secretary
Esther Jones, Recording Secretary