

NORTH AMERICAN DIVISION COMMITTEE

July 11, 2001, 10:00 AM

PRESENT

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

PRAYER Don C Schneider

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

ASI/TREn/NADCOA/NADCOM to KWO

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

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

Position:	Associate Secretary/Treasurer
Department:	Adventist Laymen's Services and Industries
Supervisor:	Dwight Hilderbrandt
Function #:	43025
Budget#:	A 158-1
Range:	138-158%
Effective Date:	January 1, 2002
Reason:	New Position
Funding:	ASI

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ASI/TREn/NADCOA/NADCOM to KWO

**ADVENTIST LAYMEN'S SERVICES AND INDUSTRIES (ASI)—
NEW POSITION**

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

JOB DESCRIPTION

North American Division of Seventh-day Adventists

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

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

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

ESSENTIAL JOB FUNCTIONS: Supervise the accounting processes for ASI financial records - which includes record maintenance for the pledges made ASI members for the annual projects, the daily receipting of funds received by ASI and management of account payables.

- Serve as recording secretary for ASI board/committee meetings and assist supervisor in the preparation of board agendas.
- Work with site selector in identifying locations and securing of sites for the ASI conventions.
- Manage the reports from the project monitors for the annual projects

- Monitor the inventories of supplies and supervise ordering of supplies as needed.
- Supervise and monitor processing applications for membership and project funding.
- Represent ASI at board/committee meetings and carry out duties as assigned by supervisor.
- Prepare monthly financial statements and billings for magazine advertising.
- Serve on the convention program committee and work with supervisor in detail planning with hotels, contractors and convention centers.
- Supervise ASI personnel and acts on behalf of supervisor when supervisor is absent.
- Monitor ASI computer programs and work with NAD/ITS to meet software and equipment needs.
- Assist the Secretary/Treasurer in the preparation of annual operating and convention budgets.
- Perform special assignments as requested by supervisor.
- Represent ASI as requested by supervisor or NAD officers.

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

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

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

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

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

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conditions, odd hours, and technical operations present some hazards, difficult working conditions and environments.

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

ASI/TREn/NADCOA/NADCOM to KWO

CHRISTMAN, RONALD M—ELECTION

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

SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

AUTHORITY AND RESPONSIBILITY

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

MEMBERS

NETTEBURG, KERMIT L, CHAIR
DiPinto, Maitland, Secretary

Baptiste, Harold W
Guth, Oliver
Johnson, J Alfred II
Prestol, Juan R
Robinson, Donald

SECn/NADCOA/NADCOM to HWB

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

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

Add
Retzer, Gordon

Delete
Schneider, Don C

COMn/SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

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

AUTHORITY AND RESPONSIBILITY

1. Power to act.

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- | | | | |
|----|---|----|---------------|
| 2. | Develop plans for specific content in specific monthly issues of the North American Division Edition of the Adventist Review. | 2. | Power to act. |
| 3. | Coordinate creative efforts to develop articles and graphics for the North American Division Edition of the Adventist Review. | 3. | Power to act. |

MEMBERS

SCHNEIDER, DON C, CHAIR

Carlson, Dennis N, Vice Chair

Chavez, Stephen, Vice Chair

Netteburg, Kermit L, Secretary

Banks, Rosa T

Baptiste, Harold W

Hodges, Clarence E

Johnsson, Bill

Ryan, Celeste

Tetz, Myrna

Tooley, Melynie

Vasquez, Manuel

TREn/SECn/NADCOA/NADCOM to HWB

AUDITED STATEMENTS REVIEW COMMITTEE (AstRev)

(NAD-S)—APPOINTMENT

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

TERMS OF REFERENCE

1. To survey the audited statements together with F-50 forms and financial summaries and review the financial condition of organizations reportable to the North American Division.
2. Through the secretary of the Financial Statement Review Committee, to urge each union to appoint a Financial Statement Review Committee and to monitor the work of these committees as follows:
 - a. To receive minutes of all meetings of union review committees.
 - b. To work with each union in a cooperative effort to ensure that annual financial statements of all denominational organizations are reviewed effectively.
 - c. To review major financial problem areas in the Division as necessary.

MEMBERS

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

Brill, Debra
Herzel, Daniel E
Kibble, Alvin

AUTHORITY AND RESPONSIBILITY

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

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Korff, Eric A
Osborn, Kenneth
Lemon, Robert
2 local laypeople
1 local pastor

BOL/SECn/NADCOA/NADCOM to HWB

**BREATH OF LIFE MINISTRY EXECUTIVE COMMITTEE
(BOLMEx) (NAD-S)—APPOINTMENT**

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

TERMS OF REFERENCE

1. Establish goals for the Breath of Life ministry within the framework of the North American Division strategic plan for evangelism and media.
2. Conduct ministry in other divisions.
3. Develop operational plans and programs to implement the goals of the Breath of Life ministry.
4. Appoint and establish terms of reference for subcommittees as needed.
5. Appoint staff personnel as needed to conduct the Breath of Life ministry, except for the Speaker/Director who shall be appointed by NADCOM.
6. Approve an annual budget.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Recommend to the General Conference through NAD.
3. Power to act.
4. Power to act.
5. Power to act.
6. Recommend to the Evangelism and Media Board.

- | | | | |
|----|--|----|---------------|
| 7. | Formulate fund-raising plans and a development strategy for the Breath of Life ministry. | 7. | Power to act. |
| 8. | Other management decision-making not reserved to NADCOM or the Evangelism and Media Board. | 8. | Power to act. |

MEMBERS

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

Assistant to the President for Communication, Netteburg, Kermit L,	
Selected Union Presidents	Lee, Harold, Columbia Union Conference Schoun, Benjamin, Atlantic Union Conference Trevino, Max, Southwestern Union Conference
Selected conference president(s)	King, Don, Northeastern Conference Bryant, G Alexander, Central States Conference Cheatham, Charles, Allegheny East Conference McCoy, Joseph W, South Central Conference Mendinghall, Vanard J, South Atlantic Conference Miles, Norman, Lake Region Conference
Adventist Media Representative(s)	Chase, Marshall
Selected pastor(s)	Byrd, Carlton

Additional Members

Aufderhar, Glenn
Brantley, Kenneth
Bullard, Lois
Cheatham, W Augustus
Cress, James, *Ministry* liaison with Adventist Media Center
Dowe, Lawrence
Hale, Frank
Leggett, Denise
Lindsay, Ronald A
Mike, Robert
Ming, Melvin
Reaves, Benjamin F
Robinson, Harrell
Ruff, Stephen P

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Simmons, Ella
Wood, Brenda
Wright, Walter L Sr

INVITEES

Follette, Denyce H
Pearson, Sandra L
Taylor, Malcolm G

PERMANENT INVITEES

NAD President (Schneider, Don C)
NAD Treasurer (Prestol, Juan R)
Ministries Treasurer (Swenson, Herbert S)
NAD Assistant Vice President for Media Production (Judd, Warren)

552-00N/PreCab/NADCOM to DCS&HWB

COMMISSION ON ETHNIC MINISTRIES— APPOINTMENT

VOTED, To appoint the members of the Commission On Ethnic Ministries with Terms of Reference as follows:

TERMS OF REFERENCE

1. Study the needs of the various ethnic groups within the North American Division.
2. Study the structure of the work among the ethnic groups in NAD and determine what is best for the ethnic groups within the division.
3. Make recommendations regarding the structure of the work in a manner that will provide for better and more systematic administration and growth among the ethnic groups in the division.

AUTHORITY AND RESPONSIBILITY

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

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MEMBERS:

Baptiste, Harold W, Chair
 _____, Secretary

Vasquez, Manuel	VP for Multicultural Ministries, NAD
Banks, Rosa	Office of Human Relations, NAD
Pollard, Leslie	VP for Diversity, LLU
Homicile, Luc	Franco-Haitian Coordinator, ATL
Atiga, George	Asian Coordinator, PAC
Page, Gerry	Conference President, Central California
Miles, Norman	Conference President, Lake Region
Schoun, Ben	President, Atlantic Union
Trevino, Max	President, Southwestern Union
Pasco, Bryce	Secretary, North Pacific Union
Chow, Dowell	Treasurer, Columbia Union
Brill, Debra	VP for Ministries, NAD
Martinez, Max	Native Ministries
_____	Korean
Jurado, Hector	Quebec Conference

MinAssoc/SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

1. Provide continuing education for ministry in the NAD as directed by the Secretary of the Ministerial Association.
2. Provide continuing education activities through long-range and strategic planning.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Recommend to the Secretary of the Ministerial Association.

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3. Recommend policy for continuing education for ministry.

4. Provide program evaluations.

3. Recommend to the Secretary of the Ministerial Association.

4. Recommend to the Secretary of the Ministerial Association.

MEMBERS:

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

NAD Secretary
NAD Treasurer
Assistant to the NAD President
Vice President
Vice President
Vice President
Vice President
Vice President
Vice President
NAD Min Association Assoc Sec's

Adventist Chaplaincy Ministry
NAD Union Presidents (9)

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

Chairman, Andrews University Board
President, Andrews University

SCHNEIDER, DON C
McVay, John
Osborne, David D

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

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

Winslow, Gerald R
 (McVay, John)

Bell, Skip
 Dudley, Roger
 Banks, Rosa T

Dupertuis, Atilio
 Burrill, Russell C
 Schoun, Benjamin (Atlantic)
 _____ (Canadian)
 _____ (Columbia)

Wright, Walter L (Lake)
 Kilcher, Douglas (Mid-A)
 McKey, Duane (NPUC)
 Wyman, Lloyd (Pacific)*
 McKinney, O J (Southern)
 Green, Samuel (Southwestern)
 Battistone, Joe
 Kim, Leroy
 Nelson, Dwight (Ber Spgs)
 Williams, Hyveth (LLU)
 Morris, Ruth William
 Gudmundsson, Lourdes Morales

Pastors

Lay Persons (2)

SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

AUTHORITY AND RESPONSIBILITY

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

1. Power to act.

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| 2. | Conduct ministry in other divisions. | 2. | Recommend to the General Conference through NAD. |
| 3. | Develop operational plans and programs to implement the goals of the Faith For Today ministry. | 3. | Power to act. |
| 4. | Appoint and establish terms of reference for subcommittees as needed. | 4. | Power to act. |
| 5. | Appoint staff personnel as needed to conduct the Faith For Today ministry, except for the Speaker/Director who shall be appointed by NADCOM. | 5. | Power to act. |
| 6. | Approve an annual budget. | 6. | Recommend to the Evangelism and Media Board. |
| 7. | Formulate fund-raising plans and a development strategy for the Faith For Today ministry. | 7. | Power to act. |
| 8. | Other management decision-making not reserved to NADCOM or the Evangelism and Media Board. | 8. | Power to act. |

MEMBERS

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

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Additional Members:

Bhar, Casey
 Chudleigh, Gerry
 Coffey, Allen
 Elder, Harvey
 Hardy, Cyril
 Iversen, Bonnie
 Jackson, Michael
 Jackson, Otis
 McAndrews, Dwan
 McClintock, Greg
 McGuffin, Devere
 McMillan, Sheryll Prinz
 Mittleider, Julie

Morales-Gudmundsson, L
 Nelson, Greg
 Pitton, Les
 Potter, Russ
 Reed, Joelle
 Sadler, Brooke
 Schultz, Sandra
 Sickler, Susan
 Sullivan, Timothy
 Teel, Charles, Jr
 Upshaw, Charles
 Webb, Donna
 Wood, Brenda

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

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

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

Selected pastor(s)

PERMANENT INVITEES

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

SECn/NADCOA/NADCOM to HWB

**IT IS WRITTEN MINISTRY EXECUTIVE COMMITTEE (IIWMEx)—
 APPOINTMENT**

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

TERMS OF REFERENCE

1. Establish goals for the It Is Written ministry within the framework of the North American Division strategic plan for evangelism and media.
2. Conduct ministry in other divisions.
3. Develop operational plans and programs to implement the goals of the It is Written ministry.
4. Appoint and establish terms of reference for subcommittees as needed.
5. Appoint staff personnel as needed to conduct the It Is Written ministry, except for the Speaker/Director who shall be appointed by NADCOM.
6. Approve an annual budget.
7. Formulate fund-raising plans and a development strategy for the It Is Written ministry.
8. Other management decision-making to implement established goals of It Is Written.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. To be mutually negotiated between divisions and It Is Written after consultation with, and concurrence of, the North American Division and the General Conference.
3. Power to act.
4. Power to act.
5. Power to act.
6. Power to act.
7. Power to act.
8. Power to act.

MEMBERS

SCHNEIDER, DON C, CHAIR

Gilley, James, Vice Chair

Ministry Speaker/Director, Secretary (Finley, Mark)

Additional Members

Blair, Mardian
Butcher, DeWayne
Corbett, Ted
Feyerabend, Henry
Gallimore, Ellsworth
Houghton, Dan
Johnson, William
McKee, Ellsworth
McNeilus, Denzil
Schmidt, Volker
Sines, Jane
Slikkers, Dolores
Williams, Royce
Wilson, Neal C
Zapara, Tom

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

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

Selected conference president(s)

Selected pastor(s)

PERMANENT INVITEES

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

SECn/NADCOA/NADCOM to HWB

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

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

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Add Gordon, Malcolm
 Parchment, Orville
 Retzer, Gordon

SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

1. Establish goals for the Life Talk Radio ministry within the framework of the North American Division strategic plan for evangelism and media.
2. Conduct ministry in other divisions.
3. Develop operational plans and programs to implement the goals of the ministry.
4. Appoint and establish terms of reference for subcommittees as needed.
5. Appoint staff personnel as needed to conduct the Life Talk Radio ministry, except for the Speaker/Director who shall be appointed by NADCOM.
6. Approve an annual budget.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Recommend to the General Conference through NAD.
3. Power to act.
4. Power to act.
5. Power to act.
6. Recommend to the Evangelism and Media Board.

- | | | | |
|----|--|----|---------------|
| 7. | Formulate fund-raising plans and a development strategy for the Life Talk Radio ministry. | 7. | Power to act. |
| 8. | Other management decision-making not reserved to NADCOM or the Evangelism and Media Board. | 8. | Power to act. |

MEMBERS

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

Additional Member(s)

Baughner, Jack	Poole, Tom
Dutro, Joyce	Sines, John
Lopez, Eldon	Tillay, Colleen
McDowell, Al	Trenchuk, John
McCann, Carolyn	Wilkinson, Ron

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

Selected union president(s)	Lee, Harold, Columbia Union Conference Gordon, Malcolm, Southern Union Conference Patzer, Jere, North Pacific Union Conference
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Selected conference president(s)	Torkelson, Max, President, Upper Columbia Conference
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Selected pastor(s)	Thomas, David, Pastor, College Place SDA Church, College Place WA
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PERMANENT INVITEES

NAD President
NAD Treasurer
Ministry Treasurer
NAD Assistant Vice President for Media Production (Judd, Warren)

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ING/NADCOA/NADCOM to HWB

NAD INGATHERING ADVISORY—APPOINTMENT

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

TERMS OF REFERENCE

1. To review the previous years' Ingathering Campaign to evaluate its success and to identify areas in which there could be improvement.
2. To formulate specific strategic plans for the next year's Ingathering Campaign to ensure broad participation by unions, conferences, churches, and other NAD entities.

AUTHORITY AND RESPONSIBILITY

1. Report to NADCOM
2. Recommend to NAD Ingathering Committee.

MEMBERSHIP

NETTEBURG, KERMIT L, CHAIRMAN
DiPinto, Maitland, Secretary

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

SECn/NADCOA/NADCOM to HWB

**NORTH AMERICAN DIVISION COMMITTEE FOR
ADMINISTRATION—MEMBERSHIP ADJUSTMENT**

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

Add Hevener, Don

SECn/NADCOA/NADCOM to HWB

**NORTH AMERICAN DIVISION COMMITTEE—
MEMBERSHIP ADJUSTMENT**

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

Add Hevener, Don

SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

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

AUTHORITY AND RESPONSIBILITY

1. Recommend to NADCOM.
2. Administer by consensus. If necessary, recommend to the North American Division Committee/ Year-end Meeting for action.

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|----|---|----|--|
| 3. | Develop the North American Division budget in harmony with established procedures. | 3. | Recommend to the Year-end Meeting for approval. |
| 4. | Review the operations of the North American Division in relation to the budget. | 4. | Power to act in counsel with the responsible officers. |
| 5. | Direct in the development of long-range planning for the staffing and operation of the North American Division headquarters. | 5. | Recommend to the North American Division Committee (NADCOM). |
| 6. | Initiate an evaluation process for departmental directors. | 6. | Power to act. |
| 7. | Consider other administrative issues as they arise and give general counsel to the North American Division entities as requested. | 7. | Power to act. |

MEMBERS

SCHNEIDER, DON C, CHAIR

Carlson, Dennis N, Vice-chair

Vasquez, Manuel, Vice-chair

Baptiste, Harold W, Secretary

Banks, Rosa T

Brill, Debra C

Chase, Marshall

Gilley, James W

Hevener, Don

Hodges, Clarence E

Johnson, Del

Kibble, Alvin

Netteburg, Kermit L

Osborn, Kenneth W

Prestol, Juan R

PSI/SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

AUTHORITY AND RESPONSIBILITY

- | | |
|--|-------------------------------------|
| 1. Hire, evaluate, and terminate the managing director. | 1. Recommend to NADCOA. |
| 2. Develop guidelines and programs for PSI in harmony with the PSI mission. | 2. Power to act. |
| 3. Develop the annual operating plan to be administered by the managing director. | 3. Power to act. |
| 4. Develop the annual operating budget. | 4. Recommend to NAD Administration. |
| 5. Commission and review statistical reports and determine how and where the data is distributed. | 5. Power to act. |
| 6. Facilitate planned giving activities. | 6. Power to act. |
| 7. Foster and maintain close relationships with NAD, health care, and educational leadership. | 7. Power to act. |
| 8. Develop plans to maintain and enhance optimum relationships with wealthy and influential individuals, and involving them in projects important to themselves and to the church. | 8. Power to act. |

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| 9. | Develop, review and manage programs such as AAA Challenge, Triennial Philanthropy Conference, STEP/UP, Philanthropic GIFT, etc. | 9. | Power to act. |
| 10. | Maintain a network of communication including personal contacts, publications, conferences, recognition dinners, etc. | 10. | Power to act. |
| 11. | Provide services to Seventh-day Adventist institutions including lending library, purchasing contracts, consulting, etc. | 11. | Power to act. |
| 12. | Maintain continuing contacts with and be a part of national philanthropic organizations so as to give Adventism a national projection in the Third Sector. | 12. | Power to act. |

MEMBERS

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

Bragaw, Jackie
Colwell, David
Davis, LuAnn
Hevener, Don
Hodges, Clarence E
Johnson, Karen
Korb, John
Neufeld, Berney
Osborn, Richard C
Prestol, Juan R
Will, Wendy

COMn/SECn/NADCOA/NADCOM to HWB

PUBLIC ISSUES COMMITTEE (PIC) (NAD-S)—APPOINTMENT

VOTED, To appoint the Public Issues Committee (PIC) (NAD-S) with terms of reference and membership as follows:

TERMS OF REFERENCE

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

AUTHORITY AND RESPONSIBILITY

1. Report to NADO.
2. Power to act.
3. Power to act.
4. Report to NADO.

MEMBERSHIP

HODGES, CLARENCE E, CHAIR
, Netteburg, Kermit L, Secretary
_____, Associate Secretary

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Adventist Media Center
available staff
Union conference
communication directors
Banks, Rosa T
Baptiste, Harold W
Brill, Debra C
Buckner, Larry
Carlson, Dennis N
Cheatham, W Augustus
Cooney, Elizabeth
Coonley, Kenneth
Corkum, Donald
Cummings, Des Jr
Dabrowski, Ray
Denny, Sheri
Editor, *Adventist Review*
Editor, *Liberty*

Editor, *Listen*
Editor, *Message*
Editor, *Signs of the Times*
Hernandez, Ed
Kilcher, Carole
Medley, Carlos
Mostert, Thomas J
Murray, Clement
Phipps, Wentley
Prall, Jay
Richardson, Paul
Rojas, Jose
Ryan, Celeste
Sahlin, Monte
Schneider, Don C
Tetz, Raymond
Wallack, Jere

TREn/SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

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

RESPONSIBILITY AND AUTHORITY

1. Power to act.

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| 2. Make determinations regarding grant amounts to be awarded to each eligible applicant based upon financial need, school of attendance, field of study and amounts available for each conference or Regional Department in accordance with the guidelines set forth. | 2. Power to act. |
| 3. Make recommendations for final action. | 3. Recommend to NADCOA. |

MEMBERS

KIBBLE, ALVIN M, Chair
Osborn, Kenneth W, Secretary

Alonso, Eradio
Banks, Rosa T
Carlson, Dennis N
Hevener, Don
Hodges, Clarence E
Oliver, Willie
Prestol, Juan R
Vasquez, Manuel

TREn/SECn/NADCOA/NADCOM to HWB

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

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

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TERMS OF REFERENCE

1. Consider risk management insurance and self-insurance programs for all General Conference and church-operated organizations in the North American Division except health-care organizations.
2. Receive, review and consider recommendations from the Risk Management Committee of union conferences in North American Division.
3. Review General Conference/North American Division *Working Policy* related to risk management and insurance.
4. Encourage and assist in the development of a coordinated, integrated, uniform insurance program to achieve maximum coverage and protection for all General Conference and church-operated organizations in the North American Division except health-care organizations.
5. Assist the General Conference Adventist Risk Management Inc. (ARM) in distribution of blanket insurance premiums to all General Conference and church-operated organizations in the North American Division except health-care organizations.

AUTHORITY AND RESPONSIBILITY

1. Recommend programs to General Conference institutions and union conferences in the North American Division.
2. Recommend to the General Conference Adventist Risk Management Inc. (ARM) or other appropriate committee.
3. Recommend new policies for the General Conference/North American Division or modifications of the General Conference/North American Division *Working Policy* to Finance Committee.
4. Recommend to General Conference and union conferences in the North American Division.
5. Power to act on programs authorized by the General Conference Adventist Risk Management Inc.

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|--|---|
| 6. Encourage and assist the General Conference Adventist Risk Management Inc. (ARM) in the development and operation of a sound self-insurance program for the Church, when such programs are needed to provide maximum protection while being cost-effective for the Church collectively. | 6. Recommend to General Conference Adventist Risk Management Inc (ARM). |
| 7. Serve as governing board for the Medical Catastrophe Assistance Plan (MCAP). | 7. Power to act. |

MEMBERS

North American Division Treasurer, Chair
ARM Director of North American Division Field Services, Secretary

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

SECn/NADCOA/NADCOM to HWB

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

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

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TERMS OF REFERENCE

AUTHORITY AND RESPONSIBILITY

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|---|---|
| 1. Establish goals for the Seminars Unlimited ministry within the framework of the North American Division strategic plan for evangelism and media. | 1. Power to act. |
| 2. Conduct ministry in other divisions. | 2. Recommend to the General Conference through NAD. |
| 3. Develop operational plans and programs to implement the goals of the Seminars Unlimited ministry. | 3. Power to act. |
| 4. Appoint and establish terms of reference for subcommittees as needed. | 4. Power to act. |
| 5. Appoint staff personnel as needed to conduct the Seminars Unlimited ministry, except for the Speaker/Director who shall be appointed by NADCOM. | 5. Power to act. |
| 6. Approve an annual budget. | 6. Recommend to the Evangelism and Media Board. |
| 7. Other management decision-making not reserved to NADCOM or the Evangelism and Media Board. | 7. Power to act. |
| 8. Develop resource products and services. | 8. Recommend to Church Resources Consortium Board. |

MEMBERS

SCHNEIDER, DON C, CHAIR

Ministry Speaker/Director, Secretary (Johnston, Carl S)

Additional Members

Bentzinger, Dan,

Burrill, Russell, Director, NAD Evangelism Institute

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

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

Selected conference president(s) Coonley, Kenneth W

Selected pastor(s)

PERMANENT INVITEES

NAD Treasurer
NAD Secretary
Seminars Unlimited Treasurer

TREn/SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

1. Issue, renew and withdraw individual certification and organizational accreditation.
2. Establish and institute the procedures for certification and accreditation within guidelines established by the Trust Services Standing Committee.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Power to act within guidelines established by Trust Services Standing Committee.

MEMBERS

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

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Bouland, H Dean
Carambot, George C
Eusey, Charles J
Reiber, Marian
Schmidt, Loreal R

OTHERS

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

SECn/NADCOA/NADCOM to HWB

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

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

TERMS OF REFERENCE

1. Establish goals for the Voice of Prophecy ministry within the framework of the North American Division strategic plan for evangelism and media.
2. Conduct ministry in other divisions.
3. Develop operational plans and programs to implement the goals of the Voice of Prophecy ministry.
4. Appoint and establish terms of reference for subcommittees as needed.

AUTHORITY AND RESPONSIBILITY

1. Power to act.
2. Recommend to the General Conference through NAD.
3. Power to act.
4. Power to act.

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|----|--|----|--|
| 5. | Appoint staff personnel as needed to conduct the Voice of Prophecy ministry, except for the Speaker/Director who shall be appointed by NADCOM. | 5. | Power to act. |
| 6. | Approve an annual budget. | 6. | Recommend to the Evangelism and Media Board. |
| 7. | Formulate fund-raising plans and a development strategy for the Voice of Prophecy ministry. | 7. | Power to act. |
| 8. | Other management decision-making not reserved to NADCOM or the Evangelism and Media Board. | 8. | Power to act. |

MEMBERS

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

Additional Member(s)

Benson, Rodney	Peterson, Don
Liebelt, Lance D	Peterson, Steve
Banaag, Ben	Richards, Carol
Johnson, Bill	Slikkers, Bob
Jorge, Jaime	Tetz, Everett
Matiko, Reuben	Tillay, Mike
McKee, Russell	Truscott, Marla
Mulligan, Keith	(1 youth member to be named)

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

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

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

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Selected pastor(s)

PERMANENT INVITEES:

NAD President

NAD Treasurer

Ministry Treasurer (Liebelt, Lance D)

NAD Assistant Vice President for Media Production (Judd, Warren)

Feyerabend, Henry

NADCOM to HWB

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

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

Don C Schneider, Chair

Harold W Baptiste, Secretary

Carolyn Rochester, Recording Secretary