

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

Silver Spring, Maryland
November 3, 2003, 9:00 a.m.

DEVOTIONAL

The devotional was presented by E Lonnie Melashanko, Speaker/Director of The Voice of Prophecy.

CALL TO ORDER

Don C Schneider called to order the third business session of the 2003 Year-end Meeting.

PRAYER

Roscoe J Howard, III, Secretary of the North American Division opened the business session with prayer.

TREn/NADOUP/NAD&UnTre03YE/03YEto JRP

522-03N ADVENTIST REVIEW—NAD EDITION

VOTED, To approve an increase of 5.2% per subscription for the NAD edition of the *Adventist Review*, increasing the dollar figure from \$5.55 to \$5.84.

TREn/NADCOA/NADOUP/NADTreCab/NAD&UnTre03YE/NAD&UnSec03YE/
NADUn&GCO03YE/03YE to JRP&RJH

506-03N ADOPTION EXPENSE—POLICY AMENDMENT

VOTED, To amend NAD X 25, Adoption Expense, to read as follows:

X 25 Adoption ~~Expense~~ Assistance

Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum ~~expense on which assistance is granted is~~ assistance to be granted shall not exceed the equivalent of up to ~~three~~ two times the

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current monthly ~~Category A remuneration factor~~ Remuneration Factor, and This assistance shall be limited to one allowance per child.

TREn/NADCOA/NADOUP/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03
YE/03YE to JRP&RJH

**507-03N AUTOMOBILE INSURANCE ASSISTANCE—
POLICY AMENDMENT**

VOTED, To amend NAD X 30 15, Automobile Insurance Assistance, to read as follows:

X 30 15 Automobile Insurance Assistance—1. Eligibility—Those eligible for automobile insurance assistance shall be employees of the General Conference, General Conference and North American Division institutions, union conferences, local conferences, excluding educational personnel K-16 (~~excluding educational personnel K-16~~) whose category maximum is ~~150~~ 100 percent or more of the ~~remuneration factor~~; Remuneration Factor; conference assistant treasurers, conference assistant department directors, unordained ministers, Bible instructors, university and college presidents, major administrative officers and associates in administration, and senior academy principals.

2. *Educational Personnel K-16*—No change.

3. *Deductible*—Assistance (as calculated in c. below) may be granted on annual automobile insurance expense that exceeds ~~25~~ 16.5 percent of the current monthly ~~Category A remuneration factor~~ Remuneration Factor (rounded to the nearest dollar). Proof of payment and minimum insurance limits as in a. below is required.

a. Required Coverage—Those eligible – No change

b. In the event an employee – No change

c. The amount of the assistance – No change

d. An unmarried denominational employee – No change

4. Those organizations within the United States – No change

RET/NAD&UnSec/NADOUP/NAD&UnTre03YE/03YE to DJ

**509-03N RETIREMENT PLAN (Definitions)—
POLICY AMENDMENT**

VOTED, To amend NAD Z 10 05, Definitions (Retirement Plan), paragraph 1, to read as follows:

Z 10 05 Definitions—The following words and terms, as used in the Plan, shall have the meanings set forth below, unless a different meaning is clearly required by the context.

1. *Basic Remuneration*—Salaried or hour-time remuneration including cost-of-living adjustment and area travel where applicable.

TSn/NADCOA/NADOUP/NADCOA/NAD&UnSec03YE/NAD&UnTre03YE/03YE to RJH&JRP

512-03N GIFT ANNUITY AGREEMENTS—POLICY AMENDMENT

VOTED, To amend NAD P 25 10, Gift Annuity Agreements, to read as follows:

P 25 10 Gift Annuity Agreements—1. *Approved* – No change

2. *Rate Schedules*—Gift annuity – No change

3. *Accounting*—Gift annuity agreements – No change

4. *Signatures*—The gift annuity – No change

5. *State Laws*—~~Before local conferences write cash Gift Annuity agreements in excess of \$100,000 or write annuities to be funded by assets other than cash, the local conference association personnel shall obtain counsel from the Union Trust Services Director or Union Conference officers regarding applicable state laws and the capability of the local conference to accept and administer the assets to be transferred.~~

Issuance—Before denominational organizations enter into Gift Annuity agreements funded with cash or publicly traded securities in excess of \$500,000 or other non-cash assets, the denominational organization personnel shall obtain counsel from the Union or Division Trust Services Director or officers. Denominational organizations shall comply with applicable state/provincial registration, reporting, investment and administration requirements for all charitable gift annuities.

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TSn/NADCOA/NADOUP/NADCOA/NAD&UnSec03YE/NAD&UnTre03YE/03YE to
RJH&JRP

**513-03N ADMINISTRATOR, TRUSTEE, AND EXECUTOR
OF WILLS—FEES—POLICY AMENDMENT**

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

P 25 30 Administrator, Trustee, and Executor Executor, or Other Fiduciary
~~of Wills—Fees~~—A denominational employee who serves as administrator, ~~trustee or~~
~~executor of wills, trustee, executor, or other fiduciary,~~ as a result of his/her
denominational employment in any capacity, shall not retain for personal benefit fees
received for this type of ~~service for personal benefit.~~ service. Upon completion of term of
office or denominational employment, the responsibility as administrator, ~~trustee or~~
~~executor of wills~~ trustee, executor, or other fiduciary shall pass to the 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 fiduciary or other business
relationship as a result of the denominational employment.

Retire/NADCOA/NAD&UnTre03YE/NADUn&GCO03YE/03YE to DJ

**514-03Na RETIREMENT BENEFIT STARTING DATE
(HOSPITAL RETIREMENT PLAN)—POLICY AMENDMENT**

VOTED, To amend Section 1.23, Retirement Benefit Starting Date, of the
Seventh-day Adventist Hospital Retirement Plan, to read as follows:

Section 1.23 “Retirement Benefit Starting Date” shall mean the date specified as
such for each Retirement Benefit payable in the form of an annuity. Each Retirement
Benefit payable in the form of an annuity shall become payable as of the Retirement
Benefit Starting Date, or, if later, the first day of the twelfth (12th) month prior to the
date on which application for the Retirement Benefit is filed with the Committee. After
December 31, 2003, “Retirement Benefit Starting Date” shall mean the date specified
as such for each Retirement Benefit payable in the form of an annuity without respect to
the date on which application for the Retirement Benefit is filed with the Committee.

Retire/NADCOA/NAD&UnTre03YE/NADUn&GCO03YE/03YE to DJ

**514-03Nb SURVIVING SPOUSE BENEFIT
(HOSPITAL RETIREMENT PLAN)—
POLICY AMENDMENT**

VOTED, To amend Section 3.7, Surviving Spouse Benefit, Seventh-day Adventist Hospital Retirement Plan, paragraph (e), to read as follows:

Section 3.7 *Surviving Spouse Benefit*

(e) Notwithstanding any other provision of this Plan, no Surviving Spouse Benefit shall be payable under this Section 3.7 to any surviving spouse (including a former spouse) unless all of the requirements for receiving such Surviving Spouse Benefit, including the death of the Participant, occurred prior to January 1, 1992 or after December 31, 2003.

RETn/NADCOA/NADOUP/NADTreCab/NAD&UnTre03YE/NAD&UnSec03YE/03YE
to RJH&DJ

**516-03N BENEFITS (TRANSITIONAL ENHANCEMENT)
[RETIREMENT PLAN]—POLICY AMENDMENT**

VOTED, To amend NAD Z 35 06 Benefits (Transitional Enhancements) [Retirement Plan], to read as follows:

Z 35 06 Transitional Enhancement —Employees eligible to begin receiving benefits from this plan may be eligible for a transitional enhancement. The single life annuity for service prior to January 1, 2000 will be added to a single life annuity based on an estimate of the Adventist Retirement Plan employer-provided accumulation using actual employer Basic and Match contributions, and actual quarterly performance of the Socially Screened Moderate allocation model as defined by the Adventist Retirement Plan, irrespective of the allocation model selected by the employee and converted to an annuity using inflation and investment return assumptions currently in place by the Plan's actuary. ~~according to guidelines developed by the Retirement Plan Committee.~~ If that combined monthly benefit is less than the single life annuity would have been had the employee completed his/her career under this plan, this plan will 'top up' the single life annuity with a transitional enhancement by the amount of the estimated loss.

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**517-03N RETIREMENT ALLOWANCE (IN GENERAL)—
POLICY AMENDMENT**

VOTED, To amend NAD Z 40 Retirement Allowance, Section Z 40 10, In General, paragraph 1, to read as follows:

Z 40 10 In General —Employees who have earned at least 1,000 hours or the equivalent of one-half year of service credit during each of the two years immediately preceding his/her admission to the Plan and go directly from active service into retirement shall be granted a retirement allowance by the Retirement Plan. Employees who qualify for retirement benefits shall be granted the retirement allowance even though their spouse elects the spouse allowance. The retirement allowance is not termination pay but is a retirement benefit provided at the time the participant is eligible for retirement benefits according to the following provisions:

1. *Amount*—The maximum allowance shall be equivalent to five months (865 hours) basic remuneration (including wages and cost of living adjustment, but not including travel allowance) (see Z-10-05-1) for employees with 40 years of service credit prior to January 1, 2000. For those with less than 40 years the allowance is equivalent to 12.5 percent of a month's basic remuneration for each year of service credit prior to January 1, 2000. (See X 45 12 for retirement allowance based on denominational employment after December 31, 1999.) Employees who received a termination settlement at the time of a break in service shall be eligible for only a retirement allowance based on the years of service credit prior to January 1, 2000 earned after the settlement.

O2AC/282-02G/NADOUP/NAD&UnSec03YE/NAD&UnGCO03YE/03YE to RJH

**524-03N 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 specific group – No change

B 01 10 Local Conference/Mission/Field—A specific group – No change

B 01 15 Union Conference/Mission—A specific group – No change

B 01 20 General Conference—1. Conference and its Divisions—1. The General Conference is the largest unit of organization of the Seventh-day Adventist Church and embraces 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 administrative and supervisory responsibilities for designated groups of unions and other church units within specific geographic areas. (See C, Division Administration.)

2. *Divisions*—As provided by its Constitution and Bylaws, the General Conference conducts its work through the divisions. A Each division embraces all the unions and local conferences/missions/fields and institutions (other than General Conference institutions) in its assigned area of the world.

3. *Highest Organization* - No change

B 01 25 Structural Stability—Local churches – No change

B 01 35 Variations in Administrative Relationships—1. For the purpose of fulfilling the mission of the Church, division administrations are authorized to recommend modified organizational structures and/or administrative relationships in situations which do not involve the resizing of unions, as outlined below in paragraphs a. through c., or to experiment with further modifications in territories where unusual economic, political, geographic, religious, or demographic circumstances, or strategic purposes make normal church organizational and administrative structures impractical or inefficient. In all cases where alternative arrangements are implemented, the four constituent levels of Church organizational structure and relationships shall be preserved:

a. All basic administrative units shall have a constituency voice (regular constituency sessions).

b. All administrative relationships shall be clearly defined (responsibility is ultimately held by an elected/appointed officer(s) who is accountable to an executive committee).

c. Constitutions and bylaws may be amended to provide for alternative administrative arrangements and the process by which such arrangements are continued or suspended.

2. Innovations in organizational structure and administrative relationships must be approved by the respective division committees and the General Conference Executive Committee and will be reviewed periodically by division administrations to determine the strengths and weaknesses of each arrangement. Division committees may grant constituencies the option to continue or discontinue the alternative administrative arrangement.

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DJ&RJH

**529-03N RETIREMENT ALLOWANCE (BENEFITS
FOR RETIRED EMPLOYEES)—POLICY AMENDMENT**

VOTED, To amend NAD X 45 12, Retirement Allowance, to read as follows:

X 45 12 Retirement Allowance—Employees who have been employed at least half-time during each of the two years immediately preceding retirement and ~~go directly from active service into retirement~~ terminate employment with eligibility to immediately access employer-provided retirement benefits shall be granted a retirement allowance by the employer. The retirement allowance is not termination pay but is an employee benefit provided at the time the participant is approaching eligibility for retirement benefits according to the following provisions:

1. *Amount*—The maximum allowance shall be equivalent to 12.5 percent of a month's basic remuneration (including wages and cost-of-living adjustment, but not including travel allowance) for each year of NAD denominational employment after December 31, 1999. (See Z 40 for Retirement Allowance earned by service prior to January 1, 2000.) Employees who previously received a termination settlement or a retirement allowance shall be eligible for a retirement allowance based only on the years of service credit earned after such payments.

2. *Disability* - No change
3. *Interdivision Employees (Missionaries)* - No change
4. *Literature Evangelists* - No change
5. *Teachers* - No change
6. *Service Credit* - No change
7. *Death Before Retirement* - No change
8. *Sharing Cost of Contribution* - No change
9. *Time of Payment* - No change
10. *Special Exceptions* - No change

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NAD&UnGCO03YE/03YE to JRP&RJH

**537-03N HOLDING CHURCH PROPERTIES AND OTHER
ASSETS—POLICY AMENDMENT**

VOTED, To amend NAD P 15 80, Holding Church Properties and Other Assets,
paragraph 1, to read as follows:

**P 15 80 Holding Church Properties and Other Assets—1. Property
Ownership**—Church properties and other assets shall be held in the name of an
appropriate denominational corporate entity, not by individuals, trustees or local
congregations. Where this is not legally possible, such as on United States Reservations
and Canadian Reserves, alternate ownership arrangements should be made in
consultation with the union, the division, unions shall consult with the division and with
the and the General Conference Office of General Counsel ~~concerning alternative
arrangements.~~

02AC/286-02G/NADOUP/NADCOA/NAD&UnSec03YE/NAD&UnTre03YE/03YE to
RJH

**528-03N INSURANCE REQUIREMENTS (DENOMINATIONAL
AVIATION)—POLICY AMENDMENT**

VOTED, To amend NAD C 65 30, Insurance Requirements, paragraph 3, to read
as follows:

3. *Pilots*—Denominational employees and volunteers engaged in
flying for the denomination or on a personal basis, shall be covered with an ~~accidental
death and dismemberment individual broad-form accident~~ policy with a minimum ~~death
benefit of \$50,000~~ limits of \$150,000 and endorsed for coverage as a pilot or crew
member when available from an approved company. Premiums for this policy shall be
paid by the organization extending employment or to which the volunteer services are
rendered. If the pilot is flying exclusively on a personal basis, and is already insured by
the employing organization with an accidental death and dismemberment policy, the
endorsement for coverage as a pilot or crew member will be allowed; however, the
additional premium for this endorsement shall be at the expense of the individual.

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**533-03N DEALING WITH OFFENDERS (SAFEGUARDING
THE FUNDS OF THE CAUSE AND INVESTMENTS)—
POLICY AMENDMENT**

VOTED, To amend NAD P 30 15, Dealing With Offenders, to read as follows:

P 30 15 Dealing With Offenders—When a volunteer or an employee of a Seventh-day Adventist organization ~~takes a course~~ performs an act in violation of the laws of the country and of the financial trust or responsibility reposed in him/her, discipline shall be administered and ~~church officials shall cooperate in the proper discipline of such offenders.~~ the Church will report all violation(s) to appropriate law enforcement officials.

TREn/NADTreCab/NADCOA/NAD&UnSec03YE/NAD&UnTre03YE/
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**536-03N INSTITUTIONAL BUILDING AND IMPROVEMENTS
PROJECTS (CARE AND RESPONSIBILITY IN
FINANCIAL OPERATIONS)—POLICY AMENDMENT**

VOTED, To amend NAD P 15 70, Institutional Building and Improvement Projects, paragraph 3, to read as follows:

3. *NADCOA Approval*—Any project involving the expenditure of \$750,000 \$6,000,000 or more shall be regarded as an undertaking requiring counsel with local and union conference committees, and NADCOA as to the viability of the building and financial plans.

TREn/NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/
NADUn&GCO03YE/03YE to JRP&RJH

**539-03N DEBT CONTROL (CARE AND RESPONSIBILITY
IN FINANCIAL OPERATIONS)—POLICY
AMENDMENT**

VOTED, To amend NAD P 15 60 Debt Control, to read as follows:

P 15 60 Debt Control—Introduction—The following policy includes amendments that will be in operation from November 1, 2003 through November 30, 2004 as per action of the General Conference Annual Council 2003. The policy variance removed the enforcement of the GC Working Policy S 15.

1. *Enlargement of Facilities* - No change
2. *Existing Indebtedness* - No change
3. *Building Plans*—When building plans involve the borrowing of funds in ~~excess of \$750,000~~ a request shall be submitted for approval to NADCOA the appropriate organization according to the provisions of 1-a., -b., and -c. for approval.
4. *Annual Report*—~~Each conference is to make an annual report to the North American Division Treasury of all borrowing of funds up to \$750,000 approved by the union committee. The treasurer of the organization (conference, union, and division) shall make an annual report (to the governing committee) of all borrowing of funds covered by this policy.(see P 15 60-6.b.).~~
5. *Terms of Borrowing*—Churches, conferences, and institutions may borrow for a period of up to ~~fifteen~~ twenty years. Under certain conditions they may borrow for a longer period if approved by local and union conference committees, or the Revolving Fund in unions where the Revolving Fund holds the authority to act on this matter, and NADCOA.
6. *Borrowing Limits*—Where organizations cannot finance major capital projects from existing funds, borrowing may be authorized up to the following limits:
 - a. *Local church*—Up to the equivalent of ~~200~~ 500 percent of its annual tithes, ~~or 50~~ Thirty-five percent of the project cost ~~whichever is less will be on hand at the start of the project. In special cases an exception~~ Exceptions may be made to the foregoing percentage will be by action of the union committee if recommended by recommendation of the local conference. involved.
 - b. *College/University* - No change
 - c. *Local conference*—Up to ~~60~~ 100 percent of the average annual gross tithe income for the past three years. This includes borrowing in the name of the association. Co-signing notes for local churches and contingent liabilities is-are considered the same as borrowing. Parsonages are considered rental property and are excluded from the limits specified above. Exceptions to the foregoing percentage, up to 150%, will be by action of the union committee.
 - d. *Union Conference*—Up to 30 percent of its ~~annual tithes. average~~ tithe receipts for the past three years. This is based on all loans for which either the union conference or the association is responsible including both direct obligations and contingent liabilities (owned and not owned) according to the latest audited statements. The union conference ~~should~~ shall not co-sign for health institutions in its ~~the~~ territory.

Parsonages are considered rental property and are excluded from the limits specified above.

e. Division—Up to 25 percent of its average title receipts over three years. This is based on all loans for which either the Division or the association is responsible including both direct obligations and contingent liabilities (owned and not owned) according to the latest audited statements. The Division shall not co-sign for healthcare institutions in the territory. Parsonages are considered rental property and are excluded from the limits specified above.

7. *Emergency Loans* - No change

8. *Loans to Individuals*—Conferences, institutions, corporations, or associations may make loans as follows:

a. Loans to physicians and dentists – No change

b. Loans to employees as are specifically provided for by ~~policy~~ X

21.

9. *Borrowing for Relending* - No change

10. *Borrowing for Reinvestment* - No change

TREn/NAD&UnTre/NADCOA/NAD&UnSec03YE/NAD&UnGCO03YE/03YE
to JRP&RJH

**535-03N BUILDING PROJECTS (CARE AND RESPONSIBILITY
IN FINANCIAL OPERATIONS)—POLICY
AMENDMENT**

VOTED, To amend NAD P 15 65, Building Projects, to read as follows:

P 15 65 Building Projects—1. *Authorizations* - No change

a. Projects exceeding \$100,000 \$250,000 (United States/Canada) shall be approved by the conference committee or institutional board.

b. Projects exceeding \$500,000 \$3,000,000 (United States/Canada) shall be approved by the union committee or the board of union ~~and General Conference~~ institutions.

c. Projects exceeding \$1,000,000 \$6,000,000 (United States/Canada) shall also have the approval of the North American Division Building, Borrowing, and Blueprints Committee and the North American Division Committee for Administration (NADCOA.) ~~This shall be done in the early planning stage in order that the North American Division departments involved may be consulted regarding specific~~

requirements:

2. *Counsel From Higher Organizations* - No change

3. *Cash Requirements*—In the purchase or building of church properties, commitments shall not be made or building operations commenced until ~~fifty~~ 35 percent of the entire cost of the building, including initial furnishings, is available in cash or in readily convertible assets, and provision satisfactory to the authorizing committees for securing the remaining ~~50~~ 65 percent is made. In the case of purchase, construction, or remodeling, the work shall proceed and obligations shall be incurred only as funds are available and the finance plan has been approved by the corresponding body. Land that has been paid for may be considered at cost as part of the required ~~50~~ 35 percent of the total project.

4. *Construction in Stages* - No change

5. *Borrowed funds*—In cases where it is deemed advisable, a church may be authorized to borrow up to ~~50~~ 65 percent of the cost of completing the current stage of its building project, provided a definite program for the liquidation of the loan has been approved and underwritten by the local and union conferences concerned within the time period specified ~~by this policy~~ by this policy. Issuance of bonds (exempt or non-exempt) for the financing of building projects by denominational organizations after December 31, 1999 is not authorized, except by action of the North American Division Committee (NADCOM).

TREn/NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/
NADUn&GCO03YE/03YE to JRP&RJH

**538-03N UNION REVOLVING LOAN FUND—
POLICY AMENDMENT**

VOTED, To amend NAD P 20, Union Revolving Loan Fund, to read as follows:

P 20 Union Revolving Loan Fund

1. *Regulations*—No change
2. *Principal Amounts*—No change

3. *Notes* - The principal obligation of the fund shall be evidenced by demand or term notes or accounts bearing interest at a rate not to exceed the maximum to be set annually by the ~~Annual Council~~ North American Division. Separate rates shall be set for the United States and Canada. Term notes shall not exceed 20 years from the date of issue, and providing it is allowable by state and local laws and regulations. ~~all~~ All notes and accounts are payable at any time by action of the union committee. At the option of the union, when term notes are issued, a penalty provision covering early withdrawals

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may be inserted in the plan. The notes and accounts are available exclusively to members of the Seventh-day Adventist Church and to denominational entities, and the plan will be promoted by unions only within its ~~their~~ own territory.

4. *Loans* - No change
5. *Excess Capital* - No change
6. *Authorizations* - No change
7. *Building Plans* - No change
8. *Sinking Fund* - No change
 - a. All local conferences - No change
 - b. Borrowing entities may be charged interest at a rate of up to ~~three~~ four percent more than the interest currently being paid on Union Revolving Fund notes or accounts. Fifty percent of the interest spread shall be put in the sinking fund with credit to the conference in which the borrowing entity is located.
 - c. Accurate records - No change
 - d. Investment of the principal - No change
9. *Short-term Investments* - No change
10. *Allocation of Funds* - No change

ACM/NADUn&GCO03YE/03YE to RJH

**579-03N MILITARY RESERVISTS CALLED TO ACTIVE DUTY—
GUIDELINES**

VOTED, To adopt Military Reservists Called to Active Duty Guidelines, which read as follows:

Discussions have taken place involving NAD Administration, Adventist Chaplaincy Ministries (ACM), Retirement Plan of the North American Division, Adventist Risk Management (ARM), and the Office of General Counsel, (OGC) with respect to the obligations and responsibilities the North American Division and its entities have when employees who serve in the military reserves are called to active duty.

Reservists' terms for active duty are being prolonged for periods, in some cases, exceeding one year. This has brought pressure on the reservists as well as their families in a number of areas including financial concerns.

Congress passed the "*Uniformed Services Employment and Reemployment Act of 1994 (USERRA)*" which clearly defines the rights of reservists in relationship to their employers. Church organizations are not exempt from this law. Copies should be available in each entity of the Church and should be referenced when dealing with reservists. The Adventist Chaplaincy Ministry (ACM) is available to serve as a resource center for documentation relating to this subject.

Aspects of NAD policies relating to employment are not addressed by *USERRA*; however, it is felt that guidelines are appropriate in an effort to ease the burden which reservists and their families experience. In some cases the Church has already addressed through policy the treatment of reservists.

Summaries for issues considered are listed as follows:

Salary and ERI: Employers cannot deny an employee's right to serve in the reserves nor can they negatively impact their employees serving in the reserves. Reservists receive minimal compensation for the monthly drills they participate in when not called to active service. Such compensation should have no bearing on their denominational remuneration.

Reservists when activated receive remuneration and benefits from the military. Effective dates are documented by the armed forces. Such dates become the basis for when the reservist is taken off denominational remuneration and may also be factored for determining reinstatement dates when the reservist returns to denominational employment.

Parsonage Allowance: When activated the reservist is entitled to receive housing assistance from the military. This assistance is non-taxable so corresponds to the parsonage allowance granted ministers.

Tuition Assistance: USERRA does not require that reservists continue receiving tuition assistance for their dependants during the time they are in active service. This represents an aspect of denominational employment which is neither covered by law nor by existing policy. Reservists should receive tuition assistance only if their dependants were receiving such assistance at the time of their activation or should the reservist's dependants be on track to become eligible during the time of active duty.

1. *For college student*, normally eligible to apply for student loans, a "recapture" system may be put in place whereby the reservist is allowed to recoup educational assistance for which he/she would have been eligible had he/she remained in denominational employment. Such assistance would be granted following the return of the reservist to full denominational employment. In a preferred scenario a denominational entity may elect to continue granting educational assistance during the time the reservist is on active duty as if he/she were present on the job.

2. *For K-12 students* denominational entities will normally grant tuition assistance on the same basis as for active workers given the fact that student loans are not as readily available.

Health Care Assistance:

The NAD HealthCare Assistance Plan (HCAP) For Employees of the Seventh-day Adventist Organization of the North American Division, United States Only, addresses the issue of "Military Leave of Absence." Included are the following provisions:

Employees on military leave remain in the Plan for 30 days.

After thirty (30) days leave the employee can elect to continue coverage for his dependants per USERRA; however, such coverage may be subject to the reservist paying a premium.

Suggested alternative:

It is suggested that a division-wide premium be established representing the cost to the reservist for including his dependants in the denominational Health Care Assistance Plan.

Retirement Benefits:

Provision is made by policy [refer to Z 15 50 (3)] for mobilized reservists to continue receiving retirement credit. Also addressed are the issues involving the recapturing of lost contributions to the DC Retirement Plan.

Suggested Resources:

There are numerous web sites which can be accessed through any search engine using the description of *USERRA*.

The Department of Labor answers many questions at their web site at the following address:

http://www.dol.gov/ebsa/faqs/faq_911_2.html

Military reservists' pay roll scales can be accessed at:
<http://www.dod.mil/militarypay/pay/bp/>

The North American Division HCAP addresses military leaves of absence. Adventist Risk Management (ARM) can supply copies of the HCAP if needed.

The North American Division Retirement Plan addresses USERRA. Del Johnson, Administrator for this plan, has summarized retirement issues in a letter dated October 14, 2003 sent to NAD union and conference administrators as well as human resources directors. Copies are available from the retirement office.

VM&CM/ARM/NAD&UnSec02YE/02YE/ARM/NADUn&GCO03YE/03YE to RJH

**578-03N VOLUNTEER MANAGEMENT & SCREENING
GUIDELINES FOR THE LOCAL CHURCH & SCHOOL
OF THE SEVENTH-DAY ADVENTIST CHURCH—
NORTH AMERICAN DIVISION**

VOTED: To adopt the Volunteer Management & Screening Guidelines for Local Churches and Schools, Adventist Youth Services and the Adventist Youth Network which read as follows:

1. Objective—

The Seventh-day Adventist Church desires to make its worship and educational environments free from abuse of all kinds. To achieve this goal in its ministry and educational programs the following guidelines have been developed for implementation throughout the North American Division.

The Seventh-day Adventist Church is committed to providing a safe environment to help children learn to love and follow Jesus Christ. At this time, the disturbing and traumatic rise and recognition of physical and sexual abuse of children has claimed the attention of our nation, our society, and the Church. Adventist churches and schools which conduct programs for children and youth are not insulated from those individuals who abuse young people.

In keeping with the counsel of *The Seventh-day Adventist Church Manual*, it is the responsibility of the local church or school to select, screen and manage trustworthy individuals to fill volunteer positions in ministry and school activities.

“The local church should take reasonable steps to safeguard children engaged in church-sponsored activities by choosing individuals with high spiritual and moral backgrounds as leaders and participants in programs for children.” *The Seventh-day Adventist Church Manual*, Revision 2000 page 120

Therefore, the Seventh-day Adventist Church believes that it is important to take decisive steps to ensure that to the best of their ability, the local church, school, and the programs they sponsor, are safe and provide a joyful experience for children and youth.

2. Focus on Mission—

The work of volunteers is essential to the successful accomplishment of the Church's mission and ministry. The management policies and procedures employed to supervise the work of volunteers must be in keeping with the mission and must support its successful achievement. Therefore, the mission of the ministry should always be the focus of volunteer selection and of the management process. In selecting individuals for volunteer positions only persons who support the mission of the organization should be recruited. Individuals in leadership who are unwilling to support the volunteer management policies and practices should be discontinued.

3. Organizational Responsibilities—

- a. The Church has both a moral and civil duty to protect the children entrusted to its care from harm caused by physical or sexual abuse. The local community has an expectation that the local church or school will provide a safe haven for children who participate in the ministries or educational programs of the Church.
- b. It is recommended that appropriate levels of adult supervision will be provided by trained denominational employees or volunteers at all times. Wherever possible a minimum of two adults will be present to supervise activities involving minor-aged children.
- c. The local church or school will exercise reasonable care in the selection and supervision of personnel that will include:
 - 1.) Careful selection of employee(s) or volunteer(s) needed to supervise a specific ministry or activity.
 - 2.) Appropriate training and orientation of employed staff or volunteer(s) in order to provide proper supervision of the ministry or activity.

- 3.) Each staff member or volunteer will receive a written copy of the policies and/or expected code of conduct that will be required of them.
- 4.) The local church or school will be expected to provide proper oversight and management of employed staff and volunteer(s).
- 5.) The local church or school will be expected to take appropriate corrective action to either discipline, counsel, or remove staff members or volunteer(s) when necessary.
- 6.) The local church or school has a duty and must report all incidents of suspected child abuse in accordance with the law.

4. Volunteer Selection & Management—

- a. It is the responsibility of the local church or school to select individuals who will serve in volunteer positions.
- b. It is recommended that all volunteers will be appropriately screened before they are allowed to supervise children.
- c. It is recommended that the local church or school adopt a practice that no adult will be considered for a volunteer leadership role in a church or school sponsored ministry or activity until he/she has been a member of the congregation or known by the organization for a minimum of six (6) months.
- d. All volunteers should be invited to participate in a volunteer service orientation program conducted by the local church or school and submit to a screening procedure that will include the completion of a signed Volunteer Information Form.
- e. The local church or school should establish a small Volunteer Service Committee (3-5 members) of respected church leaders who will be responsible to review Volunteer Information Forms submitted and approve individuals to serve in a volunteer capacity for the organization.
- f. All volunteer positions at the local church or school should be evaluated to determine the appropriate level of screening that should be undertaken based on the potential level of interaction with children, taking into consideration, one-on-one activity, off-site programs, and over-night activities in which the volunteer may be involved for the organization.
- g. The appropriate level of screening should be completed before the adult is allowed to volunteer in a local church- or school-sponsored activity. In some cases the local conference may provide assistance in the volunteer screening process.
- h. The Volunteer Service Committee will notify the appropriate ministry or school leader and the adult volunteer when the application for volunteer service has been approved.

5. Protecting Confidentiality of Information & Records—

It is the duty and responsibility of all individuals involved in the screening, interviewing and selection process of volunteers to conduct themselves with utmost integrity and confidentiality. The information received concerning individuals who volunteer their services to the local church or school will be maintained at all times on a confidential basis by the organization. Information contained in the Volunteer Ministry Information Form will only be released to other church organizations upon the request and written authorization of the applicant.

All information received during the volunteer screening process, including the Volunteer Ministry Information Form, will be maintained by the local church or school (unless otherwise directed by the local conference) on a confidential basis and kept in a locked file. All allegations of inappropriate conduct involving a child with an adult volunteer will be promptly investigated by the leadership of the local church or school. The local church or school will respect the rights of the child(ren) and the volunteer(s) involved and treat all matters concerning the situation discreetly, confidentially and in accordance with local child abuse reporting laws.

6. Screening for Volunteer Service—

“Effective screening of volunteers requires considering the mission of the organization and the activities of volunteers necessary to accomplish that mission. Designers of effective screening must also consider the willingness of volunteers to give up some of their privacy for a greater good. Screening must be thorough enough to impact child abuse, but should not intrude on the privacy of volunteers more than required for the safety of the children with whom they work. Every youth-serving organization should understand that even well screened volunteers may still pose a threat to the children with whom they work.” – The National Collaboration for Youth – Screening Guide for Volunteers

A. Basic Level – All Volunteers

1. Personal interview of the volunteer applicant by the leader of the ministry or school official to determine the individual's interest and desire to be of service to the organization
2. Complete a Volunteer Ministry Information Form with applicant's signature
3. The applicant for volunteer service will provide three (3) personal references
4. Local church or school Volunteer Service Committee responsible to review the information form and follow-up on personal references provided by the applicant.

B. Intermediate Level – Volunteers with High level of Interaction and Off-site Trips

1. All of the elements of Basic Screening should be applied
2. State Criminal History and Sex Offender Registry Check which may require fingerprinting and additional written permission from the applicant in order to obtain access to information from law enforcement or other agencies

C. Comprehensive Level – Volunteers with Direct One-on-One Interaction
i.e. Big Brother/Sister Programs, In-home or Overnight Care Programs

1. All elements of the Basic and Intermediate Screening
2. FBI Criminal History Check
3. Home Visitation and Observation
4. Psychological Evaluation

Note: All volunteers must complete the Basic Level of screening. The local church or school is responsible for the cost of implementing these guidelines. In some areas, the local conferences may provide assistance with or conduct the formal screening of applicants at the Intermediate and/or Comprehensive Levels.

D. Minimizing Resistance to Screening & Achieving Cooperation

1. The focus should always be on the mission.
2. Invite adults to apply for the privilege of volunteering in the ministry and school program(s). Conduct an orientation program to acquaint interested individuals.
3. Jesus placed a very high value on the protection of children (Matthew 18:1-6), therefore child protection is an essential element in all church- or school-sponsored children's activities. Adult employees and volunteers will be expected to conduct themselves in accordance with Biblical principles at all times.
4. Set the example by having all volunteer leaders participate in the screening program even if they have been a volunteer for many years at your church or school.
5. Volunteer information should be updated every three (3) years.
6. Resist becoming involved in a prolonged discussion of why volunteer screening is a mandatory requirement at your church or school. Handle these types of questions in a private meeting with the individual who is raising the objection to the screening process.
7. Carefully review all Volunteer Ministry Information Forms to be sure that they are completed, including the signature of the applicant.
8. Personally invite a volunteer applicant to complete any missing information and resubmit the form for consideration. Any objections to specific questions on the form should be addressed with the applicant. Encourage the applicant to participate in the screening process in order to maintain the

integrity of your volunteer program. Always keep the focus on your mission.

9. If the applicant continues to refuse to cooperate with your established screening process he/she should not be allowed to serve in a volunteer position involving children.

7. Code of Conduct for Volunteers—

Jesus loved to minister to children. Today, we have the privilege of volunteering our time, talents, and service in numerous ways to help fulfill the Gospel Commission. Therefore, volunteers must receive orientation and training in the following areas to effectively serve the local church or school:

- a. Provide all volunteers with an understanding of your ministry or school's mission and the expectation you have for its accomplishment in a safe and abuse-free manner.
- b. Explain and provide in writing the expectations, code of conduct, and rules that will be followed by all adult staff and volunteers in relation to their supervision and interaction with children.
- c. Conduct awareness education concerning child abuse (physical and sexual) and outline the steps your church has taken to prevent the occurrence of child abuse incidents in its program. Reaffirm that alleged incidents of child abuse will be investigated and reported to authorities in accordance with local law.
- d. Conduct Good Touch – Bad Touch education and training on how to affirm children in an appropriate manner.
- e. Reinforce the Two-person rule – Never be the only adult supervisor or caregiver. Always have a minimum of two (2) adults present at all times during the supervision of children's activities.
- f. Reinforce the Open Door rule – If an activity is taking place in a room where the door does not have a glass viewing area, it should remain open, so the adult staff member or volunteer is in full view during the activity.
- g. Never leave children alone without supervision. Provide education on how to determine the appropriate level of supervision in order to conduct your program in a safe manner at all times.
- h. Make it clear that failure to comply with the established code of conduct and rules may result in the volunteer being asked to terminate participation in your program.
- i. Use professional members (teachers, physicians, attorneys, social workers, pastors etc.) of your church family and invite them to help you conduct the training of volunteers in order to bring credibility and support for your child protection efforts.

8. Opportunity For Service

As a volunteer you have the privilege of working with children, one of God's most precious gifts. Beyond protecting our children from abuse we also desire to empower volunteers to help children grow in their experience and understanding of Jesus and His saving grace. So we encourage you to walk with God daily, letting his love fill you up and spill over to the children and young people whom you serve.

GUIDELINES FOR VOLUNTEERS

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children in the churches have meaningful guidelines for conduct—to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines:

1. **Never leave a child or group of children for whom you are responsible unattended.** Provide adequate supervision at all times, no matter what.
2. **ALWAYS have at least one other adult 18 or older with you when ministering to children.** If you find yourself in a situation where you are the only adult present, UNDER NO CIRCUMSTANCES should you allow yourself to be alone with one child.
3. **Always ask a person's permission before touching him/her** anywhere, even when responding to an injury or problem. This is especially true for any area that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as you provide care.
4. **Physical and verbal attacks are inappropriate** and should never be used as discipline. "Time out" or "sit-in-that-chair" may be helpful methods with children.
5. **Children need to be touched appropriately.** However, keep hugs brief and "should-to-shoulder" or "side-to-side." Always keep your hands at (not below) the shoulder level. A caregiver kiss is to be forehead or cheek only—not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
6. **When taking small children to the bathroom**—take another adult along, or leave the door open.

Be aware of the signs and symptoms of abuse; be aware of the legal requirements in your locality for reporting child abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.

Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege; it is also a deep responsibility that must be approached with utmost care. As a volunteer you are expected to participate in orientation and training programs conducted by the church or conference.

Adventist Risk Management and the North American Division recommend the following rules for leaders. These serve as a protection to you and to your ministry against charges of abuse:

- **The volunteer screening rule.** The volunteers must complete the screening process described on the Volunteer Ministry Information Form (available at www.nadadventist.org).
- **The six-month rule.** Do not recruit a volunteer who has been a church member for less than six months.
- **The two-person rule.** Have at least two adults present at all times.
- **The glass window rule.** If the door to a classroom does not have glass in or around it, the door should be left open, so that the teacher is in full view.

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November 3, 2003
NAD Year-end Meeting

I, the undersigned, have read the guidelines listed above and agree to abide by them. I will obtain a copy of this signed form and keep it for reference.

DATE _____

SIGNED _____

**NORTH AMERICAN DIVISION
SEVENTH-DAY ADVENTIST CHURCH
Volunteer Management & Screening Guidelines
FQA's – Frequently Asked Questions**

Why does the church need to screen volunteers who work with children?

Our mission is to provide a safe environment where children can learn to experience the joy of Christian worship and education. Jesus placed great importance on the conduct of adults who interacted with children in Matthew 18: 1-6. Society places a moral and legal responsibility on the Church to properly care for children and to supervise their activities as well as the conduct of adults to whom we have entrusted their care.

Are these NAD Volunteer Management & Screening Guidelines mandatory working policy?

No, These Guidelines are not presently NAD Working Policy. They are recommended guidelines to help provide conferences, local churches, and schools with guidance in establishing an effective volunteer management and screening program.

- One Size Doesn't Fit All: We recognize that the legal requirements and availability of information/resources in numerous jurisdictions cannot be summarized into one set of guidelines.
- Existing Programs: Some conferences already have established volunteer management screening programs and there is no need to duplicate or to change screening strategies already in place and working.

Why are the Guidelines for local church versus conference centralized?

The Guidelines have been developed in keeping with the Church Manual which indicates it is the responsibility of the local church to safeguard its children and to select individuals who will work with children. (See *The Seventh-day Adventist Church Manual* page 120) Therefore, the local church should be responsible for implementing its program for managing and screening the volunteers at its location. If a conference wishes to centralize or assist with this endeavor, the Guidelines also accommodate a centralized program format.

Are Criminal Background Checks required of all Volunteers?

NO, The Guidelines do not specifically require criminal background checks of volunteers. There may be certain volunteer positions that warrant this level of reference checking. Where appropriate and economically feasible they may be conducted with the permission of the individual who is applying for a volunteer position. Each organization will have to determine the means of access to this information, obtain the necessary personal information from the applicant and be responsible for the cost of the background check.

Could the Church be held liable if it fails to obtain a Criminal Background Check on a Volunteer and an incident occurs?

- Volunteer Information Forms – One of the most effective tools in obtaining background information on the individual. Requiring this form demonstrates the organization's interest in protecting its children to the applicant. The organization learns more about the individuals who will be working with their children.
- Reference Checks – In many ways personal telephone or written contact to an applicant's personal references from previous locations of volunteer service may reveal better information than a criminal background check.
- Six-Month-Rule – Implementing a local church policy to allow for a six-month time period to observe and to become acquainted with an individual before placing them in a position of leadership also provides much information on the applicant and allows time for background screening and orientation.

How will the Church maintain confidential information on Volunteers?

It is the responsibility of the local church to maintain all volunteer records on a secure and confidential basis. It is recommended that only trusted church leaders who have demonstrated the ability to keep confidential information be asked to serve on the Volunteer Service Committee which will be asked to conduct the screening process. The information obtained on the Volunteer Ministry Information Form will only be released to other church organizations upon the written request of the volunteer applicant. In some organizations the maintenance of this information may be centralized at the conference level.

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November 3, 2003
NAD Year-end Meeting

NADTreCab/NADCOA/NAD&UnSec03YE/NAD&UnTre03YE/NADUn&GCO03YE/
03YE to JRP&RJH

**540-03N COST OF LIVING ASSISTANCE (REMUNERATION
AND COST OF LIVING)—POLICY AMENDMENT**

VOTED, To amend NAD X 10 25, Cost of Living Assistance, paragraph 3-g. to read as follows:

g. Employing organizations may develop a phase-in plan that will allow the implementation of this policy within their financial parameters.

The application of ERI/Statistics Canada – No Change

The cost-of-living for the following July 1, for the USA, or September 1 for Canada, will be determined by the use of the ERI release of the third or fourth quarter, applied on a consistent basis, of the year prior to the increase. Organizations may select the application of the ERI or Statistics Canada to a geographic area using a composite of cities and counties. The amount of the ERI applicable cost-of-living will be the actual dollar amount indicated as the difference between average city USA and the user defined area. The amount of the ERI applicable cost-of-living differential shall be added to the remuneration factor and multiplied by the individual's salary percentage. For 10-month teachers, the individual union's percentage, where different than 10/12ths, shall be applied to the ERI calculation as it is applied to the salary calculation. ~~Specific models and assumptions illustrating the application are available through the treasury office of the union and division.~~

In no case will the total remuneration – No Change

TREn/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/03YE to
KWO&RJH

**541-03N SALARY AND EXPENSES (BUSINESS INTERNSHIP
PLAN)—POLICY AMENDMENT**

VOTED, To amend NAD 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~~ intern shall be shared ~~between~~ by the union and the employing organization ~~on the following basis~~ a monthly basis, as follows:

~~Union 30 percent of the Remuneration Factor for first year and 20 percent of the Remuneration Factor for second year.~~

~~Employing Organization—balance of remuneration and all other allowances and expenses:~~

<u>Union</u>	<u>30% Remuneration Factor</u>	<u>1st Year</u>
	<u>20% Remuneration Factor</u>	<u>2nd Year</u>

<u>Employing Organization</u>	<u>Balance of remuneration and all other allowances and expenses.</u>
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Effective January 2, 2005:

		<u>NAD</u>	<u>Union</u>	<u>Conference</u>
1.	<u>Conference intern</u>	<u>20%</u>	<u>15%</u>	<u>Balance</u>
2.	<u>Union intern</u>	<u>20%</u>	<u>Balance</u>	

(Note: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances, and expenses.)

TREn/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/03YE
to KWO&RJH

544-03N SALARY (INFORMATION TECHNOLOGY INTERNSHIP PLAN)—POLICY REVISION

VOTED, To revise NAD C 63 15, Salary, to read as follows:

C 63 15 Salary and Expenses—The salary and expenses of the intern shall be shared by the division, union, and conference or institution on a monthly basis, as follows:

	<u>NAD</u>	<u>Union</u>	<u>Conference/ Institution</u>
Conference intern:	20%	15%	Balance
Union intern:	20%	Balance	
College intern:	20%	15%	Balance
NAD Institutional intern:	20%		Balance

(Note: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances, and expenses.)

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November 3, 2003
NAD Year-end Meeting

NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/
03YE to KWO&RJH

**546-03N ABC INTERNSHIP PLAN (DENOMINATIONAL
RETAIL STORES)—POLICY AMENDMENT**

VOTED, To amend NAD I 55 95, ABC Internship Plan, paragraph 4, to read as follows:

4. ~~The salary~~ Salary and expenses of the intern shall be according to the scale for business interns and shall be provided jointly as follows: shared by the union, conference, publishing houses, and ABC on a monthly basis, as follows:

Union	20% Remuneration Factor
¹ Local Conference	20% Remuneration Factor
Publishing Houses	20% Remuneration Factor (<u>shared</u>)
The ABC shall provide the balance, including allowances and expenses.	
<u>ABC</u>	<u>Balance of remuneration and all other allowances and expenses</u>

~~The publishing houses shall provide their contributions for internships on a shared basis.~~

¹ A conference without sufficient resources but needing qualified ABC management personnel, may request that an internship and training program be conducted on its behalf in the ABC of another conference. The requesting conference ~~would~~ will be responsible for the 20% local conference remuneration factor. The requesting conference ~~would~~ will also present a business plan ~~that would~~ to insure employment for the intern after successful completion of the internship.

NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/
NAD&UnGCO03YE/03YE to KWO&RJH

**549-03N CALLING OF MINISTERIAL INTERNS AND
SPONSORED STUDENTS (MINISTERIAL INTERNSHIP
PLAN)—POLICY AMENDMENT**

VOTED, To amend NAD L 30 40, Calling of Ministerial Interns and Sponsored Students, to read as follows:

~~L-30-40~~ L 30 45 **Calling of Ministerial Interns and Sponsored Students—**
Ministerial interns and sponsored students should be called from their employing conferences only in exceptional cases as it is undesirable for their field training to be interrupted (see also R-20). However, when such calls are placed, it shall be on the following basis:

1. Calls for ministerial interns and sponsored students to serve outside their home divisions should be placed only in very special cases where language, prior training, or experience is a factor and the need cannot be met otherwise. Such appointments are not to be made until cleared with the employing organization.

2. Calls between unions for ministerial interns are discouraged; however, when such calls are made, the division policy covering the financial provisions for the amortization of moving expense shall apply.

3. When a ministerial intern or sponsored student transfers from one union to another or from one conference to another within the North American Division, the following unamortized expenses shall be reimbursed by the calling organization:

- a. The union and conference share of ~~scholarship expense~~ remuneration paid to the intern.
- b. Travel and moving expenses.
- c. Medical and educational expenses.
- d. North American Division Evangelism Institute furniture and storage expense.

NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/
03YE to KWO&RJH

**551-03N MASTER OF DIVINITY SCHOLARSHIPS—
POLICY DELETION**

VOTED, To delete NAD R 20, Master of Divinity Scholarships, which reads as follows:

R 20 Master of Divinity Scholarships

R 20 05 Types of Scholarships—Scholarships that are granted to persons who study for a Master of Divinity degree at the Seventh-day Adventist Theological Seminary under the Ministerial Scholarship Plan (L 25) shall be as follows:

1. *Regular Scholarship*—The regular monthly scholarship shall be for up to nine quarters and the amount shall be determined by NADCOM each year at the Year-end Meeting.

2. *Scholarship for Students from Canada/Bermuda*—Married students from Canada and Bermuda, whose spouses are unable to obtain permanent visas allowing them to work during the time their spouses are attending the Seminary, may be granted a scholarship of up to twice the amount of the regular scholarship.

R 20 10 Sharing of Expense—The expense of the scholarship shall be shared by the following organizations:

	NAD	Union	Conference
1. Regular Scholarship		50.0%	50.0%
2. Quarterly Seminary Registration Fee	33.3%	33.3%	33.3%
3. While participating in evangelistic efforts—8% of Remuneration Factor per week for up to six (6) weeks	33.3%	33.3%	33.3%
4. Ministerial Internships (3 quarters) Conf Internship Wage Scale Applies (See L 30 30.)	30% Remun- eration Factor	15% Remun- eration Factor	Difference to Full Salary

R 20 15 Additional Assistance—Students who are recipients of a scholarship shall be eligible for the following additional assistance:

1. Assistance on round-trip travel as follows:
 - a. Travel—Standard mileage rate by the most direct route.
 - b. Per diem—As per policy.
 - c. Lodging—Reimbursement on actual expense.
 - d. The above per diem and lodging reimbursement will be based on the 500-mile-per-day travel requirement.
2. Expense for moving personal effects from the place of residence to Andrews University. The maximum pounds are to be determined by the respective union committee.
3. Health care expense assistance, tuition assistance for children, and survivor benefits as determined by NADCOM. At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.

4. While participating in an evangelistic campaign, the seminary student may be granted an amount equal to 8 percent of the Remuneration Factor per week for up to six weeks.

TREn/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/03YE to JRP&RJH

**552-03N FINANCIAL CONSEQUENCES OF
LITIGATION—POLICY AMENDMENT**

VOTED, To amend NAD B 34, Financial Consequences of Litigation, to read as follows:

B 34 Financial Consequences of Litigation

When ~~the division~~ a church entity is drawn into litigation as a result of a decision or activity of another church entity and that decision or activity has not been approved, condoned, or taken part in by the ~~division-executive committee~~ other church entity, the other church entity shall reimburse the ~~net amount~~ sum of all damages, judgment or settlement of any legal action, court costs, legal fees of legal counsel, and fees of accountants or other experts paid by the ~~division~~ other church entity. This includes insured costs when the requirements of P 50 05-1c. (3) are not followed.

NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/
03YE to KWO&RJH

**553-03N REMUNERATION OF INTERNS (MINISTERIAL
INTERNSHIP PLAN)—POLICY AMENDMENT**

VOTED, To amend NAD L 30 35, Remuneration of Interns, to read as follows:

L 30 35 Remuneration of Interns (In Field)—The salary rate shall be stated in the denominational remuneration scale. When a college graduate is employed in the field for a period of not more than three months prior to the seminary study program, the intern will be paid at 75 percent of the remuneration factor. This brief period of employment does not count toward service credit; therefore, it should not be recorded on the individual's service record.

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November 3, 2003
NAD Year-end Meeting

TREn/NADCOA/NAD&UnSec/NADOUP/NADCOA/NAD&UnTre03YE/
NAD&UnSec03YE/NADUn&GCO03YE/03YE to KWO&RJH

510-03N MINISTERIAL TRAINING PROGRAM (FINANCIAL ASSISTANCE TO CONFERENCES)—POLICY AMENDMENT

VOTED, To amend NAD L 05, Ministerial Training Program, section L 05 30, Financial Assistance to Conferences, to read as follows:

L 05 30 Financial Assistance to Conferences—A conference which employs a graduate who holds a Master of Divinity Degree from the Andrews University

Theological Seminary and who has not received seminary sponsorship and who has not been previously employed in the ministry shall be eligible for monthly financial assistance during the first twelve months of that graduate's internship. Application to the union and division must take place within one year of when the graduate is hired. The financial assistance shall be apportioned as follows:

<u>NAD</u>	<u>30% Remuneration Factor</u>
<u>Union</u>	<u>20% Remuneration Factor</u>
<u>Conference</u>	<u>Balance of remuneration and all other allowances and expenses</u>

NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/
03YE to KWO&RJH

545-03N REMUNERATION AND FINANCING (COMMUNICATION INTERNSHIPS)—POLICY REVISION

VOTED, To revise NAD E 37 25, Remuneration and Financing, to read as follows:

E 37 25 Salary and Expenses—The salary and expenses of the intern shall be shared by the division, union, and conference/institution on a monthly basis, as follows:

	<u>NAD</u>	<u>Union</u>	<u>Conference/ Institution</u>
Conference intern:	20%	15%	Balance
Union intern	20%	Balance	
College intern	20%	15%	Balance
GC Institutional intern	20% (GC)		Balance
Health-care intern	20%		20% (Health-care Corp) Balance (Institution)

(Note: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances, and expenses.)

NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/03YE to KWO&RJH

547-03N FINANCING (BIBLE INSTRUCTOR INTERNSHIP PLAN)—POLICY REVISION

VOTED, To revise NAD L 28 15, Financing, to read as follows:

L 28 15 Salary and Expenses—The salary and expenses of the Bible instructor shall be shared by the division, union, and conference on a monthly basis, as follows:

NAD	20% Remuneration Factor
Union	15% Remuneration Factor
Conference	Balance of remuneration and all other allowances and expenses.

NADTreCab/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/03YE to KWO&RJH

548-03N FINANCIAL ASSISTANCE TO CONFERENCES (MINISTERIAL INTERNSHIP PLAN)—POLICY REVISION

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

L 30 30 Financial Assistance to Conferences—The employing conference shall receive financial assistance from the union and the North American Division for the ministerial intern. Such assistance includes provision for remuneration assistance, registration assistance, and evangelistic campaign participation while the intern is attending the Seminary as well as salary and expense assistance while the intern is in the field. Assistance will be granted on a monthly basis as follows:

Traditional track - 36 months:

NAD	10% Remuneration Factor
Union	17% Remuneration Factor
Conference	Balance of remuneration and all other allowances and expenses

In-Ministry track - 63 months:

NAD	5.5% Remuneration Factor
Union	9.5% Remuneration Factor
Conference	Balance of remuneration and all other allowances and expenses

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03YE to KWO&RJH

**550-03N REMUNERATION OF INTERNS [AT SEMINARY]
(MINISTERIAL INTERNSHIP PLAN)—POLICY ADDITION**

VOTED, To adopt a new policy NAD L 30 40, Remuneration of Interns (At Seminary), which reads as follows:

L 30 40 Remuneration of Interns (At Seminary)—While attending the Seminary at Andrews University, seminarians will receive a monthly living allowance as follows:

Traditional track	*30% Remuneration Factor
In-Ministry track	60% Remuneration Factor

In addition traditional track seminarians may receive 8% of the Remuneration Factor on a weekly basis for up to six weeks while participating in field schools of evangelism.

Seminarians shall be eligible for the following additional assistance related to their attendance at the Seminary:

1. Assistance on round-trip travel as follows:
 - a. Travel—Standard mileage rate by the most direct route.
 - b. Per diem—As per policy.
 - c. Lodging—Reimbursement on actual expense.
 - d. The above per diem and lodging reimbursement will be based on the 500-mile-per-day travel requirement.
2. Expense for moving personal effects from the place of residence to Andrews University. The maximum pounds are to be determined by the respective union committee.

3. Health care expense assistance, tuition assistance for children, and survivor benefits as determined by the North American Division Committee (NADCOM.) At the option of the conference, they may provide health care assistance in harmony with the regular policy or 100 percent of the premium of the school insurance offered by Andrews University.

*Note: In the case of students from Canada and Bermuda who are accompanied by spouses who cannot work due to work permit restrictions, this allowance may be doubled for those in the traditional track.

TREn/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/03YE to JRP&RJH

554-03N DUPLICATE HOUSING EXPENSE (HOUSING ASSISTANCE)—POLICY AMENDMENT

VOTED, To amend NAD X 20 06, Duplicate Housing Expense, paragraph 6, to read as follows:

6. *Purchase of Employee Home*—If in the course of transitioning an employee from one location to another, the employing organization decides that it is in its best interest to acquire the home where the employee currently lives, in order to facilitate the relocation of the individual to the new job assignment, the employing organization may exercise that option with the approval of the governing committee and where applicable, the association or corporation. The home shall be appraised by a third party, and the price will be set excluding realtor fees.

03AC/204-03G/NAD&UnTre03YE/NAD&UnSec03YE/NADUn&GCO03YE/03YE to JRP&RJH

558-03N PHILOSOPHY OF REMUNERATION (REMUNERATION OF AND ASSISTANCE TO EMPLOYEES)—POLICY AMENDMENT

VOTED, To amend NAD X 05 05, Philosophy of Remuneration, to read as follows:

X 05 Philosophy of Remuneration

X 05 05 Philosophy of Remuneration—1. *Introduction* – No change

2. *Philosophy* – No change

3. *Deployment and Transferability of Employees Facilitated* – No change

4. *Remuneration Defined* – No change

5. *Objective* – No change

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.~~

In such cases the remuneration plan(s) must reflect the sacrificial service philosophy expressed in this policy and be informed by the norm for remuneration of ordained pastors and market values as revealed in relevant surveys of community practice. The maximum remuneration under an alternative remuneration 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 allowable maximum rate is applied to the local area where the organization under consideration is located. The average value of allowances should not exceed those provided for under current policies other than the allowances which are calculated as a percentage of remuneration.

When approving an organization to be on an Alternate Remuneration Plan, the division committee or General Conference Executive Committee shall choose one of the following options:

1) Approve specific remuneration ranges for positions involved.

2) Authorize the governing board/committee of the organization/institution involved to establish its remuneration scale within the guidelines outlined above. Organizations/institutions requesting approval under this provision shall agree to provide the secretary of the division or General Conference Remuneration Committee a complete salary audit report annually listing all remuneration and allowance provided to individuals receiving remuneration at or above the remuneration level of a local pastor.

As the denomination follows the practice of transparency through published wage scales, the secretary of the division remuneration committee or in the case of the General Conference, the General Conference Remuneration Committee shall include in the published Wage Scale Book the maximums paid or authorized for each position under paragraph 2) above. Although the allowances for organizations under an Alternate Remuneration Plan are not expected to exceed those provided under division and General Conference policies, if there are any differences, the value of the differences will be considered as remuneration maximums allowed by policy.

Any organization/institution not complying with the terms of paragraph 2) above will lose the privilege of establishing its remuneration scale.

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 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 - No change

e. Remuneration levels – No change

f. Remuneration factors – No change.

g. Government regulations – No change

7. *Economic and Geographic Variations* – No change

8. *Setting Wages* – No change

9. *Remuneration Adjustments* – No Change

10. *Variations for Commercial Business Organizations*—~~When organizations operate~~ The governing board of 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 board will receive an annual report on remuneration (salary, benefits, deferred compensation, and any contractual commitments) for officers of the institution. The remuneration levels guidelines and market-referencing plan 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 institutions/organizations, 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~~ Committee. An annual report confirming compliance shall be given to the division or General Conference Executive Committee or included in the Wage Scale Booklet which is published annually.

03AC/242-03G/243-03G/NAD&UnSec03YE NADUn&GCO03YE/03YE to RJH

**560-03Na SUBSEQUENT TRANSFERS (INDEPENDENT
TRANSFERS—POLICY DELETION**

VOTED, To delete NAD D 17 25, Subsequent Transfers, paragraph 5, which reads as follows:

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 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.

03AC/242-03G/243-03G/NAD&UnSec03YE/NADUn&GCO03YE/03YE to RJH

**560-03Nb SITUATIONS INVOLVING DUAL CITIZENSHIP—
POLICY ADDITION**

VOTED, To add NAD D 15 17, Situations Involving Dual Citizenship, which reads as follows:

D 15 17 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

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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.

03AC/252-03G/NAD&UnSec03YE/NADUn&GCO03YE/03YE to RJH

**561-03N TRADEMARK PROTECTION PROCEDURES
(SEVENTH-DAY ADVENTIST TRADEMARK POLICY) -
POLICY AMENDMENT**

VOTED, To amend B 80 45, Trademark Protection Procedures, to read as follows:

B 80 45 Trademark Protection Procedures—It is the responsibility of every organizational entity, at all levels of the Seventh-day Adventist Church, to ~~exercise protection of the Seventh-day Adventist name.~~ protect the name Seventh-day Adventist (or its equivalent in other languages). Any unauthorized use of the name (see B 80 18) shall be reported to the officers of the division. The division, in cooperation with the reporting entity, shall attempt to obtain a simple remedy. If this is not successful, the division shall advise the General Conference Corporation of the matter who, through its counsel, will work with the division to resolve the issue.

If all attempts to bring resolution fail, and it is determined that legal action is required to protect the name Seventh-day Adventist, the reporting entity, in cooperation with the division and in consultation with the General Conference Corporation Counsel may recommend redress through the courts.

Prior to the initiation of legal action, the appropriate administrative committees of each entity involved in legal proceedings to protect the name are to officially record approval. Unless another organization agrees in writing to bear legal costs, the entity initiating legal action will be responsible for such costs. Information regarding the matter should be disseminated to church members and other interested parties in order to keep them informed regarding the case and eliminate or reduce criticism of the church for initiating legal action.

~~appropriate division and counsel taken regarding steps to be followed. If a simple remedy is not successful in correcting the misuse, and the appropriate church committee/board subsequently takes action approving a course that will lead to litigation, if necessary, the following steps shall be taken:~~

1. ~~When the trademark interests in the Seventh-day Adventist name are threatened in a division, the division officers shall consult with the local conferences/missions, union conferences/missions, and/or institutions affected. After appropriate consultation, the division administrative committee shall notify the General Conference Administrative Committee and the Office of General Counsel that the division is ready to recommend Trademark Protection Procedures as outlined below. The~~

~~General Conference Administrative Committee shall recommend to the General Conference Corporation that procedures be authorized which may result in legal action.~~

~~2. In all cases approved by the General Conference Corporation, the Trademark Protection Procedures shall include the following steps:~~

~~a. A division officer will send (or authorize) a letter asking the church or entity to cease and desist from using the Seventh-day Adventist name and requesting a written response indicating compliance. The letter shall indicate that failure to give this response within 30 days may result in legal proceedings to obtain injunctive relief. A copy of the letter, and the response (if there is one) from the church or entity will be sent to the local conference/mission and union conference/mission presidents and to the General Conference Office of General Counsel.~~

~~b. If a letter of compliance is not received in response to the letter sent under paragraph 2. a. above within 30 days, a letter will be sent from the General Conference Office of General Counsel asking the church or entity to cease and desist from using the Seventh-day Adventist name and requesting a response. A copy of this letter and the response (if there is one) from the church or entity will be sent to the local conference/mission and union conference/mission presidents and to the appropriate division officer.~~

~~c. If a letter of compliance is not received in response to the letter from the General Conference Office of General Counsel within 30 days, a letter will be sent from an attorney who is not a denominational employee stating that the only way to avoid litigation for injunctive relief is to send a letter immediately indicating that the church or entity will cease and desist from using the Seventh-day Adventist name. A copy of this letter and the response (if there is one) from the church or entity will be sent to the local conference/mission and union conference/mission presidents and to the appropriate division officer.~~

~~d. If a letter of compliance is not received in response to the letter from the attorney, referred to in paragraph c. above, within 30 days, a final letter will be sent (or authorized) by a division officer, indicating that the church does not wish to initiate legal action, but that this is the final opportunity to comply. The letter will include a further request that the church or entity cease and desist from using the Seventh-day Adventist name, so that the church does not need to go to litigation. A copy of this letter and the response (if there is one) from the church or entity will be sent to the local conference/mission and union conference/mission presidents and to the General Conference Office of General Counsel.~~

~~e. If a letter of compliance is not received in response to the final letter sent under paragraph 2. d. above within 30 days, the division administrative committee shall request the General Conference Office of General Counsel, through the General Conference Corporation, to authorize the initiation of legal proceedings as provided for in B-80-18 and B-80-20.~~

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3. ~~The cost of litigation to protect a trademark shall be carried by the organization initiating such litigation, unless another organization has agreed to carry part or all of the cost. Such agreement shall be in writing prior to the initiation of litigation and shall be supported by appropriate committee actions.~~

4. ~~An information packet will be made available to concerned members who question why the Church is taking aggressive steps to protect the trademarked name of the Church. The packet will include~~

~~A letter from an appropriate General Conference officer.~~

~~A copy of articles on the subject printed in denominational journals.~~

~~A copy of the General Conference *Working Policy* B 80.~~

~~A copy of the filing, if legal action has been initiated.~~

02AC/212-02G/NADOUP/NADTreCab/NADCOA/NAD&UnSec03YE/
NAD&UnTre03YE/NADUn&GCO03YE/03YE to RJH

527-03N FAITHFUL TITHING (EMPLOYEES PERSONAL FINANCE)—POLICY AMENDMENT

VOTED, To amend NAD D 55 20, Faithful Tithing, to read as follows:

D 55 20 Faithful Tithing—1. Return of Tithe—1. Tithing is a basic Biblical principle which speaks to a person's relationship with the Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and the Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tither can be received in no other way.

2. Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members ~~should~~ must see in church employees a fidelity to basic principles which is unequivocal. Such commitment needs to be exercised in respect of all the standards of Christian living. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church.

3. ~~Because of its importance as a principle and the spiritual experience it represents, tithing, like other basic beliefs and practices of the Church, becomes a condition of employment for all credentialed/licensed employees. Consequently, at~~ Adherence to the basic beliefs and practices of the Church is a condition of employment for all credentialed/licensed Seventh-day Adventist employees. Because of the importance of tithing as a principle and the spiritual experience it represents, no church organization shall employ a Seventh-day Adventist who is not returning a faithful tithe.* In the case where an employee transfers to another denominational organization, the employing organization will re-verify the employee's return of tithe. At the time of employment each individual shall be informed in writing of this requirement which

includes the expectation of faithfulness in tithing (see T 05 20.) Employees shall also be informed that their tithing practices are subject to annual review.

4. If it is determined that an employee is not faithfully tithing, the president/chief administrative officer of the employing organization shall discuss the matter with the employee in the spirit of pastoral concern and endeavor to help him/her understand that he/she is depriving himself/herself of a blessing and is following a course that is harmful to his/her relationship with the Creator.

*When this is not prohibited by law.

03AC/251-03G/NAD&UnSec03YE/NADUn&GCO03YE/03YE to RJH

**562-03N LICENSURE (MINISTERIAL INTERNSHIP PLAN)—
NEW POLICY**

VOTED, To adopt a new policy NAD L 30 45, Licensure (Ministerial Internship Plan), to read as follows:

L 30 45 Licensure—Ministerial interns shall receive denominational licensure (ministerial, commissioned minister, or missionary license in harmony with division policy) when they begin their field experience.

TREn/03YE to JRP&RJH

**564-03N INVESTMENT POLICY BY DENOMINATIONAL
ENTITY (SAFEGUARDING THE FUNDS OF THE CAUSE AND
INVESTMENTS)—POLICY AMENDMENT**

VOTED, To amend NAD P 30 60, Investment Policy by Denominational Entity, paragraph 1, sub-paragraph i, to read as follows:

- i. Union Revolving Loan Fund (see P 20).
 - 1) P 30 50.
 - 2) P 30 55 items c., f., ~~and k.~~ and n. 3). (NOTE: Item f. is limited to 25 percent of the total Loan Fund. Item n. GNMA's [up to 20% of the total loan fund.]).

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TREn/SECn/NADCOA/NADTreCab/NADCOA/NAD&UnSec03YE/
NAD&UnTre03YE/NADUn&GCO03YE/03YE to JRP&RJH

**531-03N PROTECTION OF DENOMINATIONAL ASSETS
(RISK MANAGEMENT POLICIES)—
POLICY AMENDMENT**

VOTED, To amend NAD P 50 05, Protection of Denominational Assets,
paragraph 1. b., to read as follows:

b. Denominational assets and liability exposures should be insured with companies with a minimum of "A" "A-" grade rating in Best's Key Rating Guide or with the church-owned insurance company. Reciprocal companies and assessable companies are not recommended. Funded self-insurance programs to cover expected losses at a seventy-five percent (75%) confidence level or higher are acceptable risk financing techniques. However, the expected loss projections should be based on an actuary study and should have excess insurance covering the catastrophic exposure.

02AC/304-02Ga/NADCOA/NAD&UnTre03YE/NAD&UnSec03YE/
NADUn&GCO03YE/03YE to RJH&JRP

**542-03N FINANCIAL REPORTS (FINANCIAL SUPPORT)—
POLICY AMENDMENT**

VOTED, To amend NAD P 05 25, Financial Reports, to read as follows:

P 05 25 Financial Reports—Monthly financial reports showing the actual operating expenses and budgetary provision to date shall be prepared and studied by the organization's administrative officers. Treasurers shall keep controlling boards and committees informed by providing monthly financial statements except in the case of relatively inactive organizations in which case statements may be submitted quarterly.

Boards and committees should compare these statements with the budget adopted at the beginning of the year and be prepared to act with the officers in increasing income and/or decreasing expenditures as may be necessary. When presenting these reports in the accounting format generally accepted by the church, the treasurer should use appropriate visual aids and explain all technical terms used to make sure the report is understandable to members with limited accounting background.

TREn/NADOUP/NAD&UnTre03YE/03YE to JRP

518-03N FINANCIAL ALLOTMENTS 2004

VOTED, To approve the following financial allotments for 2004:

OAKWOOD COLLEGE

<u>ORGANIZATION</u>	<u>2002 TITHE</u>	<u>2004 ALLOTMENT (3.0% OF TITHE)</u>
Atlantic Union		
Northeastern Conference	31,025,660	930,770
Columbia Union		
Allegheny East Conference (2.125%)	23,159,528	492,140
Allegheny West Conference	<u>5,856,006</u>	<u>175,680</u>
	29,015,534	667,820
Lake Union		
Lake Region Conference	10,641,012	319,230
Mid-America Union		
Central States Conference	3,782,014	113,460
North Pacific Union		
Alaska Conference Churches	141,564	4,247
Oregon Conference Churches	287,060	8,612
Upper Columbia Conference Churches	107,354	3,221
Washington Conference Churches	<u>882,229</u>	<u>26,467</u>
	1,418,207	42,547
Pacific Union		
Arizona Conference Churches	451,166	13,535
Central California Conference Churches	1,111,480	33,344
Nevada-Utah Conference Churches	703,825	21,115
Northern California Conference Churches	2,359,678	70,790
Southeastern California Conference Churches	2,151,774	64,553
Southern California Conference Churches	<u>4,950,379</u>	<u>148,511</u>
	11,728,302	351,848
Southern Union		
South Atlantic Conference	15,935,718	478,072
South Central Conference (5.0%)	13,770,828	688,541
Southeastern Conference	<u>14,800,691</u>	<u>444,021</u>
	44,507,237	1,610,634
Southwestern Union		
Southwest Region Conference	8,433,441	253,003
Totals	<u>140,551,407</u>	<u>4,289,312</u>

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**534-03N BORROWING GUIDELINES FOR HEALTHCARE
INSTITUTIONS (CARE AND RESPONSIBILITY IN
FINANCIAL OPERATIONS)—POLICY DELETION**

VOTED, To delete NAD P 15 63, Borrowing Guidelines for Healthcare
Institutions, as follows:

P 15 63 Borrowing Guidelines for Healthcare Institutions—In evaluating any
plan for borrowing of funds by a healthcare institution or healthcare corporation, the
following should be considered:

1. Debt service per patient day.
2. Debt per bed.
3. Depreciation. A loan should not exceed 30 times a hospital's annual depreciation.
4. Fixed assets valuation. Long-term debt should not normally exceed 65 percent to 75 percent of evaluation of fixed assets.
5. In evaluating long-term debt, the financing of the institution and parent corporation should be considered.
6. Mix of patient revenue. (Medicare, Blue Cross, Private)
7. Cash flow history and budget of at least the most recent five-year period.
8. Hospital competition. Hospitals and beds in area compared to population. Provide the percentage of patient occupancy for an existing hospital that is being replaced. If it is not a replacement hospital, the percentage of patients occupancy of all area hospitals is provided.
9. Number of doctors on staff (age, specialties, and general support).
10. History of competent management.
11. Community charitable support.
12. What feasibility studies have been done.
13. Planning agency approvals (Certificate of Need other State agencies, Hill-Burton, HEW, FHA).

14. Blue Cross, Medicare, Contract allowance.
15. Funds required basic project, design, construction, and equipment.
16. Financing costs (current debt, its level and restrictions, balance sheet, producing potential).
17. Debt coverage ratio.
18. Net income per bed.
19. Bed mix (Medical/Surgical, Pediatrics, OB-GYN, Mental Health, ICU).

TREn/NADOUP/NAD&UnTre03YE/03YE to JRP

**520-03N REGIONAL CAPITAL REVERSION FUND
ALLOCATIONS 2004**

VOTED, To approve the allocation of Regional Capital Reversion funds available for 2004, as follows:

Northeastern	30%	\$342,944
Lake Region	30%	342,944
North Pacific Regional Ministries	15%	171,472
Pacific Regional Ministries	25%	285,787

TREn/NADOUP/NAD&UnTre03YE/NADUn&GCO03YE/03YE to JRP

521-03N REMUNERATION FACTOR AND ALLOWANCES 2004

VOTED, 1. To effect a salary increase of US 2.1% in the U.S. and Bermuda, and 2.6% in Canada on July 1, 2004, and September 1, 2004, respectively.

2. To approve the remuneration factor and allowances effective July 1, 2004, for the United States/Bermuda and September 1, 2004, for Canada as follows:

Remuneration Factors

Remuneration Factor	
July 1, 2004	September 1, 2004
<u>U.S. and Bermuda</u>	<u>Canada</u>
US\$3,579	C\$4,011

◇U.S. mileage rate limited up to 90% of the latest published federal standard mileage rate, rounded up to the nearest cent.

●Entities may set lower rates per kilometer for reported travel above 24,000 per year.

Per Diem Rates:

Full per diem	US\$30.00	C\$36.00	
Full per diem		46.00	In the U.S.
When fully entertained	9.00	11.00	
Family authorized travel:			
Worker and spouse	45.00	52.00	
Worker and spouse		62.00	In the U.S.
When fully entertained	11.00	13.00	
Each accompanying child (only during a move)	13.00	16.00	
Each child traveling alone	15.00	19.00	

■U.S. per diem limited up to 85% of the minimum latest IRS published per diem, rounded up to the nearest dollar.

Area Travel Allowance

The Area Travel Allowance (U.S./Bermuda) is a monthly allowance which is calculated at up to a maximum of 1,000 miles times the mileage rate. In Canada the Area Travel Allowance is a flat C\$400 per month as per recommendation of the SDACC Board.

Area travel allowance is defined as a flat allowance for travel by administrative personnel within a restricted geographical area not more than US 50 miles and Canada 50 km in radius (100 miles/km round-trip) from the workers' home or place of employment, as may be defined by the employing organization. No auto mileage may be reported for trips to points within such area. Any variations to this policy must have North American Division Committee (NADCOM) approval.

Pension Factors Effective January 1, 2004

General Church Retirement Plan – US	US\$1,962
General Church Retirement Plan – Canadian	C\$2,100
Hospital Retirement Plan	US\$2,083

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REVIEW AND HERALD PRESENTATION OF BOOKS

Mark Thomas, vice president of the Book Department of the Review and Herald Publishing Association, distributed two books, *Creation Health*, the book of the year for 2004, and *Race to Victory*.

ADJOURNMENT

Don C Schneider, Chair
Roscoe J Howard, Secretary
Rosa T Banks, Editorial Secretary
Esther Jones, Recording Secretary

YEAR-END MEETING
NORTH AMERICAN DIVISION COMMITTEE
November 3, 2003, 3:15 pm

Manual Vasquez, Vice President of the North American Division, called to order the fourth session of the 2003 Year-end Meeting.

Prayer was offered by Cesar Gonzalez, Editorial Assistant III, for Adventist Volunteer Services of the North American Division.

OGC/PREn/NADUn&GCO03YE/03YE to HBT&RJH

**569-03N RELATIONSHIP OF THE CHURCH MEMBERS
AND CHURCH INSTITUTIONS TO LABOR ORGANIZATIONS—
POLICY AFFIRMATION**

Because recent discussions have urged the church to reconsider its historical position on labor organizations, it is

VOTED, To reaffirm NAD HR 30, Relationship of Church Members and Church Institutions to Labor Organizations, which reads as follows:

**HR 30 Relationship of Church Members and
Church Institutions to Labor Organizations**

HR 30 05 Biblical Background—1. a. For more than a century the Seventh-day Adventist Church has taught its members and instructed administrators of its Church institutions that the Holy Bible clearly instructs that Christ is to be Lord of the life of every church member and church institution, and that He is to be the ultimate authority to Whom they will submit their decisions and relationships (Acts 2:36; 5:29; Colossians 3:23, 24). The Church has historically taught that its members and institutions dare not violate their individual or corporate consciences by supporting organizations, policies, or activities incompatible with the principles set forth in the Holy Scriptures (Isaiah 8:12, 13; 2 Corinthians 6:14-18).

b. The Seventh-day Adventist Church is aware that unjust activities on the part of some employers and the exploitation of employees created a climate for strong labor unions. Such behavior is condemned in the Scripture. "Go to now, ye rich men, weep and howl for your miseries that shall come upon you. Behold, the hire of the labourers who have reaped down your fields, which is of you kept back by fraud, crieth: and the cries of them which have reaped are entered into the ears of the Lord of Sabaoth." (James 5:1 KJV) Jesus made His position clear when He said, "And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me." (Matthew 25:40, KJV) However, Jesus never used confrontational methods such as economic or physical pressure. Labor organizations may appear to have good motives, but

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Christians can not unite with those who sometimes follow Christ and only sometimes trust His methods.

HR 30 10 Historical Position—1. Based on the biblical principles described in HR 30 05 (and many other sources), the Seventh-day Adventist Church hereby confirms its long-standing teaching that Church members should and institutions must, remain free and independent from organizations which might violate a member's conscience or interfere with the fulfillment of the mission of the Church, through its institutions, as follows:

a. Seventh-day Adventist Church members are following the historic teaching of the Church when they refuse to join or financially support labor unions or similar organizations.

b. Seventh-day Adventist institutions are following the historic teaching of the Church when they refuse to recognize labor unions as bargaining units or to enter into contractual negotiations with them or similar organizations. Institutions and administrators on all levels shall seek counsel from the North American Division Public Affairs and Religious Liberty Department and the North American Division administration if confronted with requests to recognize a labor union as a bargaining unit or enter into contractual negotiations with such organizations.

2. The Seventh-day Adventist Church does not engage in political or economic activities that seek to destroy the labor movement. However, the Church will exercise its lawful right to protect itself and its institutions from involvement with labor unions, just as it endeavors to protect the rights of conscience of members who conscientiously practice the teaching of the Church in this regard.

3. Through sermons, personal counseling, church publications, and other media, church and institutional administrators as well as pastors should inform Seventh-day Adventist Church members and institutional employees of the Bible principles and the historic teachings on which the Church's position is based.

HR 30 12 Employee Dispute Resolutions—Seventh-day Adventist employers and employees are urged to employ the methods of Christ in the workplace and in every place. Disputes should be resolved peacefully in a way that will not create adversarial relationships. Working agreements may provide for the use of neutral and objective third parties in dispute resolution efforts. Employers and employees are to remember that Christ was a person of the second mile who taught that we should love even our enemies.

HR 30 14 Union Membership—Seventh-day Adventist employees in secular workplaces are to follow the dictates of their consciences in matters of labor union membership. They are to avoid unchristian activities and avoid blanket or blind support of partisan political campaigns. Where union membership is required for employment in a given industry or position, and the member elects to remain in said position, he or she should minimize

participation, serve in humanitarian projects, and request that his or her union dues be applied to a charitable organization.

HR 30 15 Resource Materials—Documents relating to this position include:

1. 1972 Autumn Council Actions Pertaining to the North American Division, page 16;
2. General Conference Committee Minutes, September 19, 1957, and January 14, 1975;
3. Minutes of the General Conference Officers and Union Conference Presidents meeting, October 8, 1968;
4. Counsels from the Spirit of Prophecy on Labor Unions and Confederacies.

02AC/227-02G/NADCOA/NADTreCab/NADCOA/NAD&UnSec03YE/NAD&UnTre03YE/
NADUn&GCO03YE/03YE to RJH&JRP

**530-03N ASSIGNMENT (AUDITORS AND AUDITING)—
POLICY AMENDMENT**

VOTED, To amend NAD P 60 25, Assignment, to read as follows:

P 60 25 Assignment—1. *Client Base* – No change

2. *New Organizations* – No change

~~3. *General Conference Audit*—The financial records of the General Conference shall be audited by a Seventh-day Adventist accountant in public practice, who shall sign the audit reports, assisted by the General Conference Auditing Service.~~

TREn/NADOUP/NAD&UnTre03YE/03YE to JRP

523-03N SPECIAL ASSISTANCE FUND ALLOCATIONS 2004

VOTED, To approve the following schedule for the Special Assistance Fund to Conferences for 2004:

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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 2004	Total Assistance 2003
Atlantic Union						
Greater New York			75,000 s		75,000	75,000
New York			30,000 @		60,000	60,000
			30,000 s			
Northeastern	109,484		250,000	(109,484) +	250,000	212,706
Total	109,484		385,000	(109,484)	385,000	347,706
Canada, SDA Church in						
Alberta	71,055		13,700 s		84,755	79,397
British Columbia	42,294		13,700 s		55,994	110,791
Manitoba-Saskatchewan	34,784	285,566	13,600 s		333,950	371,744
Maritime	23,837	457,295			481,132	497,580
Ontario	259,026				259,026	242,741
Quebec	107,381	240,247			347,628	381,175
Newfoundland	37,549	567,267		(309,149) #	295,667	284,947
Total	575,926	1,550,375	391,000	(309,149)	2,208,152	2,318,375
Columbia Union						
Allegheny East			30,000 @		30,000	30,000
Allegheny West	292,015				292,015	265,288
Mountain View		252,209			252,209	243,448
Total	292,015	252,209	30,000		574,224	538,736
Lake Union						
Lake Region	845,510				845,510	747,300
Total	845,510				845,510	747,300
Mid-America Union						
Central States	505,122			(30,071) =	475,051	441,728
Dakota		15,419	30,000 @		75,419	69,686
			30,000 s			
Kansas-Nebraska			30,000 @		30,000	25,000
Minnesota			@			
Total	505,122	15,419	90,000	(30,071)	580,470	541,414
North Pacific Union						
Alaska		35,432	75,000 s		110,432	138,714
Idaho			@			
Montana	24	100,451	30,000 @		130,475	135,462
Union Regional Min			47,466		47,466	45,356
Total	24	135,883	152,466		288,373	319,532

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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>2004</u>	Total Assistance <u>2003</u>
Pacific Union						
Arizona	194,002				194,002	208,701
Central California	11,911			(11,911) +		
Hawaii						90,000
			75,000 s		75,000	
Nevada-Utah	1		30,000 s	(1) &	30,000	30,000
Southeastern California	376,130			(376,130) a+		98,805
Southern California	700,817			(375,066) a	325,751	335,303
Union Regional Min			1,145,770 s		1,145,770	1,120,830
Total	1,282,861		1,250,770	(763,108)	1,770,523	1,883,639
Southern Union						
South Atlantic	503,488				503,488	680,944
South Central	831,067				831,067	913,480
Southeastern	735,890				735,890	762,065
Total	2,070,445				2,070,445	2,356,489
Southwestern Union						
Oklahoma	5,921		30,000 s		35,921	30,000
Southwest Region	607,445				607,445	541,251
Texico	54,318				54,318	17,387
Total	667,684		30,000		697,684	588,638
Grand Total	<u>6,349,071</u>	<u>1,953,886</u>	<u>2,329,236</u>	<u>(1,211,812)</u>	<u>9,420,381</u>	<u>9,641,829</u>

Notes:

1. Minimum Annual Tithe: \$3,132,000 (2003 factor [\$2,337] divided by 2002 factor [\$2,312] = 101.081% x \$3,096,000 rounded up to next amount divided by 12 in the thousands column)
2. Tithe per Capita: \$755
3. For 2004, local conferences and missions will contribute 1% of annual tithe receipts in excess of \$3,132,000

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 \$6,264,000 unless tithe per capita is less than \$679.50 (\$755 - 10% [75.50]).
- & No assistance if assistance calculation results 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

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these conferences. Regional title and membership for Southeastern California and Southern California are included in the "Special Assistance" amount for Union Regional Ministries.

Administration/03YE to DCS

**RENEWAL FOR THE NEW CENTURY, AN INVITATION
FROM PRESIDENTS OF ADVENTIST COLLEGES AND
UNIVERSITIES IN NORTH AMERICA**

Because the world, for all its danger and discord, exists under the mercy and guidance of God; and because Seventh-day Adventists are a people of hope united by thanksgiving and loyalty to the risen and returning Christ; and because the generation of Adventist leaders now preparing for work and witness on our campuses is a sacred trust; and because the new century is a summons to renewal of vision, purpose and creative ministry, and because words ring false except as they reflect and shape both character and action,

We affirm our profound neediness as human beings and our deepest gratitude not only for the grace of God but also for the family of God—the students and parents, pastors, friends and colleagues—in whose fellowship we find renewal; we affirm, too our goal of building up the church through education, so that together we may flourish and grow, live joyful and adventurous lives, bring comfort and healing to God's world; we also affirm our confidence that despite evil and indifference the plans of God prevail in the end, and redemptive human effort makes a true and lasting difference; convinced of these things, we resolve to be faithful in our service to the church.

We invite congregations, such as we ourselves support, to pray for the ministry of education, and to embrace anew the will and way of Christ—its sorrow and solace, its risky adventure, its great courage and bright hope; we also invite leaders of churches and institutions to assist us into the path of grace and gratitude and to help us enjoy the satisfactions of full loyalty to Jesus Christ; finally, we invite students in our colleges and universities to dare to live the Advent hope and to devote themselves anew to Christian discipleship – to prayerful participation in church life; to intellectual curiosity and achievement; and to generosity, service, witness, and evangelism.

We offer our unqualified support for the mission of Jesus Christ on earth, and for the particular mission of Seventh-day Adventists today, and our commitment to be full fledged co-workers with all who share this joyful work—all who dare to live the Advent hope, all who pray without ceasing for a people renewed, mobilized and fully alive through Jesus Christ our Lord.

The practical implications—a sampling of college and university activities:

Overseas Evangelism

Every graduate expected to have an overseas or inner city ministry experience
Evangelism campaigns in Ghana and Nigeria—3,500 people baptized
Plans for Republic of Congo during summer of 2004
Teams of students and faculty annually to Africa and South America
Adoption of Thailand for a sustained long-term commitment to evangelism. Student
Missions Program sending about 690 students a year, two summer programs in Zimbabwe,
Architecture students doing a mission outreach in Bolivia

Local Evangelism

Involved in Planting churches

Atlanta GA	Baltimore MD
Chicago IL	Portland OR
Redmond WA	Washington D C

Working with SEEDS conferences to plant churches 300-400 students out in churches
speaking in churches and holding the worship services

Weekly outreach ministries created by students—Feeding homeless, passing out literature,
visiting retirement homes, Soup Kitchen, Van Ministry, Skate board ministry,
English as a Second Language classes, Habitat for Humanity, Tutoring, Dozens of cell groups
meeting in dormitories, Organized evening prayer groups run by students, Health care ministries,
Thirty local non-profit agencies recruiting volunteers on campus, Kellogg grant for \$110,000 to
involve students in local community service activities.

Service Learning Honors Program that requires service

Direct Evangelism—Field schools of evangelism and the MegaBook program
Summer pastoral internship program for undergraduate Theology majors at 17 churches
sponsored by union, conference, and college.

PRAYER Roscoe J Howard, III

Adjourned.

Don C Schneider, Chairman
Roscoe J Howard, Secretary
Alvin M Kibble, Editorial Secretary
Carolyn S Rochester, Recording Secretary

