

**NORTH AMERICAN DIVISION COMMITTEE**

September 13, 2001

(This set of minutes has been retyped because the original electronic document became corrupted./csr 8-3-2006)

**PRESENT**

Don C Schneider (Ch), Harold W Baptiste (Sec), Rosa T Banks, Debra Brill, John Graz, Clarence E Hodges, J Alfred Johnson II, Alvin M Kibble, Kermit Netteburg, Don Sahly.

**PRAYER** Don C Schneider

VMN/NADCOA/NADCOM to HWB

**BROWN, SANDRA—UPGRADE POSITION**

VOTED, To upgrade the position G4-3, Site Development Coordinator, from an hourly position to an exempt position as follows:

Position:	Site Development Coordinator
Budget:	E150-1
Range:	130-150%
Rate:	To be determined
Effective Date:	July 1, 2001

Job description to read as follows:

**JOB DESCRIPTION****NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTISTS**

Job Title: Site Development Coordinator	Department: Volunteer Ministries Network (NAD/VMN)
Name:	Budget Number: E150-1
Category: Exempt	Grade Wage/Range: 130-150%
Credentials:	Supervisor: Jose V Rojas
Date Written: May 2001	Supervisor's Title: Director

---

**POSITION SUMMARY:** Responsible for the development, implementation, and training required for a successful community-based volunteer initiatives approved by the North American Division. This includes, but is not limited to, identifying potential sites, screening and selection of potential volunteers, organizing and conducting training programs, and evaluation during site visits. Assists in designated administrative details using initiative and sound

judgment.

**AUTHORITY, ACCOUNTABILITY:** Authority as delegated by the supervisor. Work is performed with minimal supervision. Responds to own supervisor. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

**ESSENTIAL JOB FUNCTIONS:**

- ❖ Identify and establish new sites for community tutoring and volunteer-based programs.
- ❖ Oversee the development of handbook/instruction manual used in training of volunteer tutors, and update on a regular basis.
- ❖ Organize and conduct annual training event for Tutoring Coordinators.
- ❖ Screen, interview, and select potential volunteers for placement at community sites within North American Division.
- ❖ Coordinate placement of volunteers with pre-selected program site.
- ❖ Recruit volunteer tutors and coordinators at Seventh-day Adventist colleges, universities, career fairs, job expos, etc., within the North American Division.
- ❖ Write articles and features for publication in SDA magazines and/or journals.
- ❖ Coordinate the *Alliance for Youth* program.
- ❖ Communicate with sites and volunteers on a regular basis and serve as mediator for conflict resolutions as needed.
- ❖ Generate correspondence required to answer inquiries, clarify information/policy, and obtain donors, etc.
- ❖ Gather data and create statistical report to be used in generating reports and designing other projects.
- ❖ Identify potential sources of funding through research, and submit concept papers to potential donors.
- ❖ Develop grant proposals as requested by potential donors based on previously submitted concept papers.
- ❖ Other duties as assigned or requested by supervisor.

**EDUCATION/EXPERIENCE/CREDENTIALS:** Skills and abilities generally acquired through a four-year college degree in social services or related field with course work or experience in program funding and/or proposal writing. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

Three or more years relevant work experience are needed to gain the skills and knowledge required to perform job duties.

**KNOWLEDGE AND SKILL:** Knowledge of principles, policies and beliefs of the General Conference and the Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills including proficiency in both verbal and written. Ability to perform administrative functions, develop long-term and short-term plans and programs, and to establish and maintain effective relationships with internal and external personnel.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:** Contact with many people, both internally and externally. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with own department

September 13, 2001 – NADCOM

personnel, others within the General Conference and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for supervisor, department, General Conference and Seventh-day Adventist Church.

**PHYSICAL REQUIREMENTS:** Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by General Conference Employee Handbook, are required. Some travel required.

TREn/NADCOA/NADCOM to JRP

**RIELEY, LEROY—CONTRACT EMPLOYMENT, TRAVEL AND  
OTHER EXPENSES FOR 2001**

VOTED, To enter into a contract employment with LeRoy Rieley, to assist the North American Division as Consultant/Analyst for the Sun Systems software project to be covered from Undesignated Projects (#71000). The costs will be based on the last denominational salary, plus travel and telephone costs, and he will be furnished with a laptop computer for the duration of his involvement in the project. The cost is estimated to be up to \$30,000 for the rest of the year 2001. He will be responsible to assist in the research of issues on standard financial statements and reports. The effective date is to be determined.

A job description will be considered by NADCOA at a later date as pertinent issues are presently under discussion.

TREn/NADCOA/NADCOM to JRP

**KILSBY, HARVEY—CONTRACT SERVICE FEE AND  
TRAVEL EXPENSES FOR 2001**

VOTED, To enter into a contract with the Lake Union to cover the travel expenses and service fee for the services of Harvey Kilsby (director of LUCIS) to assist the North American Division as Consultant/Analyst for the Sun Systems software project. The service fee per day charged by the Lake Union Conference is 12% category B remuneration (\$2,387 x .12=\$286.44). Total expenses are estimated to be approximately \$30,000 for the rest of the year 2001, to be covered from Undesignated Projects (#71000). Kilsby will be furnished with a laptop computer for the duration of his involvement in the project. His main function will be to provide quality control assurances as related to product development. The effective date is July 1, 2001.

PSIn/NADCOA/NADCOM to KWO

**HOPKINS, PAUL—APPOINTMENT**

VOTED, To appoint Paul Hopkins as Associate Director for the North American Division Philanthropic Services for Institutions (NAD/PSI), effective August 12, 2001.

01-100

September 13, 2001 – NADCOM

ACN/NADCOA/NADCOM to KWO

**WALLACK, JERE—APPOINTMENT**

VOTED, To approve the appointment of Jere Wallack as Manager for Adventist Communication Network (ACN), effective August 1, 2001.

ACN/NADCOA/NADCOM to KWO

**AUFDERHAR, GLENN—MAINTENANCE OF CURRENT PAYROLL**

VOTED, To continue current payroll for Glenn Aufderhar, who will be working with satellite evangelism for the SDA Church in Canada (Canadian Union), for the period of September 1, 2001 through February 28, 2002. For the period of September 1, 2001 through December 31, 2001, his current salary will be covered as follows: 50% by the SDA Church in Canada, and the other 50% by NAD ACN. For the period of January 1, 2002 through February 29, 2002, NAD will bill the SDA Church in Canada 100 percent. Aufderhar will be officially retiring on February 28, 2002.

TREn/NADCOA/NADCOM to KWO

**DODGE, GARY W—APPOINTMENT**

VOTED, To appoint Gary W Dodge as Assistant Treasurer for the North American Division effective September 1, 2001. Dodge will be working with the General Conference SUN System Accounting Software and his salary will be covered by the General Conference. This appointment will authorize him to train and implement said accounting system in the various North American Division organizations.

NAA/NADOUP/NADO/NADCOM to DCS

**NATIVE AMERICAN ADVISORY—RESTRUCTURE**

The Chairman was present at a recent meeting of the Native American Advisory when the advisory was re-evaluated. Because of the way that work among the Native Americans is structured and the way it operates, there was agreement among those present at the Advisory that it will be desirable to restructure the work. Therefore, it was

VOTED, To dissolve the Native American Advisory.

September 13, 2001 – NADCOM

Comn/NADCOA/NADCOM to HWB

**ADVENTIST REVIEW AND NAD EDITION PLANNING COMMITTEE**

VOTED, To adjust the membership of the Adventist Review NAD Edition Planning Committee (ARPln) (NAD-S) as follows:

<u>Delete</u>	<u>Add</u>
Tetz, Myrna	Nolan, Shelley Thomas, Mark

OGC/NADCOM to HWB

**DAYTON OSTEOPATHIC HOSPITAL dba GRANDVIEW HOSPITAL AND MEDICAL CENTER—DENOMINATIONAL STATUS**

VOTED, To approve denominational status for The Dayton Osteopathic Hospital dba Grandview Hospital and Medical Center, located at 405 Grand Avenue, Dayton, OH 45405-4796, effective date September 11, 2000. The Dayton Osteopathic Hospital dba Grandview Hospital and Medical Center 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 not participate in a retirement plan administered by the North American Division.

OGC/NADCOM to HWB

**ADVENTIST ACQUISITION CORPORATION (COLORADO)—  
DENOMINATIONAL STATUS**

VOTED, To approve denominational status for The Adventist Acquisition Corporation (Colorado), located at 111 North Orlando Avenue, Winter Park, Florida 32789, effective date October 1, 2001. The Adventist Acquisition Corporation (Colorado) 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 not participate in a retirement plan administered by the North American Division.

OGC/NADCOM to HWB

**HUBER HEIGHTS HEALTH SERVICES, INC. dba HUBER HEALTH  
CENTER—DENOMINATIONAL STATUS**

VOTED, To approve denominational status for The Huber Heights Health Services, Inc. dba Huber Health Center, located at 8701 Old Troy Pike, Huber Heights, Ohio 45424, effective date September 7, 2001. The Huber Heights Health Services, Inc. dba Huber Health Center 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 not participate in a retirement plan administered by the North American Division.

TREn/NADCOM to JRP

**WALLA WALLA COLLEGE AUDIT—POLICY EXCEPTION**

For the financial audit of the fiscal year 1999-2000, Walla Walla College engaged the services of an outside auditing firm contrary to NAD P 60 30. The North American Division Committee voted an exception to policy on behalf of Walla Walla College but urged that the college should comply with policy in the future. At this point the steps to comply with policy have not been taken for the 2000-2001 fiscal year.

Regarding policy audits, it was

VOTED, 1. To request the General Conference Auditing Service to perform the policy audit for Walla Walla College for the fiscal year ending June 30, 2001.

2. To ask the General Conference Auditing Service to review those policies with which Walla Walla College was not in compliance for the June 30, 2000 audit, plus a selection from the fourteen core policies designated by SDACUBO (Seventh-day Adventist Colleges and University Business Offices).

CRC/NADCOA/NADCOM to HWB

**CHURCH RESOURCES CONSORTIUM BOARD NAD—REAPPOINTMENT**

VOTED, To appoint the Church Resources Consortium Board (CRC) (NAD-B)—with terms of reference.

TERMS OF REFERENCE

AUTHORITY AND RESPONSIBILITY

1. Coordinate an assessment process to identify the needs of local church leaders within the division for resource materials and services.

1. Power to act.

2. Establish priorities among the various needs for development of new products and services.

2. Power to act.

3. Establish priorities to update existing materials and services, including translation from English to Spanish and French.

3. Power to act.

4. Assign specific needs and product ideas to publishers and resource centers that serve the division.
5. Oversee the publication, distribution and marketing of all resource materials published for local churches, pastors, and lay leaders in the division.
6. Act as the management board for North American Division Resources Consortium, including review and approval of financial policies and statements.
7. Coordinate an assessment process for sales analysis of consortium developed resources.
8. See the materials are provided to support the curriculum plans adopted by the NAD Curriculum Committee.
9. Form subcommittees as needed for efficient management of plans.

4. Power to act within budget.
5. Power to act within policy and budget; recommend Policy changes to NADCOM through NADCOA.
6. Power to act within budget.
7. Power to act.
8. Power to act within budget.
9. Power to act within budget.

#### MEMBERS

PRESTOL, JUAN, CHAIR  
Baptiste, Harold W, Vice Chair  
Brill, Debra, Executive Secretary

Carlson, Dennis  
Chudleigh, Gerry  
Netteburg, Kermit  
Osborn, Kenneth W  
Mostert, Thomas  
Sandefur, Charles

Adjourned.

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