

A
HANDBOOK
for the office of the
LOCAL CONFERENCE SECRETARIAT



**SEVENTH-DAY
ADVENTIST CHURCH**

This Handbook is a Guide to the Basic Functions of the
Local Conference Secretariat in the
North American Division of the General Conference
of Seventh-day Adventists

ACKNOWLEDGMENTS

Over the development process of this *Handbook for the Office of the Conference Secretariat*, many people have helped bring it to fruition. Appreciation is extended to members of the General Conference Secretariat and the union secretaries. The following were appointed by the Union Secretaries= Council to serve on the Conference Secretaries Handbook Ad Hoc Committee:

Harold W Baptiste	Secretary, North American Division
Ernest Castillo	Secretary, Pacific Union Conference
Samuel Green	Secretary, Southwestern Union Conference
Bryce Pascoe	Secretary, North Pacific Union Conference
Claude Sabot	Secretary, Seventh-day Adventist Church in Canada
George Timpson	Former Secretary, Mid-American Union, Now deceased

Special thanks are due to Harold W Baptiste, Secretary of the North American Division, who wrote the foreword, and R William Cash, former Director of Archives and Statistics of the General Conference, who developed the organizational flow chart and statements on statistics and the Yearbook. Samuel Green served as chair of the Conference Secretaries Handbook Ad Hoc Committee and general editor.

TABLE OF CONTENTS

Glossary	1
Resources	5
Helpful Information	9
Foreword	11
Introduction	13
Nomenclature	14
General Position Description	14
Committees and Board Assignments	18
Professional Ethics and Prerogatives	19
Flowchart - Relationship of the Executive Officers.....	20
Orientation, Professional Growth	21
Office Functions.....	22
In-Service Training and Counseling	23
Field Functions.....	24
Conference Personnel	25
Department and Special Assignments.....	26
Committees	26
Meeting Planning and Coordination	27
Conference Sessions	28
Church Policies	29
Constitution and Bylaws	30
Model Local Conference Constitution and Bylaws	30
Model Local Conference Corporation Articles.....	38
Documents, Information	41
Conference Executive Committee	42
Minutes of Administrative Committee	44
Records Management and Preservation of Records.....	44
File Retention	49
Guidelines for Culling.....	49
Employment Procedures and Service Records	50
Retirement Applications	51
Reports	51

Table of Contents - contd

Credentials and Licenses.....	52
Membership Records	52
Archives, Records Preservation	53
Statistics	53
Employee Service Requests and Transfers	54
Strategic Planning	54
Role of the <i>Working Policy</i>	55
Scheduling.....	56
Appendix of Forms	57
Executive Committee Sample Agenda	59
Executive Committee Sample Minutes.....	60
Vacation Request Blank.....	64&67
Allocation of Vacation Time (NAD WP D 50 05)	65
Vacation Schedules	66
Application for Honorary Credentials.....	68
Model EvaluationCSecretariat Worksheet	69
Index to AA Handbook for the office of the Local Conference Secretariat@.....	74
NAD Statistical Reports by form number A 200-B 700	follow page 78

“How to Use” NAD Report Forms - explains the form flow from the Local Church to the Conference to the Union.

A 200 - Sabbath School Attendance Report

A 300 - Sabbath School Profile

A 400 - Church Attendance Report

A 500 - Local Church Membership

A 600 - Local Church Officer Update

A 700 - Local Church Statistical Report

B 700 - Local Conference Statistical Report-This form recaps A 200 through A 700

S-5s - Year-end Report of _____ Union, Conference, NAD/Institution

(Denominational Workers Classified by Type of Employment

Stats\ordform.rpt - Order Form for NAD Reporting Forms.

Order from: NAD Secretariat

12501 Old Columbia Pike,

Silver Spring MD 20904-6600

Fax (301) 680-6464

NOTE: (Forms A 200-A 700 are available in Spanish (A 200 S) or French (A 200 F). See Order Form

A GLOSSARY OF SOME FREQUENTLY USED ABBREVIATIONS AND ACRONYMS

NORTH AMERICAN DIVISION ORGANIZATIONS, COMMITTEES AND BOARDS

NORTH AMERICAN DIVISION UNIONS

AtU	Atlantic Union Conference
SDACC	Seventh-day Adventist Church in Canada (Canadian Union Conference)
CoU	Columbia Union Conference
LkU	Lake Union Conference
MAU	Mid-America Union Conference
NPU	North Pacific Union Conference
PaU	Pacific Union Conference
SoU	Southern Union Conference
SWU	Southwestern Union Conference

NAD STANDING COMMITTEES AND BOARDS

ACM	Adventist Chaplaincy Ministries
ACSBdADRA	ADRA Adventist Community Services Board
AHTA	American Health and Temperance Association
AIM	Adventist Information Ministries
AMCSSEx	Adventist Media Support Services Executive Com
AMPEx	Adventist Media Production Executive Committee
AMASvc	Adventist Ministries Associated Services
ARnPI	<i>Adventist Review</i> NAD Edition Planning Com
ASDASAn	Association of SDA School Administrators – meets every 3 yrs
ASI	Adventist-Laymen's Services and Industries
AVS	Adventist Volunteer Services
YouthNet	Adventist Youth Service Network Board
Asian-P	Asian-Pacific Advisory, (NAD)
ARCn	Audit Review Committee
AVM	Adventists Volunteer Ministries
AVn	Aviation Committee
AVnEx	Aviation Executive Subcommittee (NAD)
BBBCn	Building, Borrowing, & Blueprints Committee, NAD
K-12Bd	Board of Education, K-12
BOLMEx	Breath of Life Ministry Executive Committee
SBY	Book of the Year, Editorial Committee for Sharing
Cal&Offn	Calendar of Special Days and Offerings, NAD
CRC	Church Resource Center Board
CFPWD	Commission for People With Disabilities
COA	Commission on Accreditation (NAD)

Glossary (contd)

PICOM	Commission on the Public Image of the SDA Church
Cred&LRev	Credential & License Review Committee
CCOM	Curriculum Committee
DMPTF	Deaf Ministries Planning Task Force
SBY	Editorial Committee for Sharing Book of the Year
K12Adv	Education Advisory, K-12
K-12BText	K-12 Bible Textbooks Steering Committee
ElemCur	Elementary Curriculum, NAD Committee for
ER&ARC	Employee Remuneration and Allowance Review Com
FFTMEx	Faith for Today Ministry Executive Committee
FINSRev	Financial Statement Review Committee
Franco	Franco-Haitian Advisory
GCONUP	GC Officers and NAD Union Presidents
GSSCn	Global Strategy Steering Committee
GWRS	Greater Washington Remuneration Scale Committee
HispAdv	Hispanic Advisory (Formerly Spanish Advisory)
HEAdv	Hispanic Education Advisory
IEPn	Ingathering Editorial and Planning Committee
I	
IIIWMEEx	It is Written Ministry Executive Committee
K-12BTextS	K-12, Bible Textbook Steering
K-12	K-12, Board of Education
K12Adv	Education Advisory, K-12
KorAdv	Korean Advisory
LVA	La Voz Advisory
VOZMEEx	LaVoz de la Esperanza Ministry Executive Committee
LTRMEEx	LifeTalk Radio Ministry Executive Committee
LCn (PARL-SSubb)	Litigation Committee (For Pre-Litigation Committee, see under P)
MMEAdv	Ministry Magazine Editorial Advisory Committee
Mtngn	Authorized Meetings

Glossary (contd)

PICOM	Commission on the Public Image of the SDA Church
PRC	Mission, Investment, 13th Sabbath, and Mission Extension Funds Project Review Committee
Asian-P	NAD Asian-Pacific Advisory
AVn	NAD Aviation
BBBCn	NAD Building, Borrowing and Blueprint Committee
CAL&Offn	NAD Calendar of Special Days and Offerings Com
NADCEC	NAD Committee for Elementary Curriculum
NADSEC	NAD Committee for Secondary Curriculum
COAn	NAD Commission on Accreditation
NADCOM	North American Division Committee
NADCOA	NAD Committee for Administration
NADEI	North American Division Evangelism Institute Board
Franco	NAD Franco-Haitian Advisory
KorAdv	NAD Korean Advisory
NADMM	NAD Multilingual Ministries
NADO	NAD Officers
NADOUP	NAD Officers and Union Presidents
LCn	NAD Litigation Committee
NADPLC	NAD Pre-Litigation Committee
NAD&UnPre	North American Division and Union Presidents
NAD&UnSec	North American Division and Union Secretaries
NAD&UnTre	North American Division and Union Treasurers
NADUn&GCO	North American Division, Union and GC Officers
NUn&ColPre	Union Presidents and College Presidents, NAD
##YE	NAD Year-end meeting C Aexample - 06YE@
OHR	Human Relations, Office of
OHRAdv	Office of Human Relations Advisory Council
PARC	Parsonage Allowance Review Committee
PCEx	Pathfinder Camporee Executive Committee
PSIOp	Philanthropic Service for Institutions Operating Board
NADPLC	Pre-Litigation Committee
PARLn	Public Affairs and Religious Liberty Committee
PIC	Public Issues Committee
PUB	Publishing Board, NAD
RegS	Regional Scholarships
RemRate	Remuneration Rate Committee
RetirePlan	Retirement Plan Committee
RMnCn	Risk Management Committee

Glossary (contd)

SEvC	Satellite Evangelism Committee
PRC	Sabbath, 13th and Mission Extension Funds Project Review Committee
SBY	Editorial Committee for Sharing Book of the Year
NADSEC	Secondary Education Curriculum, NAD Committee for
SUMEx	Seminars Unlimited Ministry Executive Committee
SET	Sexual Ethics Commission
SmSchSc	Small Schools Steering Committee
Social	Social Committee
FinSRev	Statement Review Committee, Financial
Stew	Stewardship Planning Committee
TSC	Technical Standards Committee
TRS	Trust Services Committee
TSM	Trust Services Management
TRSCertn	Trust Services Certification and Accreditation
NUn&ColPre	Union Presidents and College Presidents in NAD
VOPMEx	Voice of Prophecy Ministry Executive Committee
YE	Year-end Meeting C example - 98YE
YEPL	Year-end Meeting Planning Committee
YouthNet	Youth Service Network Board, Adventist

* Other specialized terminology, acronyms and abbreviations are applicable to each union. It is suggested that these be identified and inserted in the *Handbook* as a supplement to this section.

RESOURCES

Back Off! How to Confront and Stop Sexual Harassment and Harassers, 1993
Martha J Langelan, Simon Schuster Building, Rockefeller Center, 1230 Avenue of
the Americas, New York, New York 10020.

The Church Guide To Employment Law. Complete coverage of all important
employment issues for churches. Julie L Bloss, JD, CEBS. Christian Ministry
Resources, P O Box 1098, Matthews, NC 28106 (704-841-8066).

The Art of Getting Things: A Practical Guide To The Use of Power. Richard W
Brislin, 1991. Praeger Publisher, One Madison Avenue, New York, NY 10010.

Effective Trusteeship. 1995. Richard T Ingram. Association of Governing Boards
of Universities and Colleges, One Dupont Circle, Suite 400, Washington, D.C.

Employment Termination Law: A Practical Guide for Employers. Revised 1992.
Maureen E McClain, Continuing Education of Bar, Berkeley, California.

Holy Bible, several versions: KJV; RSV.

General Conference Rules of Order. 1995. General Conference of Seventh-day
Adventists, Silver Spring, MD: Review and Herald Publishing Association, 55 W
Oak Ridge Drive, Hagerstown. Maryland, 21740.

Governing Boards: Their Nature and Nurture. 1989. Cyril O Houle. National
Center for Nonprofit Boards: Washington D.C.

How To Make Meetings Work. 1984. Michael Doyle and David Straus. The Berkeley
Publishing Group, 200 Madison Avenue, New York, NY 10016.

Manual for the Local Church Clerk or Statistical Secretary. Don G King. NAD
AdventSource, 5040 Prescott Avenue, Lincoln, Nebraska 68506.

Mastering Meetings: Discovering the Hidden Potential of Effective Business Meetings.
1994. The 3M Meeting Management Team with Jeannine Drew, McGraw-Hill, Inc.

National Center for Nonprofit Boards Publications. These resources, which include a
complete series on governance in nonprofit organizations, are available from the NCNB,
Suite 510, 200 L Street NW, Washington, DC (202-452-6262).

Organizing for Accountability. 1991. Robert R. Thompson & Gerald R. Thompson. Harold Shaw Publishers, Wheaton, Illinois.

Roberts Rules of Order. Newly Revised 1990 Edition 9th Edition. Edited by Henry M Robert III and William J Evans. The classic work on parliamentary procedure in a masterful new presentation that replaces previous revisions. Scott Foresman, A division of Harper Collins Publishers.

Records Management Manual. 1990. Archives and Statistics, General Conference of Seventh-day Adventists, Silver Spring, Maryland.

How to Establish and Operate a Record Management Program. 1993. Archives and Statistics, General Conference of Seventh-day Adventists, Silver Spring, Maryland.

So You Want To Be A Leader! Robert H. Pierson, Review and Herald Publishing Association, 55 W Oak Ridge Drive, Hagerstown. Maryland, 21740.

Seventh-day Adventist Organizational Structure: Past, Present, and Future. 1989: B D Oliver, Andrews University Press, Berrien Springs, Michigan.

Seventh-day Adventist Encyclopedia. Volume 10. Commentary Reference Series. 1976: Organization and Development in the Seventh-day Adventist Church. Washington DC: Review and Herald Publishing Association, 55 W Oak Ridge Drive, Hagerstown. Maryland, 21740.

Sexual Misconduct in Counseling and Ministry. 1995. Peter Mosgofian and George Ohlschager. Word, Incorporated.

Child Abuse Prevention for Your Organization. John Patterson, Charles Temper and Pam Rypkema. Nonprofit Risk Management Center, 1001 Connecticut Avenue NW, Suite 900, Washington, DC.

Effective Meeting Skills: A Practical Guide for More Productive Meetings. 1988. Marion E Hayes. Crisp Publications, Los Altos, California.

Working Policy, General Conference. Review and Herald Publishing Association, but distributed by the Undersecretary of the General Conference Secretariat, 12501 Old Columbia Pike, Silver Spring Maryland, 20904-6600.

Working Policy, North American Division of the General Conference of Seventh-day Adventists. Review and Herald Publishing Association, but distributed by the North American Division Secretariat, 12501 Old Columbia Pike, Silver Spring Maryland, 20904-6600.

Seventh-day Adventist Church Manual, 1995 (Revised quinquennially). Issued by the General Conference of Seventh-day Adventists, 12501 Old Columbia Pike, Silver Spring Maryland, 20904-6600.

Seventh-day Adventist Minister's Manual. 1992. Prepared and published by the Ministerial Association, General Conference of Seventh-day Adventists, 12501 Old Columbia Pike, Silver Spring, Maryland 20904-6600.

Seventh-day Adventist Yearbook. Printed annually in the U.S.A. by the Review and Herald Publishing Association, Hagerstown, Maryland, for the Office of Archives and Statistics, General Conference of Seventh-day Adventists, 12501 Old Columbia Pike, Silver Spring, Maryland 20904-6600.

Pattern For Progress: The Role and Function of Church Organization. Walter Raymond Beach and Bert B Beach, 1985. Washington, DC; Hagerstown, MD: Review and Herald Publishing Association.

The Client Connection for SDA Administrators. General Conference Auditing Service, 12501 Old Columbia Pike, Silver Spring, Maryland.

White, Ellen G, *Acts of the Apostles*. 1911. Review and Herald Publishing Association, 55 W Oak Ridge Drive, Hagerstown, Maryland, 21740.

_____, *Early Writings*. Review and Herald Publishing Association, 55 W Oak Ridge Drive, Hagerstown. Maryland, 21740.

_____, *Gospel Workers*. 1915. Washington, DC: Review and Herald Publishing Association, 55 W Oak Ridge Drive, Hagerstown, Maryland, 21740.

_____, *Testimonies for the Church*, Volume 3. 1946. Washington DC: Review and Herald Publishing Association, 55 W Oak Ridge Drive, Hagerstown, Maryland, 21740.

_____, *Christian Leadership*: 1985 Washington DC: Board of Trustees of the Ellen G White Estate, 12501 Old Columbia Pike, Silver Spring, Maryland, 20904-6600.

_____, *Testimonies for the Church*, Volume 4. 1948. Washington DC: Review and Herald Publishing Association, 55 W Oak Ridge Drive, Hagerstown, Maryland, 21740.

Helpful Information

9

Adventist PlusLine 800-732-7587 - A telephone service for general SDA questions/sources
Website: www.plusline.org
E-mail Info@PlusLine.org
Operating Hours Monday-Thursday 5:30-5:00 p.m. Pacific Standard Time (PST)
Friday 5:30-12:00 Noon Pacific Standard Time (PST)

AdventSource 1-800-328-0525
24 hr Fax line 800-495-2644 Attn: PlusLine
Business Hours Monday - Thursday 5:30 a.m. -5:00 p.m. PST
Friday - 7:00 a.m. to 3:00 p.m.
Call when you need high-quality leadership resources
Order Manual for Church Clerks and wide range of catalogues, materials, i.e. books, manuals, audio and video cassettes, satellite seminars, and newsletters

(NOTE: The two merged January 2006 and now are called AdventSource/PlusLine)

Adventist Information Ministries

Robert Moon 1-800-253-3002
I/S Building
Berrien Springs MI 49104-0970

Adventist Volunteer Ministries Network

Jose Rojas 1-800-331-2767
Website: www.HeSaidGo.net

Employee Service Record Forms

Order from Review and Herald Publishing Association
(301) 791-7000, Extension 722

Certificates for Ordination Can be ordered from GC Ministerial Department (301) 680-6508

Seminars Unlimited 1-800-982-3344
Baptismal Certificates
Profession of Faith Certificates
Revelation Seminars (Regional, Carolina, and Texas)
Continuing Education courses for Ministers
Adventist Media Center Materials
Evangelistic Resource Center

Statistical Forms A-200 to -700 (English, French, and Spanish)

See order form included in back of this document.

Order from: NAD Secretariat,
12501 Old Columbia Pike,
Silver Spring MD 20904-6600
Fax (301) 680-6464

Request for Church Membership

Conference usually orders these from the ABC and they supply the churches

Recommendation for Transfer of Church Membership

Conference usually orders these from the ABC and they supply the churches

Record of Membership Card

Conference usually orders these from the ABC and they supply the churches

FOREWORD

The search in the official church literature for a job description for the conference secretary may prove illusive. The **Amodel constitution@** simply states; **AThe Secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chairperson of the executive committee. The secretary shall report to the executive committee of the conference after consultation with the president. It shall be the duty of the secretary to keep the minutes of the conference constituency meetings and the executive committee meetings, to furnish copies of these minutes to all members of the executive committee and to the officers of the _____ Union Mission/Union Conference. The secretary shall also be responsible for providing information as may be requested by the president or by the executive committee, and shall perform such other duties as usually pertain to the office.@**

A desire to incorporate into a single document **Asuch other duties as usually pertain to the office@** prompted the preparation of this handbook.

It should be remembered that some functions contained in this document are determined by the constitution of the conference, while others may be specified by action of the constituency or executive committee. Some may be by agreement, among the administrative team. Still others may be by convenience, necessity, or general consent.

In some conferences, items appearing in this document as duties of the conference secretary may have been delegated to another officer or departmental director. In such cases the secretary would yield to the local procedures unless and until adjustments are made.

Letters were sent to each conference secretary in the North American Division requesting job descriptions and inviting their input into this document. Many responded, and thus this handbook incorporates the best information available from the Division.

INTRODUCTION

Welcome to the office and work of the conference secretariat. This is a how to@ procedures and information handbook. It is the result of a team effort on the part of several union, division, and General Conference secretaries. It is an attempt to put in written form the essential responsibilities and operational procedures of the office of the conference secretariat. The responsibilities are varied. The primary purpose of the Handbook is to provide a basic information resource on how the office of secretariat functions at the conference level.

In the past the functions of the secretary of the conference were generally performed by the individual who was elected to serve in the office of treasurer. Those were the days when operations were much simpler and the merging of the positions resulted in some cost savings to the organizations. With the passage of time, however, the Church has grown and the world has become more complex, therefore denominational administration has been expanded to meet the demands of the time. As a result, it is often not deemed advisable to leave the functions of the secretary to be cared for by the treasurer who already carries a full load of administrative and financial responsibilities. It is now the norm in North American Division conferences to elect a secretary as one of the executive officers.

Because the position came into being after the administrative functions of the conference were for many years divided between the president and the secretary/treasurer, the secretary's functions are not uniformly assigned in each conference or other church organization. The Model Constitution and Bylaws give a broad description of the responsibilities of the secretary but it is not definitive. The list of responsibilities therefore differs from one conference to another based on past practice, the specifics that may be written in the bylaws, the actions of the conference executive committee, and the administrative structure in the respective conference.

This Handbook has been developed to inform the newly elected conference secretary of the wide range of duties that he/she may be called upon to perform in connection with the office, and to give some basic instructions as to how these tasks may be performed. The Handbook is not to be considered as an official position description or a definitive list of any secretary's duties. Rather, it is intended to be simply an aid to understanding and performing those duties and responsibilities which have been assigned by the organization which elected the secretary to office.

Changes are made in this Handbook by recommendations to the April Union Secretaries Meeting and ratified by the Union Secretaries Year-end Meeting each year and are tracked through the Union Secretaries minutes.

NOMENCLATURE

According to the General Conference *Working Policy*, the official title of this position is **Conference Secretary**.[@] Some conferences have used other titles, but this handbook will use the title **Conference Secretary**,[@] as contained in the Model Constitution and Bylaws in the North American Division *Working Policy*.

GENERAL POSITION DESCRIPTION

LOCAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

Position Title: Secretary	Office: Secretariat
Name:	Wage Range: 89 - 104
Category: Elected/Exempt	Credentials:
Supervisor:	Supervisor-s Title: President/Exec Committee

POSITION SUMMARY:

The conference secretary works very closely with the president. He/she provides leadership, direction, and coordination in a collaborative manner consistent with the mission, vision, and values of the conference. He/she is primarily responsible for general administrative and management functions. He/she has direct responsibility for matters related to strategic planning, policy review and counsel, and statistical management. The secretary records the proceedings of all official conference executive and administrative committees, and furnishes copies to all members of the executive committee and to the union conference. The secretary collects such data as may be desired by the president or the executive committee.

EXPERIENCE AND BACKGROUND:

The person holding the position of secretary will need such qualifications as may be agreed upon by the conference constituency in session or the executive committee in the event of a vacancy. He/she serves as an executive officer and vice-chair of the executive committee. The person should have good conceptual skills and the ability to grasp the complex situations that may occur in the organization and focus on problems in a way that both become vision and strategy. This person should have a personality that fits well into the office and the leadership and management style of the first officer. The secretary should approach his/her work and working relationships with a high level of professionalism.

ELECTION:

It is the responsibility of the conference constituency in regular session or the executive committee in session to elect the person who holds the position of secretary. This person shall have the qualifications required for the position with the experience and background to give spiritual, technical, and administrative leadership to the conference.

LEADERSHIP ROLES:

The secretary is an individual who has heard and experienced the call of God to servant-ministry. He/She demonstrates the skills of personal integrity, practical wisdom, good taste and sound judgment. As a member of the executive team charged with spiritual Christian leadership in the conference there are four distinct roles that provide for an environment of spiritual health, church growth, faithfulness, and effectiveness:

- Leads through vision and values as a servant-leader modeling Christ and mentoring the values of the communal Body of Christ as represented in the constituency of the conference.
- Promotes continuous quality improvement by providing a secure environment in which initiative is encouraged and success is recognized.
- Builds partnerships by improving interpersonal relationships, nurturing people, and the developing of joint ventures between and among the communities he/she serves.
- Facilitates learning by modeling a personal openness to change, and to spiritual and professional growth in himself/herself and others.

MANAGEMENT ROLES:

- Defines a strategic plan that is consistent with the conference's mission, vision, and values.
- Communicates the mission, vision, values and strategic plan throughout the conference.
- Fulfills the conference's vision by providing the framework to accomplish the goals of the strategic plan.
- Plans for the integration of conference resources and programs within the area of his/her responsibility that are consistent with the long-range plans of the conference.

- Ensures that the programs and objectives promote excellent outcomes, as well as improve constituent satisfaction and optimum usage of human and financial resources.
- Coordinates and monitors planning activities to promote successful achievement of conference goals.

RESPONSIBILITIES:

- Represents the conference to the Church and general public in counsel with the president.
- Works effectively with people at all levels of the conference including all administrators, department directors, associate and assistant directors, other office staff personnel, executive committee and sub-committee members in the conference.
- Be knowledgeable and current in the application of management theory and practice.
- Maintains a program of continuous performance improvement in determining and achieving the conference's strategic initiatives each year.
- Directs and coordinates the activities of the secretariat in accordance with conference constitution and bylaws.
- Preserves the records of official actions of the executive committee and its subcommittees.
- Records the membership and terms of reference of committees.
- Directs in the keeping and the distribution of minutes, policies, and resolutions of the conference executive committee, and the union minutes.
- Works closely with the president in strategic planning and management in fulfilling the mission, vision and values of the conference.
- Prepares agendas for:
 - a. Executive Committee
 - b. Administrative Committee
 - c. Officer's Meeting
 - d. Administrators' Council
 - e. Presidents' Council
 - f. Constituency Meetings
 - h. Other meetings as needed

- Ensures the distribution of North American Division, General Conference, and union working policies.
- Directs the process of updating annually the particular conference sections of the General Conference Yearbook.
- Provides information and in-service training and support services for the churches in the conference.
- Processes independent transfers and all calls.
- Processes interdivision and inter-union travel requests for service for persons in the local conference.
- Accepts speaking requests from the field for camp meetings, etc.
- Deals with various problems which come to the conference officers.
- Serves as vice-chair of the conference executive committee.
- Performs other related duties as needed or requested.

EDUCATION:

- Four-year college degree.
- Experience in administration.
- Participation in appropriate continuing education courses.
- Several years of progressive management experience in various phases of the work of the Seventh-day Adventist Church.
- Knowledgeable in interpersonal relations, problem-solving processes, conflict management and resolution, and organizational management theory and practice.
- Should have academic or continuing education in human relations and oral/written communications skills.
- Should possess a positive demeanor in dealing with people and problems.

KNOWLEDGE AND SKILL:

- Knowledge of principles, policies and beliefs of the Church.
- Knowledge of church structure and organization, including committee procedures, etc.
- Ability to perform administrative functions; skill in strategic planning process. Must be able to effectively present facts and recommendations in oral and written form.
- Knowledge and skill in human relations.
- A command of English language skills including proficiency in verbal and written communication.
- Ability to perform broad administrative functions at the executive level of the church organization.

CONTACTS/ORGANIZATIONAL RELATIONSHIPS:

The conference secretary has extensive contact with church leaders, civic leaders, non-Seventh-day Adventist individuals, as well as church laypersons. He/She must possess advanced interpersonal skills and project a positive Christian image.

PHYSICAL REQUIREMENTS:

- Must be able to read and hear well.
- Must be able to communicate effectively both orally and in writing.
- Must be able to travel as necessary.

COMMITTEE AND BOARD ASSIGNMENTS:

Usually serves as a member, secretary, vice-chair, or chair of the following committees or boards:

1. Administrative Committee
2. Executive Committee
3. Employment Enhancement Committee
4. Conference Association
5. Conference Board of Education

PROFESSIONAL ETHICS AND PREROGATIVES

The conference secretary's measure of success in and contribution to the work of God will be in direct proportion to the standard of behavior and ethics in the Word of God as taught by the Seventh-day Adventist Church.

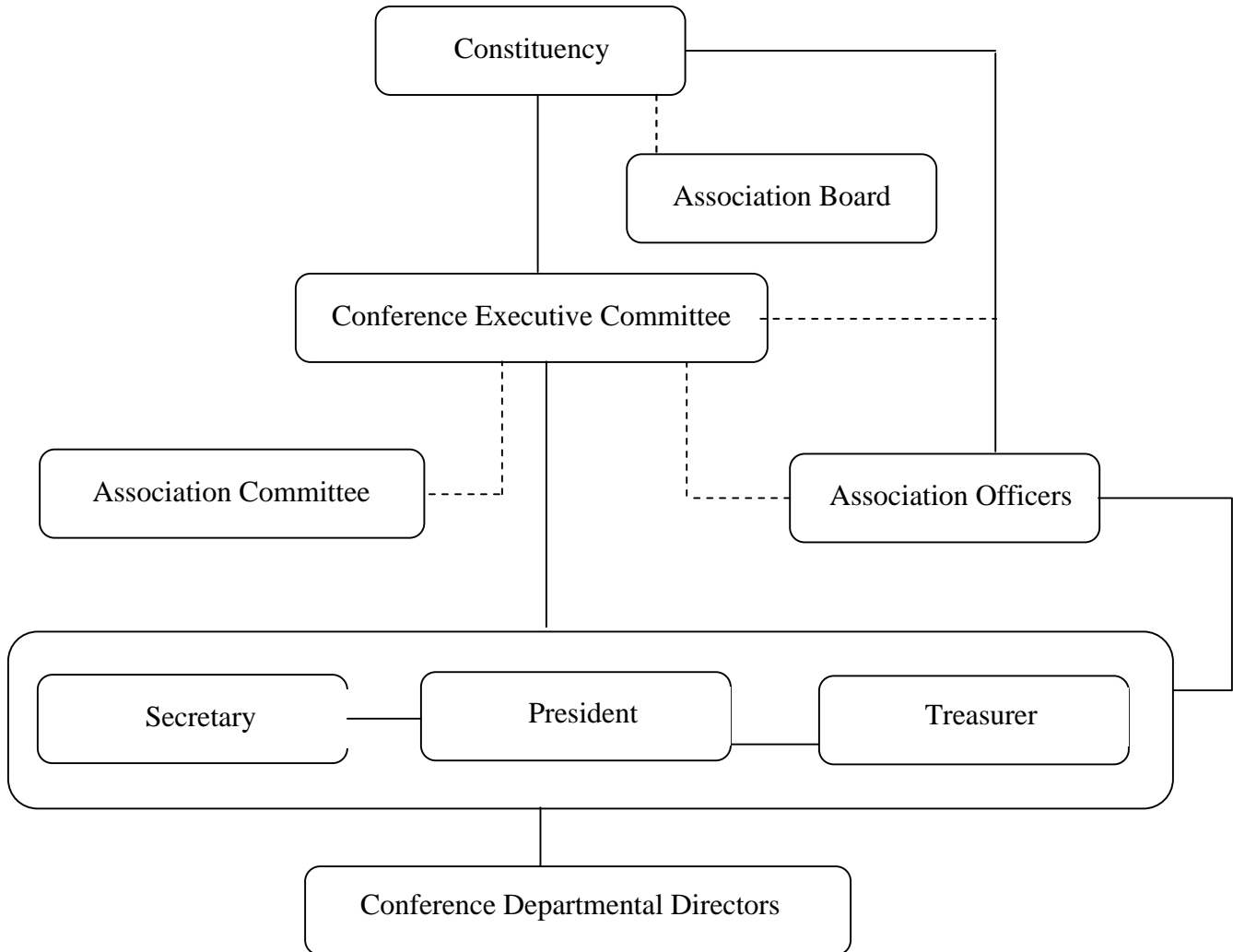
The conference secretary is the second officer of the conference and is vice-chair of the executive and other official committees. He/she works under the direction of the executive committee and the president. The secretary, along with the president, treasurer, and any other additional persons with administrative officer status, comprise the administrative team for the organization. (See flowchart on page 23)

Frequent consultations, characterized by open and frank expressions of opinion, are vital. Hopefully, an administrative consensus can be reached on important matters. If not, once a decision has been reached, it is generally expected that each officer will endeavor to support the position adopted.

The conference secretary is often privy to very confidential information. This should be treated accordingly. Aside from this, the secretary may also have the responsibility of disseminating information that though negative, should be presented with a spirit of love for the Church and persons involved.

In the conference secretary's relationship with conference employees and constituency, it should be remembered that he/she is often representing not only himself/herself, but the administrative group. To depart from the agreed-upon position, could possibly result in confusion and dissension, or render the officer ineffective on the administrative team. Responsibility in representing the larger view is important.

Relationship of the Executive Officers



1. The Secretary is an elected officer.
2. The Secretary participates in the general administration of the conference, in general consultation with the president and treasurer.
3. The Secretary recognizes the president as the first officer of the conference and main spokesperson to the executive committee, constituents and departmental directors/ technical support staff.

4. The Secretary reports directly to the executive committee, after consultation with the president, in the role of record keeper, statistician and policy coordinator.
5. The Secretary may be (but is not required to be) an officer of the conference Association Board, which is the legal entity of the conference.
6. The Secretary consults directly with department directors, associates and support staff as needed or as requested by the president.
7. The Secretary is directly available to his/her field as needed or as directed by the executive committee or the president or as indicated by the conference constitution.

ORIENTATION, PROFESSIONAL GROWTH

Professional growth and remaining current on policies, trends, management skills is vital for the conference secretary. Some areas of expertise or talent/professional development that will prove helpful are:

- a. Agenda preparation
- b. Church policy, guidelines, and manuals
- c. Computer literacy
- d. Conflict resolution
- e. Correspondence
- f. Counseling
- g. Current events
- h. Government regulations for employers/employees
- i. Human Relations/Diversity
- j. Interpersonal skills
- k. Interviewing techniques
- l. Literature
- m. Motivational skills
- n. Negotiating
- o. Parliamentary procedure
- p. Personnel and staff productivity
- q. Public speaking
- r. Professional attire
- s. Records management
- t. Staff direction and coordination
- u. Stress control management

- v. Time management/meeting management
- w. Understanding financial reports

Material may be received on these and other subjects by consulting with conference secretaries of experience, attendance at seminars, and through videos and cassette tape recordings.

OFFICE FUNCTIONS

The responsibilities generally performed by the conference secretary are:

- a. Compile quarterly/annual statistical reports.
- b. Coordinate in-house committees.
- c. Coordinate staff retreats, socials, etc.
- d. Distribute special occasion cards.
- e. Keep minutes of Executive Committee meetings.
- f. Keep minutes of consistency meetings
- g. Keep minutes of Officers meetings.
- h. Prepare annual conference calendar.
- i. Prepare denominational *Yearbook* information.
- j. Prepare in consultation with the officers the committee agendas.
- k. Prepare staff/conference directory.
- l. Preserve and safeguard conference vital records.
- m. Process employee retirement applications.
- n. Records management.
- o. Serve as office worship coordinator.
- p. Serve as Vice-chair of Executive Committee
- q. Sign all necessary legal documents.
- r. Update and sign employee service records annually.

IN-SERVICE TRAINING AND COUNSELING

1. The Conference Secretary should receive training in the following areas:
 - Assistance in interpreting and applying the North American Division *Working Policy*
 - Calls and interdivision travel requests - processing
 - Constituency meeting preparation - counsel
 - Employee handbooks and policy documents - development and dissemination
 - Independent transfers
 - Retirement plan education and interpretation for all conference workers
2. The Conference Secretary is responsible to arrange for appropriate executive training for newly elected church clerks and other local church leaders. The conference secretary serves as an advisor and counselor to local church leaders and is obliged to assist in their orientation and training. Training and assistance may include but is not limited to the following:
 - Agenda development for various committees
 - Calls and interdivision travel requests - processing
 - *Church Manual* orientation
 - Conciliation Dispute Resolution Procedures training seminars/workshops
 - Counsel with respect to constituency meeting preparation
 - Employee handbooks and policy documents - development and dissemination
 - Human Relations/Diversity Issues
 - Human Resources
 - Independent transfers
 - Membership transfers & Records or Transfer of Membership and Records.

- Minutes preparation
- Resources available.
- Retirement plan education and interpretation for all conference workers
- Records management
- Statistical data flow through the reporting mechanism of the Church
- *Working Policy*, North American Division - assistance in interpretation and application
- Workshops/seminars in professional growth

FIELD FUNCTIONS

The conference secretary is frequently called upon to preside at events and provide certain services for the conference employees and membership. These may include:

1. Filling the assignments given by the president and the executive committee.
2. Introducing new pastors in churches and districts.
3. Organizing new companies and churches (if ordained).
4. Ordination services/commissioning - participation
5. Presiding at special events such as ground breakings, dedications, homecomings, anniversaries, etc.
6. Supplying speakers from office by request or between pastoral moves.
7. Speaking appointments - accepting
8. Training local church clerks/statistical secretaries
9. Training seminars for church officers.

CONFERENCE PERSONNEL

The conference secretary may share with the president and/or treasurer, some portions of the following duties:

Office Staff

1. Assignments
2. Biographical information (application blank)
3. Birthday, bereavement, newborn recognitions
4. Counseling
5. Credentials and licenses - prepare and release
6. Department annual review/planning sessions
7. Evaluations
8. Job descriptions
9. Office staff selections
10. Professional Growth
11. Travel requests - out-of-conference
12. Vacation requests

Field Staff/Workers

1. Annual review/planning sessions
2. Biographical information (application blank)
3. Birthdays, bereavement, newborn recognition
4. Church board interviews
5. Conference personnel committee with other officers, staff, and members.
6. Conference travel requests - out of the district
7. Continuing education - process requests
8. Coordinate worker moves with treasury
9. Credentials and licenses - prepare
10. Employee counseling
11. Employee evaluations
12. Interns (seminary and 9th quarter contact, field evaluation)
13. Ordination/commission committees
14. Pastoral selection interviews
15. Professional growth
16. *Ministry* magazine - provide ministerial list
17. Vacation requests

DEPARTMENTAL AND SPECIAL ASSIGNMENTS

The conference secretary sometimes holds additional titles. In smaller conferences he/she may serve as treasurer. In other instances he/she carries one or more departments. Special effort is often needed to guarantee that departmental responsibilities receive adequate attention. It is important to remember that in the exercise of departmental leadership, the secretary should not invoke administrative prerogatives.

As an officer of the conference, the secretary will often be assigned to special projects to represent the conference administration to auxiliary groups operating in the conference. Some of these are:

1. ASI Executive Secretary
2. Association of Adventist Women/Men
3. General rapport and correspondence
4. Lay advisory councils
5. Marriage enrichment groups
6. Medical/dental groups
7. Professional/business organizations
8. Recruiting
9. Retired workers
10. Retreats
11. Singles ministries

COMMITTEES

The conference secretary serves on numerous committees, often in conjunction with the other officers and often as the representative of the administration. A representative list of responsibilities may include:

Responsibilities Pertaining to Committees

1. Agenda preparation (include background data and documents)
2. Arrange venue of meeting
3. Chair committees in absence of president
3. Chair selected committees
4. Coordinate follow-up of actions in counsel with the president and treasurer
5. Committees and boards, membership, and functions - maintain list
6. Meeting notification
7. Minutes - prepare and distribute
9. Recording secretary, select when appropriate

Committees (Individual may be a member)

1. Academy board(s)
2. Administrative council
3. Board of Education
4. Budget
5. Building and blueprints
6. Conciliation/dispute resolution
7. Conference Association
8. Conference executive
9. Constitution and bylaws
10. Departmental council
11. Divorce and remarriage
12. Evangelism
13. Human relations/diversity
14. Ordination/commission
15. Personnel/human resources/diversity
16. Union-wide officers counsel
17. Various departmental committees
18. Various union committees and boards

MEETING PLANNING AND COORDINATION

The conference secretary's shared responsibilities with the other officers is the planning and coordination of meetings in the conference. A partial list follows:

1. Annual statistical/financial review
2. Application forms
3. Calendar of Events/Schedules
4. Camp meeting(s)
5. Employee banquets
6. Employee committee assignments
7. Executive committees
8. Exhibit coordination
9. Greeters at meetings
10. Guest rooms
11. Guests
12. Lay advisory
13. Lodging
14. Meals

15. Medical-dental retreats
16. Meeting/activity schedule
17. Ministers meetings in cooperation with the president and treasurer
18. Ordination services
19. Professional/business
20. Promotion
21. Retired workers
22. Speakers
23. Staff councils
24. Theme
25. Transportation (treasury may coordinate)
26. Ushers
27. Workers= meetings (in cooperation with other officers and departmental directors)

CONFERENCE SESSIONS

One of the conference secretary's most demanding challenges is preparation for the regular or special conference sessions. While no list could possibly be complete, the following (some items are applicable to special sessions):

Materials and Logistics

1. Accommodations
2. Agenda/working agenda
3. Calculation of size of church delegations
4. Chairs
5. Committee worksheets
6. Committees
7. Constitutional guidelines
8. Coordination of date with union officers
9. Division of territory into districts for committee selection
10. First aid/medical staff
11. Information/registration packets
12. Instructions/materials for selecting and reporting church delegations
13. Introduce new churches
14. List of incumbents
15. Lists of committee members from previous session
16. Location
17. Lunch
18. Map of location

19. Office staff
20. Official call - read
21. Organization committee - procedure for choosing
22. Parliamentary - selection
23. Participants
24. Physical arrangements
25. Pre-session Atown hall@meetings
26. Pre-session planning session(s)
27. Constitution and bylaws committee - presentation of report
28. Public address system
29. Recording proceeding via audio/video tape
30. Recording secretary
31. Registration - material, personnel, delegate badges, etc.
32. Rental rates, if any
33. Seat delegates
34. Seating arrangements
35. Secretary's report - presentation of the
36. Session legal notices
37. Session report
38. Session theme
39. Site selection
40. Statistical data - relevant
41. Time of organizing committee meeting
42. Union officers
43. Visual aids
44. Written material

CHURCH POLICIES

The conference secretary should be the interpreter and guardian of church policies. In addition to being familiar with policies adopted by higher organizations, the conference secretary is responsible for the development of a conference working policy and for keeping it current. The conference working policy should be available to all workers within the conference. The information is sometimes incorporated in to the employee handbook which contains useful information in addition to official policies.

CONSTITUTION AND BYLAWS

Most conferences have a standing committee on the constitution and bylaws, with the conference secretary serving as chairman as required by NAD policy. The committee generally consists of from five to eleven members, chosen by the delegates at conference session.

The committee meets between sessions at the call of the chair, the frequency being determined by the perceived need for clarifications, additions, or modification, and the proximity to the next conference session. The committee will present its recommendations to the conference executive committee, and the union executive committee for review before submitting them to the constituency.

The conference secretary should seek to remain as close as possible to the local conference model constitution as approved by the General Conference. However, occasional adaptation to local situations can be anticipated.

The conference secretary should maintain on file the current official constitution and bylaws, dated and signed by himself and the president. The conference secretary may also serve as the secretary of the conference association/corporation; similar steps need to be taken in regards to the constitution and bylaws of the association and other conference organizations. The Articles of Incorporation should be kept on file as well.

CA 20 Model Local Conference Constitution and Bylaws

CA 20 05 Local Conference Constitution and Bylaws—This model constitution shall be followed by all local conferences. Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each local conference. Other sections of the model bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model. Amendments to the Model Local Conference Constitution and Bylaws shall be made by action of the Executive Committee of the General Conference of Seventh-day Adventists at any Annual Council of that Committee.

CONSTITUTION OF THE _____ CONFERENCE OF SEVENTH-DAY ADVENTISTS

Article I—Name

The name of this organization shall be known as the _____ Conference of Seventh-day Adventists, hereinafter referred to as the conference.

Article II—Purpose

The purpose of this conference is to facilitate the proclamation of the everlasting gospel in the context of the three angels' messages of Revelation 14:6-12 to all peoples within its territory, leading them to accept Jesus as personal Savior and to unite with His church, and nurturing them in preparation for His soon return.

Article III—Relationships

The _____ Conference of Seventh-day Adventists is a part of the _____ Union Conference/Union Mission of Seventh-day Adventists, which in turn is a part of the _____ Division of the General Conference of Seventh-day Adventists, a world church organization; and all purposes, policies and procedures of this conference shall be in harmony with the working policies and procedures of the _____ Division and the General Conference of Seventh-day Adventists. This conference shall pursue the mission of the Church in harmony with the doctrines, programs, and initiatives adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.

Article IV—Territory

The territory of this conference shall consist of _____.

Article V—Membership

The membership of this conference shall consist of such churches as have been or shall be properly organized in any part of the geographic territory under its jurisdiction and formally approved for membership by vote of the delegates at any regularly scheduled constituency meeting.

Article VI—Bylaws

The voters of this conference may enact bylaws, and/or repeal them, and such bylaws may embrace any provision not inconsistent with the constitution.

Article VII—Dissolution and Disposition of Assets

This conference may be dissolved only by a two-thirds majority vote of the delegates present and voting at any constituency meeting.

In the event of the dissolution of this conference, all assets remaining after all claims have been satisfied shall be transferred to a legal entity authorized by the _____ Division of the General Conference of Seventh-day Adventists.

Article VIII—Amendments

This constitution shall not be amended except to conform to the model local conference constitution when it is amended by action of the General Conference Executive Committee at an Annual Council. This conference shall amend its constitution from time to time at regularly called constituency meetings, any such changes to conform to the model local conference constitution. The conference executive committee may recommend to the General Conference, through the _____ Union Conference/Union Mission and the _____ Division of the General Conference of Seventh-day Adventists, amendments to the model constitution.

BYLAWS OF THE _____ CONFERENCE OF SEVENTH-DAY ADVENTISTS

Article I—Principal Office

The principal office for the transaction of the business of the _____ Conference is fixed and located at _____, _____. The executive committee may in an emergency change the location of the principal office on a temporary basis.

Article II—Constituency Meetings

Sec. 1. Regular Meeting: This conference shall hold a regular _____ (biennial or triennial) constituency meeting at such time and place as the executive committee of the conference shall designate. Notice of the time and place of the meeting of the delegates representing the members shall be given by

- a. A notice printed in the official publication of the _____ Union Mission/Union Conference at least four weeks before the date of the session or
- b. A method approved by the _____ Conference executive committee.

Sec. 2. Special Meeting: a. The executive committee of this conference shall call a special constituency meeting, at a time and place it deems proper when:

- 1) **It is voted by the executive committee, or**
- 2) **It is voted by the delegates at any constituency meeting, or**
- 3) **It is requested by _____ percent of the churches of the conference through their church boards or**
- 4) **It is voted by the union committee, division committee, or General Conference Committee.**

b. The union committee or the division committee may call a special constituency meeting of the conference.

c. The agenda for special constituency meetings shall be included in the notice of the meeting.

d. The time and place of special constituency meetings shall be given in the same manner as for regularly scheduled constituency meetings.

Sec. 3. Quorum: At least _____ percent of the delegates authorized hereinafter under Section 1-a. of Article III must be present at any regular or special constituency meeting to constitute a

quorum for the transaction of business. Once the meeting is declared open, the delegates present shall constitute a quorum.

Sec. 4. Proxy Voting: All delegates must be present in person at any constituency meeting in order to be eligible to vote. There shall be no voting by proxy.

Sec. 5. Voting Rights of the Delegates: Each delegate appointed to act on behalf of the members of this conference shall be entitled to one vote. The voting rights of the individual delegates representing the members as hereinafter provided shall be limited to the particular constituency meeting of the conference in which they have been designated to represent a local church, an institution, the _____ Union Conference, the _____ Division or the General Conference of Seventh-day Adventists.

Sec. 6. Election/Appointment and Term of Office: All officers and members of the executive committee who are not ex officio members shall be elected by the delegates at the regular meeting of the conference constituency and shall hold their offices until the next regular meeting of the conference constituency, unless they resign or are removed from office, for cause, by the executive committee/a special constituency meeting. The election/appointment of departmental directors, associate departmental directors, associate secretaries, or associate treasurers, if not determined by the delegates at the conference constituency meeting, shall be referred to the executive committee.

Article III—Representation

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

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

b. **Delegates at large:**

- 1) All members of the executive committee of the _____ Conference.
- 2) All members of the executive committee of the _____ Union Mission/Union Conference who may be present at any constituency meeting of this conference.
- 3) All employees holding credentials or ministerial licenses issued by this conference.
- 4) Members of the General Conference Committee and the North American Division Committee who may be present at any constituency meeting of this conference. The number of such delegates representing the General Conference of Seventh-day Adventists shall not exceed ten percent of the total number of delegates otherwise provided for.
- 5) Such other persons as may be recommended by the executive committee and accepted by the delegates in session. The number of such delegates shall not exceed ten percent of the total number of regular delegates provided for hereinabove.

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

Article IV—Committees

Sec. 1. Organizing Committee: a. The organizing committee shall be constituted as follows: Each church represented at the constituency meeting shall choose, or empower its delegation to choose, one member plus one additional member for each _____ members or a major fraction thereof.

b. The chairperson of the organizing committee shall be the president of the _____ Union or his designee.

c. The organizing committee shall nominate and **the constituency shall elect:**

1) **A nominating committee**

2) **A constitution and bylaws committee**

3) Other committees as may be necessary.

d. Members of the organizing committee shall be chosen at or prior to the constituency meeting.

e. If the organizing committee is to meet prior to the constituency meeting, the time and place of the meeting shall be given in the official notice of the meeting.

Sec. 2. Nominating Committee: The nominating committee shall consist of at least _____ and not more than _____ members, including the president of the _____ Union Mission/Conference, or his designee, **who shall serve as the chairperson.** The membership of the committee shall be comprised of delegates to the constituency meeting and shall be balanced, as nearly as possible, between denominational workers and laypersons representing various segments of the work and territories of the conference.

Sec. 3. Standing Constitution and Bylaws Committee: The standing constitution and bylaws committee shall include an officer of the _____ Union Mission/Conference, and shall be chaired by the secretary of the local conference, or his/her designee.

This committee shall function between the regularly scheduled constituency meetings and shall submit its reports and detailed recommendations through the conference executive committee to the next regular constituency meeting.

Sec. 4. Voting: The election of officers and the voting on all other matters of business shall be by *viva voce* unless otherwise determined by a majority vote of the delegates present.

Article V—Executive Committee

Sec. 1. Membership: The executive committee of the _____ Conference of Seventh-day Adventists shall be elected at its regularly scheduled constituency meeting and shall consist of not more than _____ members. The president, secretary, treasurer, and vice president(s) shall be members **ex officio** of the executive committee. The membership of the committee may include at least one departmental director and one institutional representative with **the remaining membership balanced as nearly as possible between laypersons and pastors or other denominational employees** from various sections of the conference. **The officers of the _____ Union Mission/ Conference, of the _____ Division and of the General Conference of Seventh-day Adventists are members ex officio of the local conference executive committee; however, their membership shall be in addition to the number detailed above. Any such officers exercising their voting rights at any one meeting shall not make up more than ten percent of the committee membership present.**

Sec. 2. Delegated Authority: The executive committee of this conference is delegated the authority to act on behalf of the constituents between regular sessions, including the authority to elect or remove for cause officers, directors of departments/services, board and committee members.

Sec. 3. Administrative Authority: The executive committee shall have full administrative authority:

a. To fill for the current term any vacancies that may occur by death, resignation or otherwise, in its boards, committees, departments, or in offices which have been filled by conference election. **If a new president is to be elected, the president of the _____ Union Mission/Union Conference or his designee, shall serve as chairperson of the executive committee.**

b. To appoint subcommittees, such as an administrative committee, with their terms of reference.

c. To employ ministers, secretaries, teachers, and other persons as deemed necessary for the work of the conference.

d. To grant and withdraw credentials and licenses. The withdrawal of credentials or the removal of those named under Article V, Section 1. of these bylaws shall require the consent of two-thirds of the members of the executive committee.

Sec. 4. Regular Meetings: The executive committee may schedule regular meetings at such times and places as it may select.

Sec. 5. Special Meetings: Special meetings of the executive committee may be called at any time or place by the president or, in his absence, by the secretary. A special meeting shall also be called by the secretary in response to the written request of a majority of the members of the executive committee.

Sec. 6. Quorum: _____ members of the executive committee shall constitute a quorum.

Article VI—Officers

Sec. 1. Executive Officers: The executive officers of this conference shall be a president, a secretary, and a treasurer. The secretary and treasurer may be one individual known as the secretary-treasurer. **It is the duty of these officers, in consultation with one another, to carry forward the work according to plans, policies, and programs voted by the constituency and/or the conference executive committee. These plans, policies, and programs shall be in harmony with the doctrines and actions adopted and approved by the General Conference of Seventh-day Adventists in its quinquennial sessions.**

a. **President:** The president, who shall be an ordained minister of experience, is the first officer and shall report to the executive committee of the conference in consultation with the secretary and the treasurer. He shall act as chairman of the constituency meetings and the executive committee, and serve in the general interests of the _____ Conference as the constituency and the executive committee shall determine. In his leadership he shall adhere to the policies of the _____ Union Mission/Union Conference, the _____ Division and the General Conference of Seventh-day Adventists, work in harmony with the _____ Union Mission/Union Conference Committee, and in close counsel with the union officers.

b. **Secretary:** The secretary, associated with the president as an executive officer, shall serve under the direction of the executive committee and shall act as vice-chairperson of the executive committee. The secretary shall report to the executive committee of the conference after consultation with the president. It shall be the duty of the secretary to keep the minutes

of the conference constituency meetings and of the executive committee meetings, to furnish copies of these minutes to all members of the executive committee and to the officers of the _____ Union Mission/Union Conference. The secretary shall also be responsible for providing information as may be requested by the president or by the executive committee, and shall perform such other duties as usually pertain to the office.

c. **Treasurer:** The treasurer, associated with the president as an executive officer, shall serve under the direction of the executive committee. The treasurer shall report to the executive committee of the conference after consultation with the president. The treasurer shall be responsible for providing financial leadership to the organization which will include, but shall not be limited to, receiving, safeguarding and disbursing all funds in harmony with the actions of the executive committee, for remitting all required funds to the union/division/General Conference in harmony with the _____ Division policy, and for providing financial information to the president and to the executive committee. The treasurer shall also be responsible for furnishing copies of the financial statements to the _____ Union officers.

Sec. 2. Other Officers: Other individuals may serve as officers of the local conference, such as vice president, associate secretary, and associate treasurer.

Article VII—Directors of Departments/Associations/Services

Sec. 1. Advisory Role: The directors of departments/ associations/services of this conference shall work under the direction of the executive committee of the conference and the president and shall serve in an advisory relationship to the field.

Sec. 2. Departments/Services Structure: Conference departments/ services shall be organized in harmony with the departmental/service structure of the General Conference but shall not necessarily duplicate the departments/services in the union, division, or General Conference.

Article VIII—Other Organizations

Sec. 1. Unincorporated Organizations: The _____ Conference may carry on its ministry through unincorporated subsidiary organizations. Constituency meetings of such organizations shall be held in conjunction with the regularly scheduled constituency meetings of the conference.

Sec. 2. Corporations: The _____ Conference may form corporate bodies provided it obtains prior approval of the _____ Division. Membership meetings and elections of boards of directors shall be held as provided by articles and bylaws of the corporations and in harmony with applicable laws.

Article IX—Finance

Sec. 1. Tithes and Offerings: The church funds managed by this conference shall consist of such tithe, including direct tithe, as it shall be assigned by policy and as received from within its territory, and such gifts, legacies, bequests, devises, appropriations, reverted funds, and other donations as may be made to it.

Sec. 2. Policies: The portion of the tithe which is reserved for this conference, as specified by policy, and all other funds shall be used in harmony with the financial policies of the

_____ Division of the General Conference of Seventh-day Adventists; and in the case of donations, their use shall be in harmony with the specifications of donors and in compliance with government regulations. Tithe is shared with the union and division on fixed percentages as set by the division executive committee, and with the General Conference on fixed percentages as set by the Annual Council of the General Conference Executive Committee.

Sec. 3. Bank Accounts: The funds of this conference shall be safeguarded in harmony with the financial policies of the _____ Division of the General Conference of Seventh-day Adventists. Moneys shall be deposited in the name of the _____ Conference of Seventh-day Adventists in regular or special accounts, in such banks or savings institutions as the executive committee shall designate, and shall be withdrawn only by persons authorized by resolution of the executive committee.

Sec. 4. Financial Statements: The _____ Conference shall prepare annually appropriate statements of income and fund balances and shall be responsible for the filing of any financial information directly with the _____ Union and the _____ Division of the General Conference of Seventh-day Adventists and, to the extent required by law, with any branch of local or national government.

Article X—Budget, Salary Review, and Audit

Sec. 1. Budget: The _____ Conference shall prepare an annual budget in harmony with the policies of the _____ Division of the General Conference of Seventh-day Adventists.

Sec. 2. Salary and Expense Review: The executive committee shall constitute an employee remuneration committee to review annually the salary and expense of all the employees and set salary rates for the subsequent year.

Sec. 3. Independent Audit: All accounting records of this conference shall be audited at least annually by an auditor designated by the General Conference Auditing Service; and the records of this conference or any of its subsidiaries, agencies, or institutions shall at all times be open to said auditor.

Article XI—Indemnification

Sec. 1. To the extent permitted by law, this conference shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, because he/she is or was a member of the conference executive committee or an officer, employee, or agent of the conference against expenses (including legal fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/ her in connection with such action, suit, or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the conference, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful.

Sec. 2. This right of indemnification shall be in addition to, and not exclusive of, all other rights to which such member of the executive committee, or an officer or department director may be entitled.

(Note: This right of indemnification may be expanded or contracted as allowed under local law and as adopted by the constituents.)

Article XII—Amendments

Amendment, Revision, and Repeal: The bylaws of this conference which are essential to the unity of the Church worldwide, and are designated in bold print shall be amended or revised from time to time in order to comply with changes to the Model Local Conference Constitution and Bylaws as voted by the General Conference Executive Committee in its annual meetings. Such amendments or revisions shall be approved by a two-thirds majority vote of the delegates present and voting at any duly called constituency meeting of the local conference. Other sections of the bylaws may be amended, revised, or repealed, in like manner, provided such changes are in harmony with the spirit of the Model Local Conference Constitution and Bylaws, and have been processed through the conference executive committee. Notice of any proposed changes to the constitution and bylaws of this conference shall be given specifically in conjunction with the publication of notice for the session.

The constituency or the conference executive committee may recommend to the General Conference through the _____ Union Mission/Union Conference and the _____ Division of the General Conference of Seventh-day Adventists amendments to the Model Local Conference Constitution and Bylaws.

CA 30 Model Local Conference Corporation Articles

CA 30 05 Local Conference Corporation—The following model Local Conference Corporation Articles has been approved as a model to be followed as closely as possible by all local conference corporations in the development of their Articles of Incorporation. Any significant additions, deletions or changes required by national or local legal requirements shall be submitted to the respective division committee for review and appropriate counsel.

_____ CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS

Articles of Incorporation

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, namely (insert the names of the original incorporators) being of full age, and citizens of the United States, and residents of (State) desiring to associate ourselves together to form a corporation for the purposes and objects hereinafter set forth, in pursuance of and in conformity with (here refer to the law), for ourselves, our associates, and successors, do make, sign, and acknowledge this certificate in writing, which, when recorded, shall constitute the Articles of Incorporation of the hereinafter-named corporation.

Article I—Name

The name of the corporation hereby created shall be _____ Conference Corporation of Seventh-day Adventists.

Article II—Duration

The term for which said corporation is organized and the duration of its existence is to be perpetual [*or for the maximum period provided by law*].

Article III—Business and Objects

The particular business and objects for which this corporation is formed are for the purpose of diffusing moral and religious knowledge throughout the entire world by means of churches, organizations, publishing houses, medical or health institutions, educational institutions, publications, agencies, and all other instrumentalities and methods appropriate and available for and tending to the advancement of such ends and aims, and to that end to receive loans, gifts, and deposits of money; to issue notes; to grant annuities; to make loans; to acquire, possess, and hold title to real, personal, and mixed estates in this or foreign countries, either in trust or otherwise, by gift, bequest, devise, or purchase, and to have power to pledge, encumber, sell, and convey the same by such mortgage or other instrument of security or conveyance as may be suitable; it being, however, expressly declared that this corporation is not for personal profit or gain to anyone, but that all its property and effects must be used and expended in carrying into effect the aims, ends, and objects of its existence.

Article IV—Trustees

The business, affairs, and funds of this corporation shall be under the control and management of a Board of Trustees, which for the first year of its existence, shall be composed of _____ persons to be elected by the aforesaid persons who do hereby associate themselves together by this instrument of writing for the purpose of this incorporation. Their successors shall be chosen at such time and place and in such manner as shall be provided in the Bylaws of this corporation, and a majority of the Board shall constitute a quorum for the transaction of business. Whenever a vacancy shall occur in such Board of Trustees, it shall be filled in the manner prescribed in the Bylaws.

Article V—Rights and Privileges

This corporation shall enjoy all the rights, privileges, and immunities, and exercise all the powers and authorities now conferred, or which may hereafter be conferred, by the laws of the United States upon corporations of similar kind or nature.

IN TESTIMONY WHEREOF we have hereunto set our hands and seals this _____ day of _____ A.D. _____.

BYLAWS

Article I—Name

The name of this Corporation is _____ Conference Corporation of Seventh-day Adventists.

Article II—Objects

The particular objects for which this Corporation is formed are stated in the Articles of Incorporation.

Article III—Location

The principal office of this Corporation is located in _____.

Article IV—Membership

Sec. 1. The members of this Corporation shall be:

- a. The Board of Trustees of this Corporation
- b. The members of the _____ Conference Committee of Seventh-day Adventists
- c. The members of the General Conference Committee of Seventh-day Adventists present at any regular or special meeting of the _____ Conference of Seventh-day Adventists
- d. The duly elected and accredited delegates at any regular or special session of the _____ Conference of Seventh-day Adventists who shall be present at any regular or special meeting of this Corporation. For the purpose of this Corporation, these delegates shall continue in office until other delegates are chosen to succeed them.

Sec. 2. A quorum for the transaction of business shall consist of not less than _____ members.

Article V—Trustees

Sec. 1. The members of this Corporation shall elect triennially _____ persons to act as trustees for this Corporation, who shall hold their offices until their successors are duly elected and enter upon their duties.

Sec. 2. The trustees shall have the ordering of all affairs of this Corporation, the management and disposal of all its property, and the execution of all trusts confided to it.

Sec. 3. A quorum to do business shall consist of not less than _____ trustees, one of whom shall be an officer of the Board.

Sec. 4. The trustees shall elect triennially from their number a President, a Secretary, and a Treasurer.

Sec. 5. The trustees shall ensure that the financial records of this Corporation are open to the scrutiny of an auditor designated by the General Conference Auditing Service. The auditor shall submit an itemized report to the members of the Corporation annually, or at such times as may be required by the Board.

Sec. 6. The trustees shall have power to fill any vacancy occurring in their membership.

Article VI—Duties of Officers

The duties of the officers of this Corporation shall be such as usually pertain to such officers respectively, and such other duties as the Board of Trustees may prescribe. The President and the Secretary, or in the absence of either, the other and the Treasurer, shall in behalf of the Corporation, sign all deeds, mortgages, powers of attorney, annuity agreements, or other instruments of writing of similar character and import.

Article VII—Seal

The seal of this Corporation shall consist of an ordinary-sized circular impression with the words “_____ Conference Corporation of Seventh-day Adventists,” in an outer circle enclosing the word “Seal” and the word “Incorporated.”

Article VIII—Meetings

Sec. 1. Every regular and special meeting of the members of this Corporation shall be called by the Board of Trustees. Notice of any such meeting shall be published in two successive issues preceding the time of the meeting, in the official organ of the _____ Union Mission/Union Conference of Seventh-day Adventists, or in the *Adventist Review*, a weekly paper published at Hagerstown, Maryland.

Sec. 2. The meetings of the Board of Trustees, both regular and special, shall be held at such times and places as may be designated by the president.

Sec. 3. When not otherwise especially provided, all votes of the members of this Corporation for the election of trustees or for the deciding of other questions shall be taken *viva voce*.

Sec. 4. Each voter, whether member or trustee, shall have one vote, and only one, on any question.

Article IX—Amendments

These Bylaws may be amended by two-thirds vote of the members of the Corporation present and voting at any regular meeting of said members, when the proposed amendment does not conflict with the Articles of Incorporation of the Corporation. When it is proposed to change the Bylaws at any special meeting of the members of the Corporation, notice shall be given to this effect in the call for the meeting, and the nature of the proposed amendment or amendments shall be stated.

Article X—Dissolution

In the event of the dissolution of this Corporation, any funds remaining after all claims have been satisfied shall be transferred to the _____ Union Mission/Union Conference Corporation of Seventh-day Adventists.

DOCUMENTS, INFORMATION

Calendar of Events. This document incorporates all major appointments and meetings of the conference for the ensuing year. Included are dates and locations for camp meeting(s), executive committee meetings, youth camps, ministers=meetings, teachers=meetings so as to avoid scheduling conflicts is no small challenge. The first draft should be prepared early in the year for the following year. Subsequent revisions should be expected. Calendars should be distributed on or before December 1 to all conference employees and the union officers.

Conference Directory. This document should be updated and released annually. It should include a list of the conference elected and support staff, specifying their titles or responsibilities; major committees, pastoral, educational, and literature evangelism staff, conference camp/center, and a listing of all congregations and local church officers. Other information may include the names and responsibilities of the union staff, other conferences in the union, retired workers, medical/dental directory, community service and other federations, offering schedule, maps of churches and institutions, etc. Directories should be given to all conference employees, laypersons on the executive committee, and appropriate persons on the union conference and division staff.

Employee Handbook. This document might contain relevant policies, office procedures, and a list of the approved annual holidays. A handbook should be carefully worded with advice from legal counsel and approval from the executive committee.

Conference Working Policy. Should a local conference policy be prepared, appropriate actions of the General Conference, North American Division, and parent union conference must be incorporated with actions of the local conference committee. To be of optimum value, this document should be updated regularly. Its format should be such that it is easily referenced.

Camp Meeting Brochures. With the possible assistance of the conference director of communication, several brochures are needed for camp meeting promotions and registration. These include, but are not limited to:

- Applications
- Promotional literature
- Meetings/activities schedule

CONFERENCE EXECUTIVE COMMITTEE

The Conference Executive Committee* is the administrative body of the Conference in the intervals between sessions of the Conference.

Membership The membership of the Executive Committee is elected at the Conference Session in harmony with the provisions of the Bylaws of the Conference.

* Because of the corporate structure of the church in Canada, the some Executive Committees is called the Board of Directors.

Agenda All items for the agenda are routed through the Conference Secretary's office. The Secretary serves as agenda coordinator responsible for gathering the information that is to be placed on the Conference Executive Committee agenda, and for preparation and distribution of the agenda.

Agenda items and support materials are gathered from the following sources:

1. Presidential
2. Secretariat
3. Treasury
4. Association
5. Boards/councils/committees
6. Administrators= Council

Executive Committee Actions. Following meetings of the Executive Committee, a report should be released prepared in consultation with the officers from the conference secretary's office summarizing the matters discussed and the actions taken. These reports should be circulated to conference employees and possibly head elders of the local churches. These reports, while concise, should be substantive, but with discretion exercised as to what is included. It should be clear that they are not official minutes of the meeting.

The conference should maintain a progression of all constitutional documents, adding to the sequence as amendments are adopted.

Minutes The Recording Secretary takes note of the actions taken and prepares the minutes for approval. Attendance is checked on the attendance record sheet.

Approval of Minutes Corrections are brought to the attention of the Recording Secretary concerning modifications needed and the approved minutes are prepared and distributed.

Mailing of Approved Minutes Copies of the Conference Executive Committee minutes are sent to each of the conference committee members and to the executive officers of the Union.

Permanent Minutes When the minutes are approved by the Conference Executive Committee, they become official and the Secretary places a copy in the permanent file in a vault or fireproof storage cabinet.

Indexing The Conference Executive Committee minutes are indexed at the end of or during the year on an office computer, printed, and mailed to each member of the committee. Actions should be cross-referenced at least once and another cross-reference placed at the discretion of the Secretary or the Recording Secretary. Actions should be indexed in alphabetical order and cross-referenced according to topic or important words i.e. A final copy of the index should be placed with the minutes in the permanent file, and one copy with each official set of minutes.

NOTE: If minutes are indexed after the approval of each set of minutes, and before the final copy is mailed, many mistakes can be corrected in a timely manner.

MINUTES OF THE ADMINISTRATIVE COMMITTEE

Minutes of the Administrative Committee of the Conference are kept permanently in the Office of the Secretariat.

Guidelines for Retention of Committee Minutes

<u>Committee</u>	<u>Meets</u>	<u>Number of Sets</u>	<u>Responsible Office</u>	<u>Sets Filed In Office</u>	<u>Sets Filed In Vault</u>
ADCOM	Mthly	2	Secretary	5/10 yrs	Permanent
Exec Committee	Qtrly	2	Secretary	5/10 yrs	Permanent

NOTE: A minimum of 5 years should be kept in the Secretariat office for quick reference.

RECORDS MANAGEMENT AND PRESERVATION

The Church's leaders have agreed that every SDA organization should have a sound records management program as outlined in the North American Division *Working Policy*. Such a program involves:

1. Knowing what records are being produced
2. Deciding how long to keep the information
3. Providing secure storage
4. Supervising the retrieval and use of documents and files.

To accomplish this, the secretary will need to arrange for the proper space, time and money to achieve the ultimate goal of an adequate records management system.

Records Management is an Administrative Responsibility

What are Records?

- ◆ The means by which information is transmitted from one person to another

- ◆ May be books, periodicals, correspondence, minutes, files, audiovisual materials, maps, or diagrams
- ◆ May be published or unpublished
- ◆ May be in electronic/digital format

What is Records Management?

- ◆ Records Creation
- ◆ Records Maintenance
 - B Effectively controlling the collection, analysis, classification, arrangement, and retrieval of active material
 - B Protecting irreplaceable, critical records
- ◆ Records Disposition
 - B Permanent preservation (in one form or another)
 - B Destruction

Denominational Records Management Program

- ◆ All records created by denominational employees in the course of their work are the property of the Church.
- ◆ Records Management concerns itself with records from their creation to their disposition.
- ◆ Removal or destruction of records must conform to published guidelines.

Records and the *Working Policy*

The secretary should become conversant with the following policies:

- ◆ BA 50 05 - Records Management
- ◆ BA 50 10 - Records Retention
- ◆ BA 50 15 - Transmittal of Vital Records
- ◆ BA 50 17 - Ownership of Records

Departmental Records Coordinator

- ◆ Appointed for each department/cost center
- ◆ Liaison with Records Center
 - B Expert on department's record management program
 - B Transfer of records periodically
 - B Maintain records of transactions
 - B Education of other departmental staff members
 - B Authorize destruction of non-permanent records

Vital Records

- ◆ Service Records
- ◆ Minutes
 - B** Executive Committee
 - B** Administrative Committee
- ◆ Property Records
- ◆ Other irreplaceable documents critical to the continuation of the organization's mission

Records Retention Schedule

- ◆ Required for every department/cost center
- ◆ Categorizes records by type
 - B** Correspondence
 - B** Minutes
 - B** Case Files
 - B** Reference Files
 - B** Reports/Publications/Manuals
- ◆ Specifies time periods
 - B** In the office
 - B** In the Records Center
- ◆ Eventual disposition
 - B** Microfilm
 - B** Permanent preservation
 - B** Destruction
- ◆ Updated periodically (at least once each election cycle)
- ◆ Approved by Executive Committee (at least once each election cycle)

Principles of Filing

- ◆ Why file?
 - B** File to Retrieve
 - B** File to Record
 - B** File to Preserve
 - B** File Everyday

Filing Tips

- ◆ File distinct types of records separately.
- ◆ For files with time significance (correspondence, minutes, etc.), start new files at the beginning of each year.
- ◆ File organizational correspondence by organization, not by the correspondent's name. File personal letters by the correspondent's name.
- ◆ Different types of correspondence (e.g. institutional, departmental, non-workers) can be filed in one large alphabet by using color tabs and tab positions.
- ◆ Temporary items should be marked for later destruction upon receipt or filing.
- ◆ Documents can be filed electronically.

Filing Electronic Records

- ◆ Set up file structure in computer to parallel your office files.
- ◆ Save documents in their native format.
- ◆ Put temporary files in a separate directory. Transfer the year's accumulation to floppy disks and send the disks to the Records Center.
- ◆ Use directories to separate by category.
- ◆ Use the full file name and extension.
- ◆ Learn how to use File Manager.
- ◆ Learn how to do full-text searches.

What to Keep? What to Toss?

- ◆ Keep . . .
 - B** Correspondence dealing with policies, doctrinal or administrative problems, evaluations of personnel, projects, or methods, and the development of programs.
 - B** Correspondence giving factual information, data, summaries, and experiences.
 - B** Correspondence with leading administrators.
 - B** Correspondence relating to travel if it gives information about plans for a major meeting or field program, and the final itinerary.
 - B** A set of all form letters sent by your office.
 - B** A sampling of certain types of general correspondence.
 - B** All minutes produced or received.
 - B** All reference or case files created for specific purposes.
 - B** Topical files containing materials closely related to the work of your office.
 - B** A set of all published or duplicated materials produced or promoted by your office.

B SDA published or duplicated materials of documentary or informational nature.

B All audiovisual materials produced or promoted by your office.

B Financial reports that provide year-end summary information.

◆ Toss

B Routine requests and acknowledgments for catalogs, brochures, or other stocked items.

B Routine requests for your office's services, acknowledgments, and letters of appreciation, except when the letter also includes significant matters.

B Routine/circular memos from other offices.

B Routine correspondence dealing with travel plans.

B Non-SDA published or duplicated materials, unless they have major impact on the department's work.

B Most financial records, such as purchase orders, receipts, check requests, monthly statements, etc.

Records Center

- ◆ Every denominational entity should have a designated center
- ◆ Storage of inactive records awaiting final disposition
- ◆ Vault - Fire-resistant, temperature and humidity controlled
- ◆ Standardized storage media

Transferring Records to the Records Center

- ◆ Records Life Cycle
- ◆ Types of Records to be transferred
 - B** Published material
 - B** Unpublished material
 - B** Audiovisual material
 - B** Electronic records
- ◆ Transferring the Records

Accessing and Retrieving Inactive Records

- ◆ Security and Accessibility
- ◆ Requesting a Record
- ◆ Checking out versus reactivating a record

To learn what records exist in your office, you will need to conduct a records survey. (See the records management document prepared by the Office of Archives and Statistics of the General Conference.) This survey will help in determining whether there is information being stored that is disposable. This will also clarify for you and the office staff the essential records that in some cases should never be destroyed.

This entire management approach is available to your office through the General Conference Office of Archives and Statistics. It is important to involve the whole office team in this important process.

FILE RETENTION

Filing of Correspondence of Temporary Value To avoid having a lot of paper in the files which have little or no permanent value, it is suggested that at the time of production, such items be stamped with a letter **AD** (for discard) in a circle in the upper right-hand corner. This will make it a simple matter to discard such items when the file is being readied for permanent storage.

GUIDELINES FOR CULLING

Correspondence

1. Save
 - a. All correspondence of consequence with leading denominational administrators.
 - b. Items relating to the development of policies and programs and the interpretation of policy.
 - c. Correspondence about doctrinal or administrative problems, including evaluations of personnel, projects, and methods.
 - d. Items giving factual information, data, summaries, statistics, and experiences.
 - e. A sample set of all form letters sent out from your office.
2. Mark for disposal by using specially prepared stamp:
 - a. Routine incoming requests for catalogs, brochures, other printed or stocked items, and requests for your office's services and acknowledgments.

- b. Letters of appreciation (*incoming and outgoing*) for services performed.
Exceptions: When the letter is unusual or deals with other more significant matter, or when the manner in which the letter is worded is unusual.
- c. Routine incoming memos and form letters from other offices.
- d. Routine items dealing with travel plans.

Reference Files

- 1. Save
 - a. Files built for specific purposes and used regularly during the development of a program or the solving of a problem.
 - b. Topical material closely related to the work of your office.
- 2. Mark for disposal by using specially prepared stamp.
 - a. General religious material such as clippings or whole magazines.
 - b. Non-SDA bulletins, magazines, reports, etc., that have been of only marginal value or use in the office.

EMPLOYMENT PROCEDURES AND SERVICE RECORDS

The conference secretary is responsible for maintaining and protecting service records in the NAD prescribed format for all conference employees. All service records should be kept up to date on an annual basis. A copy should be given biannually to each employee so that need for correction can be noted. (See NAD D 45 15-2e.)

In updating the service records of employees, the secretary shall enter details regarding the place of employment, dates of employment, remuneration factor and job title. He/she then should be sure that every yearly entry is properly signed. It is the responsibility of the Secretariat to see that service records for employees are requested from their previous denominational employer or to start a record in the case of a new denominational employee.

The service records are now computerized and updated at the beginning of the year and a computer disk with all employees listed sent to the Information Technology Services at the North American Division.

RETIREMENT APPLICATIONS

It is the responsibility of the Secretariat to approve the retirement applications of all individuals retiring in the conference and send them to the union secretariat. The retirement application is then signed and sent to the North American Division Retirement Office.

The secretary shall process through the conference executive committee or administrative committee employee applications to the North American Division Retirement Office. It is extremely important that the conference secretary be familiar with the retirement application, worksheet, retirement policies and instructional materials.

An annual retirement workshop (skipped in GC Session year) is conducted by the North American Division Retirement Office and local conference secretaries are encouraged to attend.

REPORTS

In addition to the reports rendered to the local conference entities, the secretary must also file periodic reports with higher organizations. The secretary should be aware of and meet all deadlines.

NAD Statistical Report. This reporting system, introduced in 1914, measures the following indicators:

1. Attendance
2. Baptisms
3. Church School Attendance
4. Membership

The North American Division Statistical Reporting System is a comprehensive report from the secretary of the local conference. A record of attendance is to be taken in each congregation, at a minimum, of the second Sabbath of each quarter and combined with statistics of the preceding quarter to complete the report to the union conference. Detailed instructions may be obtained from the union secretary. Also see instructions on how to use NAD Report Forms at the beginning of the Statistical Report forms, following the order blank.

General Conference of Seventh-day Adventists Yearbook. When the General Conference Office of Archives and Statistics mails the previous year's printout, detailed instructions are included. They outline what information is to be supplied, what steps to follow, and the proper style to be followed in preparing the material. The annual deadline is September 1.

The conference secretary gathers and consolidates from the field, (including their institutions) all the necessary information that the General Conference requires for updating the *Seventh-day Adventist Yearbook*, which is published annually.

CREDENTIALS AND LICENSES

Credentials and Licenses. The conference secretary is responsible for preparing credentials and licenses for individual conference employees and for submitting this list to the executive committee for approval. (Honorary Credentials are issued by the union conference.)

MEMBERSHIP RECORDS

The conference secretary is the statistical officer of the conference. Key among these duties is the maintenance of membership records. In that regard he/she serves in the following capacities and/or functions:

1. Church officer code maintenance
2. Clerk for conference church and companies, process transfers, drops and additions
3. Issue transfer requests for charter members of new churches
4. Liaison with clerks
5. Monthly or quarterly reports
6. Monthly/quarterly/annual report to union as required
7. Oversee membership mailing list
8. Release head-of-household list to union for union paper/*Adventist Review*
9. Secure/produce and distribute clerks=supplies
10. Training workshops

ARCHIVES, RECORDS PRESERVATION

Administrative and historical documents pertaining to the conference are to be preserved by the conference secretary who shall also supervise the retrieval of these documents. Guidance on methodology and procedure is available from the General Conference Office of Archives and Statistics. A suggested list of documents follows.

Record	Retention	Microfilm
Administrative committee minutes	permanent	yes
All denominational policies	permanent	yes
Conference session minutes	permanent	yes
Constitution and bylaws	permanent	yes
Correspondence	6 years	no
Employees= files	permanent	yes
Executive committee minutes	permanent	yes
Institution records	permanent	yes
Legal documents	permanent	yes
Membership data	permanent	yes
Other committee minutes	permanent	yes
Service records (see Exhibit K)	permanent	yes

STATISTICS

The local conference secretary is responsible for gathering statistics from the local churches (*Local Church Statistical Report A-700*), combining these in order to prepare the *Local Conference Statistical Report B-700*, which is submitted to the union conference on a quarterly basis. Each year, the local conference secretary submits the *Year-End Report* (*Form S-5s*) to the union conference, providing statistics related to Sabbath schools, elementary schools, and denominational employees classified by credential/license and type of employment.

The union secretary, on a quarterly (*C-700*) and an annual basis (*Form S-5s*), gathers certain local and union conference statistics that are compiled and forwarded to the North American Division by the 25th day following the close of the quarter to become a part of the statistical reports published by the Division and General Conference.

The conference secretary is also encouraged to provide periodic summaries of these statistics to conference officers, executive committee, office staff, and constituency. These summaries can give interpretation and analysis as to the trends indicated by the figures.

When a conference secretary is elected for the first time, he/she will look to the union secretary for briefing on the reporting responsibilities and training as needed.

There are deadlines to be met in submitting these reports. It is important that the conference secretary to be timely in getting their information to the union office and that local conference secretaries meet these deadlines.

EMPLOYEE SERVICE REQUESTS AND TRANSFERS

The transfer of all employees between conferences, retirements, and internship applications are processed by the conference secretary and routed through the union conference secretary. See the forms section for sample forms/information to be used. Some matters that must be addressed are:

1. Calls placed
2. Calls received
3. Division Status applications
4. Independent transfers
5. Interdivision Employee Calls
6. Internship applications
7. Medical leave/disability applications
8. Request for North American Division/General Conference services
9. Retirement applications

STRATEGIC PLANNING

Committees function best and organizations are most likely to accomplish their objectives when extensive strategic planning precedes meeting and before decisions are reached or projects launched. The secretary is logically positioned to provide expertise and information in the following, and other, areas:

1. Church growth strategies
2. Church management
3. Data/trend/graphic summaries and projections
4. Demographics
5. Development of plans
6. Errant congregations
7. Evaluation
8. Options for president and executive committee
9. Position papers
10. Reports
11. Research
12. Statistical analysis

ROLE OF *WORKING POLICY*

B 15 General Conference *Working Policy*

B 15 05 Authoritative Administrative Voice of the Church—The General Conference *Working Policy* contains the Constitution and Bylaws of the General Conference, the Mission Statement, and the accumulated policies adopted by General Conference Sessions and Annual Councils of the General Conference Committee. It is, therefore, the authoritative voice of the Church in all matters pertaining to the mission and to the administration of the work of the Seventh-day Adventist denomination in all parts of the world. The North American Division has developed its own working policy which is based on and is in harmony with the General Conference *Working Policy*.

B 16 North American Division *Working Policy*

B 16 05 Authoritative Administrative Voice of the Church—The North American Division Working Policy contains the Constitution and Bylaws of the General Conference and the accumulated policies adopted by General Conference Sessions and Year-end meetings of the North American Division. It is, therefore, the authoritative voice of the Church in all matters pertaining to the mission and to the administration of the work of the Seventh-day Adventist denomination in the territory of the North American Division.

B 16 10 Adherence to Policy Required—The North American Division *Working Policy* shall be strictly adhered to by all organizations in every part of the division. The work in every organization shall be administered in full harmony with the policies of the division. No departure from these policies shall be made without prior approval from the North American Division Committee except as stated below. The division committee is the authorized body which acts for the General Conference Executive Committee in the North American Division. All conference, mission, and institutional administrators and all committee/board members shall adhere to and cooperate in maintaining these policies as they affect the work in their respective organizations. Only thus can a spirit of close cooperation and unity be maintained in the work of the Church in all parts of the division. In the event laws or changes in the laws governing a country seem to render compliance with denominational policies a violation of the law, the organization shall act in harmony with the law, provided:

1. Counsel has been sought from the General Conference, and it is established that denominational policies do indeed violate the law.
2. Compliance with the law does not constitute a violation of scriptural principles.

B 16 15 Officers—Administrators to Work in Harmony With Policy—Officers and administrators are expected to work in harmony with the North American Division *Working Policy*. Those who show inability or unwillingness to administer their work in harmony with policy should not be continued in executive leadership by their respective constituencies or governing boards/committees.

B 16 20 Availability of *Working Policy*—Officers and executive committee/board members of all organizations shall be informed of the function, authority and availability of the North American Division *Working Policy*. Organizations shall make copies available to officers and committee/board members.

SCHEDULING

It is helpful if the conference secretary, in conjunction with the president's office, prepares a calendar of events. This document incorporates all of the major appointments and meetings of the upcoming year. Some events that should be included are:

1. Academy board of trustees meetings
2. Administrators=council
3. Departmental Meetings and Councils
4. Authorized meetings involving conference personnel
5. Camp meetings
6. Certain union meetings that are relevant to the conference
7. Conference constituency meetings
8. Conference executive committee meetings
9. Conference wide spiritual and professional events
10. Events that might have the President or other key conference personnel out of the office for long periods of time
11. K-12 Board
12. HHES or FHES Board
13. Local conference workers (employees) meetings
14. North American Division Year-end meetings
15. Presidents' councils
16. Retirement Seminars

It is important to be patient in developing the calendar. It will go through several revisions. Calendars for the new year should be in the hands of conference staff and local leadership by December 1 of each year.

APPENDIX of FORMS

The following is a list of forms used by the conference secretary, samples of which appear in this Appendix. Forms with an asterisk (*) are not official documents but are included as samples. All other blanks are official forms which, once completed, should be forwarded to the union conference secretary.

Form #		
1.a		Sample Executive Committee Agenda
.b		Sample Executive Committee Minutes
2.		Vacation Request Blanks
3.		Vacation Schedules
4.		Application for Honorary Credentials
5.		EvaluationCConference Secretariat Worksheet
6.		Employment Application Blank
6.		NAD Personnel Changes (forms are ordered from NAD Secretariat and sent to the office of Secretariat when completed)
7.	S-101	Service Record (Ordered from Review and Herald Publishing Association)
8.a	S-241	Call Notification (Duplicate this GC/NAD form after receiving original from NAD Secretariat from Rosa T Banks)
.b	NADITC001-4	Request for Services of NAD, General Conference Personnel (Order from Rosa T Banks, Associate Secretary of NAD)
.c	GCITC002	Accident & Sickness Insurance Protection for Volunteers form/brochure (Order from ARM Field Services, Gertha Martinez, 301-680-6825 Adventist Risk Management - main number – (301-680-6800))
9.		Independent Transfer Forms and supporting material
10.a		Retirement Application
.b		Retirement Work sheet and other support forms (Medical Leave/Disability - This is handled by insurance now)
11.		Sample Area Allocation for Nominating and Conference Committee Members
12.		Sample Month of Conference Calendar
13.a		Internship Subsidy Request (order from NAD Assistant Treasurer)
.b	S-231	Application for Ministerial Scholarship
.c	S-233	Application for Ministers and Clergymen from other Denominations
.d	S-231A	Application for Bible Instructor Internship

14. Membership Transfer and Record Cards
15. Sample Monthly Calendar
16. **NAD Statistical Reports**
17. Order Form for NAD Reporting Forms

NOTE: (Forms A 200 through A 700 are available in Spanish (A 200 S) or French (A 200 F). See Order Form

How to Use NAD Report Forms - explains the form flow through the Local Church to the Conference to the Union.

- A 200 - Sabbath School Attendance Report
- A 300 - Sabbath School Profile
- A 400 - Church Attendance Report
- A 500 - Local Church Membership
- A 600 - Local Church Officer Update
- A 700 - Local Church Statistical Report
- B 700 - Local Conference Statistical Report - This form recaps A 200 through A 700
- S-5s - Year-end Report of _____ Union, Conference, NAD/Institution
(Denominational Workers Classified by Type of Employment)

CONFERENCE

Date

- 99 – 1

EXECUTIVE COMMITTEE MINUTES

_____**CONFERENCE OF SEVENTH-DAY ADVENTISTS**

_____**Academy**

_____**City, State**

_____**Date, Year**

PRESENT

List names in alphabetical order, separated by commas. Keep names with initials by using a controlled spaced between initials and names.

MEMBERS ABSENT

_____, _____, _____.

OTHERS PRESENT

List those present who may not be regular members.

DEVOTIONAL

_____ shared with the Executive Committee the importance of the priority of love in the days in which we are living.

_____ shared the blessing of a grandchild and _____ expressed praise for the sale of the _____ School.

Prayer was offered by _____ and _____.

MINUTES of the meeting held on month, day, and year, were approved with editing which included the adding of _____ and _____ to members present, and to approve the minutes of the Personnel Committee dated date, year. (ExCom 99-01).

99-1 EVANGELISM

_____ and _____ recently completed two Kenneth Cox video evangelistic meetings in their corresponding districts. Six baptisms have occurred with several more possibilities. _____ is scheduled to begin the Huntsville campaign on date, year, followed by a series at the _____ Church in September. We rejoice with 101 baptisms as of April compared to 92 last year at the same times. (Baptismal report is attached to the official copy of these minutes.)

ExCom to WD

99-2 CONFERENCE FINANCIAL STATEMENT

Due to a hospitalization refund the Academy is very close to budget in funding medical expenses.

VOTED, To receive the Conference Financial Statement as present. (This report is attached to the official copy of these minutes.)

99-3 DISTRICT SPOTLIGHT REPORT

_____ from the _____, _____ / _____ district and _____ from the _____ Church shared with the Committee a five minute report covering their evangelistic and pastoral plans for their respective districts. (A copy of this report is on file with the official copy of these minutes.)

99-4 CAMP _____ REPORT

_____ shared with the Committee the progress being made at Camp _____. Two church members from the _____ Church are building cabinets and doing trim and finish work at the Craft and Nature buildings. Two four wheelers have now been purchased. The paving of the road will be approximately \$30,000 and will be completed soon. Air conditioners will be installed in the cabins by camp time.

ExCom to WD

99-5 PASTORAL MOVES

_____ informed the Committee that _____ has accepted the call to the _____, _____ district.

VOTED, 1. To call _____ to the _____ district.

2. To ask _____ to begin serving his internship under the supervision of _____, beginning in month, year.

3. To extend a call to _____, who will enter the field upon completion of his/her studies at _____ College in the summer of year.

ExCom to WD

99-6 _____ **CHURCH PROPERTY PURCHASE**

VOTED, To approve the _____ Church request to purchase the property immediately behind the church, and that the Conference grant its portion of the Church Development funds according to policy. (Land description is filed with the official copy of these minutes.)

ExCom to WD

99-7 **LICENSES AND CREDENTIALS**

VOTED, To grant licenses and credentials to the following employees:

_____	Ministerial License - effective day, year
_____	Ministerial Credentials - effective day, year
_____	Ministerial Credentials - effective day, year

99-4

ExCom to TRE

99-8 _____ **ACADEMY LOAN REFINANCING**

VOTED, To refinance the present _____ Academy loan with the Conference Association, along with the \$20,000 loan voted the last Executive Committee meeting. (See ExCom 89-25)

ExCom to TRE

99-9 _____ **CHURCHCNEW PLANS**

VOTED, To approve the proposed budget for building the new _____ Church and that the recommendations made by the Executive Committee regarding the fire exits, size of foyer, entrance to the church, and classroom space be reconsidered by the _____ Church before final approval by the Conference Executive Committee or Conference Administration. (A copy of the proposal is files with the official copy of these minutes.)

99-10 **NEXT EXECUTIVE MEETING**

The next Conference Executive Committee will meet on Tuesday, day, year at the Conference Office, 10:00 a.m. Lunch will be provided.

Adjourned.

_____, Chair

_____, Secretary

NOTE: Original copy of minutes should be signed and kept in a vault at the conference office. Copies of minutes should be sent to the union officers and to each committee member.

_____ **CONFERENCE**

VACATION REQUEST BLANK

Name _____ **Date** _____

Vacation Time Requested:

From _____ to _____
month day month day

From _____ to _____
month day month day

Time off in hours _____

Time off with pay _____

Time off without pay _____

Emergency contact:

Name & Address: _____

City _____ State _____ Zip _____

Telephone () _____ Fax () _____

E-mail _____

Employee's Signature _____

Supervisor's Approval _____ Date _____

Allocation of Vacation Time

(See NAD D 50 05)

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

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

2. A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.

3. Regular part-time employees shall accrue vacation time on a pro rata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.

4. Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.

5. Individuals who become denominational employees after several years of experience in a type of work that enhances their ability to function more effectively in their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service.

¹Employees are eligible to begin accruing vacation time at the 3 and 4 week rates after completing 4 and 9 years of service or in harmony with mandated government requirements.

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

VACATION SCHEDULES

The ministerial work force is requested (by policy) to report their requested vacation schedules to the conference secretary's office, along with information on where they can be reached in case of emergency, etc. It is the duty of the conference secretary's office to maintain these records in a current year file in the event the pastor is needed while away from his district. The filing of this vacation schedule with the conference secretary also safeguards the pastor from undue criticism from his membership for being out of his district unnecessarily or without permission.

Vacation Request

Dated Filed _____

Name _____

According to policy I would like to take my 20____ vacation

Beginning _____ and ending _____.

a total of _____ Days.

For emergency I can be located through:

Name and address:

City _____ State _____ Zip _____

Telephone _(____) _____ Fax _(____) _____

E-mail _____



Pastors fill in the following:

During the time of my absence the following will speak in my churches:

Church: _____

Sabbath _____ Name _____

Sabbath _____ Name _____

APPLICATION FOR HONORARY CREDENTIALS

Conference

Name of Applicant _____ Date _____

Address _____

City _____ State _____ Zip _____ Conference _____

If you have been issued an emeritus/honorary credential, please state issue date and from whom:

☐ Southwestern Union ☐ General Conference Other _____

Year emeritus/honorary credential was issued _____

If you have not been issued an emeritus/honorary credential and would like to apply for one, please fill out the following information:

What was the last credential you received:

☐ Ministerial ☐ Missionary Other _____

Date of your retirement _____

Last denominational employer _____ Year _____

Position you held _____

Present church membership held in _____ Church

Recommended by Present Pastor _____ Date _____
(Pastor's Signature)

Recommended by Conference Administrator _____ Date _____
(Officer's Signature)

Please Note:

1. Be sure to have your pastor sign this form.
2. Send this form to your local conference for an officer's signature.
3. The conference should send the form to the Union Secretary.
4. The _____ Union Executive Committee will vote on your name and then your honorary credentials will be sent to you by the _____ Union.

Model Secretariat Self Evaluation Worksheet

Name of organization: _____

Date: _____

Not done (1)	Very poor (2)	Fair (3)	Very good (4)	Out- stand ing (5)
--------------------	---------------------	-------------	---------------------	-----------------------------

I. EXECUTIVE COMMITTEE BUSINESS

A. Procedure for Developing the Agenda:

1. Gathering procedure of agenda items					
2. Back-up material for each item					
3. Officer approval					
4. Sample agenda					

B. Preparation of Minutes:

1. Acceptable format, written properly					
2. Consistent captions					
3. Well-bound - official copy is designated and signed by two officers					
4. Cross-referenced index of minutes					
5. Approval for correction by officers					
6. All committee members receive minutes regularly					

C. Session Planning:

1. Set time and location, notification to delegates					
2. Establish Session Planning Committee(s) & Guide					
3. Agenda/Program for Session					
4. Reports/Handouts/Work Sheets prepared					
5. Pre-session Committees					
6. Legal Notices/Review of Constitution/Bylaws & Association					

Not done (1)	Very poor (2)	Fair (3)	Very good (4)	Out- stand- ing (5)
--------------------	---------------------	-------------	---------------------	------------------------------

II. VITAL RECORDS RETENTION

A. Service Records:

1. Accurate and up-to-date					
2. Adequately stored					

B. Conference Membership Records

1. Membership for each church kept on list or card file					
2. Membership records up-to-date					
3. Adequately filed and stored					
4. Adequate system for church membership transfer					
5. Adequate procedure for Conference church membership transfer					
6. Notification system of church membership death, apostasy, dismissal to Conference					
7. Checking average attendance at Sabbath services					
8. Progress on accurate church membership records					

C. Other Records

1. Credentials and licenses up-to-date					
2. Annual summary sheets for literature evangelists					
3. Article of Incorporation for all legal bodies					
4. Constitution and Bylaws of Conference/Mission					
5. Conflict of Interest Statements					
6. List of Conference standing and ad hoc committees, boards of institutions, with terms of reference/ authority/members					
7. Job description of Secretary's work					
8. List of all Conference employees					

9. List of names of Union and Conference officers and departmental workers					
10. An updated directory of all churches and addresses					
11. Wage review (audit) sheets with the official copy of the minutes					
	Not done (1)	Very poor (2)	Fair (3)	Very good (4)	Out-standing (5)

III. POLICY

1. Conference policy book provided					
2. Employee Manual on hand, used and up-to-date					
3. Division policy book on hand, used and up-to-date					
4. Promptness to inform the field regarding the changes in policy					

IV. REPORTS

A. Statistical Reports:

1. Procedures for gathering and preparing statistical reports (quarterly and annually)					
2. Accuracy and promptness					
3. Statistical reports for last five years					
4. Report sent to union on time					
5. Percentage of statistical reports received from churches for last quarterly or annual reports					
6. Analyze statistics and reports for promotion					

B. Yearbook Materials:

1. Adequately prepared					
2. Sent on time					

V. RECORDS MANAGEMENT

1. Acquainted with the Record Management Manual					
2. Record Center, well-provided and functioning					
3. Record retention schedule					
4. Filing management, no breaks in vital records					
5. Procedure for sorting and retaining documents					
6. Procedure for transferring documents to the Record Center					
7. Storage in fireproof vault					

Not done (1)	Very poor (2)	Fair (3)	Very good (4)	Out- stand- ing (5)
--------------------	---------------------	-------------	---------------------	------------------------------

VI. TRAINING PROGRAM FOR CHURCH CLERKS

1. Manual and training materials prepared					
2. Training schedule on yearly basis					
3. Regular district-wide church clerk seminars					
4. Auditing church record (membership) book annually					

VII. OTHERS

1. Relationship with the fellow officers and departmental personnel					
2. Relationship with the field workers and laypersons					
3. Follow up letters on committee actions, and loyalty to decisions					
4. Time allocated for secretary's responsibilities					

Total Points					
--------------	--	--	--	--	--

GRAND TOTAL	
--------------------	--

RATING SCALE

Total possible points on 64 items = 320

Below 170	=	Needs Much Attention
171 - 200	=	Poor
201 - 240	=	Average
241 - 280	=	Very Good
281 - 320	=	Outstanding

INDEX

A

Acronyms, Glossary	1
Adventist Plus Line	9
Adventist Information Ministries	9
AdventSource	9
Agenda	42
Agenda Sample, Executive Committee	59
Appendix of Forms	57
Approval of Minutes	43
Application for Honorary Credentials	68
Archives, Records Preservation	53

C

Certificates for Ordination	9
Church Membership Request forms - Order from ABC	10
Church Membership Transfer Recommendation forms - Order from ABC	10
Church Policies	29
Committees	26
Committees and Board Assignments	18
Conference Executive Committee	42
Conference Personnel	25
Conference Sessions	28
Contacts/Organizational Relationships	20
Constitution and Bylaws	30
Counseling and In-service Training	23
Credentials, Application for Honorary	68
Credentials and Licenses	52

D

Department and Special Assignments.....	26
Documents, Information	41

E

Education	17
Election	15
Employment Procedures and Service Records	50
Employee Service Record Forms.....	10
Employee Service Request and Transfers.....	54
Executive Committee Actions	42
Executive Committee Sample Agenda	59
Executive Committee Sample Minutes.....	60
Executive Officers Relationship - Flowchart.....	20
Experience and Background	14

F

Field Functions.....	24
Filing Electronic Records.....	47
Filing Principles and Tips	46
File Retention.....	49
Flowchart	20
Foreword	11

Forms

Appendix.....	57
Certificates for Ordination - order from GC Ministerial Dept	92
Church Membership Transfer Recommendation forms - Order from ABC	10
Church Membership Record Cards - Order from ABC	10
Employee Service Record Forms - Order from Review and Herald Pub Assoc.....	10
Honorary Credentials Application	68
Membership Record Cards - Order from ABC	10
NAD Statistical Reports by form number A 200-B 700	follow page 78
Order information	9
Ordination Certificates - order from GC Ministerial Dept (301) 6800-6508	10
Recommendations for Transfer of Church Membership forms - ordered from ABC.....	10
Record of Membership Cards - order from ABC	10

Forms – Cont’d

Transfer of Church Membership Recommendation forms - ordered from ABC	10
Vacation Request Blank.....	64&67
Vacation Schedules	65

G

General Position Description	14
Glossary	1
Guidelines for Culling.....	49

H

Helpful Information	9
Honorary Credentials, Application	68

I

Indexing	43
In-service Training and Counseling	23

K

Knowledge and Skill	18
---------------------------	----

L

Leadership Roles	15
------------------------	----

M

Mailing of Approval Minutes	43
Management Roles.....	15
Meeting Planning and Coordination	27
Membership Records	52

Minutes	44
Minutes Sample, Executive Committee	60
Minutes of Administrative Committee	44
Permanent Minutes	43
Model Local Conference Constitution and Bylaws	30
Model Local Conference Corporation Articles	38

N

Nomenclature	14
NAD Statistical Reports by form number A 200-B 700	follow page 78

O-P-R

Office Functions.....	22
Ordination, Certificates for	10
Orientation, Professional Growth	21
Permanent Minutes	43
Physical Requirements	18
Professional Ethics and Prerogatives	19

R

Records Management and Preservation of Records	48
Accessing and Retrieving Inactive Records.....	48
Departmental Records Coordinator	45
File Retention.....	49
Guidelines for Culling.....	49
Principles of Filing	46
Filing Tips	
Filing Electronic Records	
What to Keep? What to Toss?	
Records Center	48
Records and <i>Working Policy</i>	45
Records Retention Schedule	46
Transferring Records to the Record Center	48

Records Management and Preservation of Records – Cont’d

Vital Records	46
Request for Church Membership - Order from ABC	10
Relationship of the Executive Officers - Flowchart.....	20
Reports	51
Responsibilities	16

Retirement Applications.....51

General Conference of Seventh-day Adventists <i>Yearbook</i>	
Reports	
Resources	5
Role of the <i>Working Policy</i>	55

S

Scheduling.....	56
Seminars Unlimited	9
Statistics	53
Statistical Reports, NAD by form number A 200-B 700	follow page 78
Order information	10
Strategic Planning	54

T

V

Vacation Request Blank.....	64&67
Vacation Schedules	66

W

<i>Working Policy</i> , Role	55
------------------------------------	----



Request for

NORTH AMERICAN DIVISION
PERSONNEL & E-MAIL ADDRESS CHANGES

Phone Call to NAD Secretariat (301) 680-6459 _____ (Please
Fax Number (301) 680-6464 _____ Check)
E-mail: Keri.Lindemann@nad.adventist.org

CATEGORIES

(Union Officers, Conference Officers, College
Presidents, Academy Principals)

NAME _____

E-MAIL ADDRESS: _____

NEW POSITION _____

EMPLOYER _____

FORMER POSITION _____

FORMER EMPLOYER _____

DATE _____

Please return to:

***Secretary
North American Division
12501 Old Columbia Pike
Silver Spring MD 20904-6600***



APPLICATION FOR DIVISION STATUS/INDEPENDENT TRANSFER TO THE NORTH AMERICAN DIVISION

Personal Data

1. Name _____
Family Name Given Names Spouse Given Names Maiden Name
Children _____ Date of Birth _____

2. Current Address _____
Number Street Apt. Number
City _____ State _____ Zip Code _____

3. Date of Birth _____ Place of Birth _____
Date of Marriage _____ Divorced _____ Date _____
Date of entry to US/Canada _____

4. Social Security/Insurance # _____ US Citizen: Yes No Canadian Citizen: Yes No

5. First Denomination Employer in NAD _____
Beginning Date of Employment in NAD _____

6. Current Employer _____
Current Position _____

Educational Data

7. List your educational achievements & degrees etc. Give name and address of school and graduation dates.

a. Elementary _____
b. Secondary _____
c. College _____
d. Other _____

Denominational Employment Data *prior* to coming to North American Division (latest first)

8. Position Employing Organization Location Dates

Signature: _____ Date: _____ (May continue on back)

9. EMPLOYER: SEND COPIES OF ORIGINAL SERVICE RECORD & EMPLOYEE ELIGIBILITY VERIFICATION FORM (I-9) TO:

NAD Secretariat
North American Division
12501 Old Columbia Pike
Silver Spring MD 20904-6600 USA

Telephone# 1 301/680-6459
FAX# 1 301/680-6464

E-mail: Keri.Lindemann@nad.adventist.org.

Sabbath School Attendance

REPORT

Church: _____

Teacher's/Leader's
Name: _____

Directions for Using this Report:

1. This report should be filled out on the second Sabbath of each quarter by:
 - a. Each Adult Sabbath School class teacher or the Adult Division leader, and,
 - b. Each Division leader in the other Sabbath School Divisions.
2. Obtain this information by counting the total number attending.
3. When this report is completed, give it to your local church Sabbath School /Church Ministries Secretary.

Date: _____

Cradle Roll

Kindergarten

Primary

Junior

Earliteen

Teen (Grades 9-12)

Young Adult (18-29 yrs.)

Adult

Présence à l'Ecole du Sabbat

RAPPORT

Nom de l'Eglise: _____

Nom du Moniteur

ou de l'Ancien: _____

Instructions pour remplir ce formulaire:

1. A remplir le second Sabbat de chaque trimestre
 - a. par le moniteur de chaque classe de l'Ecole du Sabbat des adultes.
 - b. par chaque responsable d'une division des jeunes.
2. Pour obtenir les données requises, comptez le nombre total de personnes présentes.
3. Une fois le rapport complété, remettez-le au Secrétaire de l'Ecole du Sabbat locale, ou au responsable des Ministères Personnels.

Date:

Berceau

Jardin d'enfants

Primaire

Junior (Cadets)

Pré-Adolescents

Adolescents

Jeunes adultes

Adultes

INFORME

Asistencia a la Escuela Sabática

Iglesia: _____

Nombre del

maestro o director: _____

Instrucciones para llenar este formulario:

1. Este informe debiera ser hecho el segundo sábado de cada trimestre (o el sábado designado por su Asociación) por:
 - a. Cada maestro de la Escuela Sabática de adultos o su director.
 - b. Cada director de las otras divisiones de la Escuela Sabática.
2. Obtenga esta información contando el total de personas que asisten incluyendo los miembros y demás asistentes.
3. Una vez llenado el informe, entrégueselo a la secretaria de Escuela Sabática y Ministerios de la Iglesia.

Fecha:

Cuna

Jardín de Infantes

Primarios

Menores

Intermediarios

Adolescentes (grados 9-12)

Jóvenes (18-29 años)

Adultos

Sabbath School

PROFILE

Church _____ Date _____

Secretary's Name _____

Directions for Using this Sabbath School Profile:

1. This profile should be filled out by the Sabbath School/Church Ministries secretary. On the second Sabbath of each quarter, the secretary should be sure to distribute *Sabbath School Attendance Report* (Form A-200) to each Sabbath School class or division leader.
2. Obtain the information for this *Profile* from the forms mentioned above, which are to be completed on the second Sabbath of the quarter.
3. Copies of this completed report go to your:
 - a. Church clerk/statistical secretary (white copy).
 - b. Pastor (yellow copy).
 - c. Church ministries leader or SS Superintendent (pink copy).
 - d. Church files (gold copy).
4. When this report is completed, give it to your local Church Clerk/Statistical Secretary.

A-200: Sabbath School Attendance

Children: Cradle Roll

Kindergarten

Primary

Junior

Earliteen

Teens
(grades 9-12)

Young Adults
(18-29 years)

Adults

Total

SABBATH SCHOOL CLASSES

How Many Adult Classes Each Week: A. Met in the sanctuary? _____ B. Met in other locations? _____

Which children's divisions met each week? (Check [✓] the ones that met.)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Cradle Roll | <input type="checkbox"/> Combined all ages |
| <input type="checkbox"/> Beginner | <input type="checkbox"/> Combined Beginner and Cradle Roll |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Combined Kindergarten and Primary |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Combined Primary and Junior |
| <input type="checkbox"/> Junior | <input type="checkbox"/> Combined Junior and Earliteen |
| <input type="checkbox"/> Earliteen | |

Does your Youth Sabbath School

- ☐ have both a Sabbath School program and lesson study?
☐ have only a lesson study?

Do you have a Young Adult Sabbath School? ☐ Yes ☐ No

Ministères de l'Eglise

PROFIL

Eglise _____ Date _____

Secrétaire _____

Instructions:

1. A remplir par le/la secrétaire de l'Ecole du Sabbat ou le/la secrétaire des Ministères Personnels. A distribuer le 2^e Sabbat du trimestre. Le formulaire des Presences a l'Ecole du Sabbat (A-200) à chaque moniteur ou responsable de division de l'EdS.
2. Les renseignements nécessaires pour remplir ce profil (Formulaire A-300) proviennent du formulaire A-200 indiqué cidessus.
3. Remettre une copie complète à:
 - a. le/la Secrétaire l'Eglise (feuille blanche)
 - b. le Pasteur (feuille jaune)
 - c. Dir. des Min. Personnels (feuille rose)
 - d. archives (feuille or)
4. Finalement remettez ce rapport au Secrétaire d'Eglise.

A-200 Présence à l'EdS

Berceau	<input type="text"/>
Jardin d'enfants	<input type="text"/>
Primaire	<input type="text"/>
Junior	<input type="text"/>
Pré-adolescents	<input type="text"/>
Adolescents (12-17 ans)	<input type="text"/>
Jeunes Adultes (18-30 ans)	<input type="text"/>
Adultes	<input type="text"/>
TOTAL	<input type="text"/>

Classes de l'Ecole du Sabbat

Nombre de classes adultes tenues par semaine:

A. dans le temple? ☐

B. ailleurs? ☐

Catégories des classes enfantines tenues chaque semaine:

Cochez les cases qui conviennent (✓)

- | | |
|---|--|
| <input type="checkbox"/> Berceau | <input type="checkbox"/> Ages divers |
| <input type="checkbox"/> Débutant | <input type="checkbox"/> Combinaison Débutant/Berceau |
| <input type="checkbox"/> Jardin d'enfants | <input type="checkbox"/> Combinaison Jardin d'enfants/Primaire |
| <input type="checkbox"/> Primaire | <input type="checkbox"/> Combinaison Primaire/Junior |
| <input type="checkbox"/> Junior | <input type="checkbox"/> Combinaison Junior/Pré-adolescents |
| <input type="checkbox"/> Pré-adolescents | |

Est-ce que l'Ecole du Sabbat des Jeunes de votre église comporte

- ☐ à la fois un programme et une leçon de l'Ecole du Sabbat?
☐ seulement une leçon de l'Ecole du Sabbat?

Avez-vous une Ecole du Sabbat pour les Jeunes Adultes? ☐ Oui ☐ Non

Escuela Sabática

PERFIL

Iglesia _____ Fecha _____

Secretario/a _____

Instrucciones para llenar este formulario:

1. Este informe debe ser llenado por la secretaria de Escuela Sabática/Ministerios de la Iglesia. El segundo sábado de cada trimestre, la secretaria deberá distribuir lo siguiente: Informe de Asistencia a la Escuela Sabática (Formulario A-200) a cada clase de la Escuela Sabática o al director de cada división de la misma.
2. Obtener la información para este Perfil de los formularios mencionados más arriba, los que deben ser completados el segundo sábado del trimestre.
3. Las copias de este informe se distribuyen de la siguiente manera:
 - a. La copia blanca para la secretaria de la iglesia / estadísticas.
 - b. La copia amarilla para el pastor.
 - c. La copia rosada para el dirigente de los Ministerios de la Iglesia.
 - d. La copia color oro para los archivos de la iglesia.
4. Una vez completado este formulario, deberá entregarse a la secretaria de la iglesia / estadísticas.

A-200 Asistencia a la Escuela Sabática

Niños: Cuna	<input type="text"/>
Jardín de Infantes	<input type="text"/>
Primarios	<input type="text"/>
Menores	<input type="text"/>
Intermediarios	<input type="text"/>
Adolescentes (grados 9-12)	<input type="text"/>
Jóvenes (18-29 años)	<input type="text"/>
Adultos	<input type="text"/>
TOTAL	<input type="text"/>

¿Cuántas clases de adultos cada semana:

A. se reunieron en el santuario? ☐

B. Se reunieron en otros lugares? ☐

¿Cuáles clases de niños se reunieron cada semana? (Marque las que se reunieron)

_____ Lista de cuna

_____ Todas las edades juntas

_____ Principiantes

_____ Principiantes y lista de cuna juntos

_____ Jardín de infantes

_____ Primarios e intermedios juntos

_____ Primarios

_____ Intermedios y adolescentes juntos

_____ Intermedios

_____ Adolescentes

¿Tiene su escuela Sabática de la juventud

_____ ambos un programa de la escuela Sabática y una lección de estudio?

_____ solamente una lección de estudio?

¿Tiene una escuela Sabática de los adultos jóvenes? ☐ sí ☐ no

Church Attendance

REPORT

Church: _____

Deacon's

Name: _____

Directions for Using this Report:

1. This report should be filled out on the second Sabbath of each quarter by the deacon in charge.
2. Obtain this information by counting:
 - a. The number of non-SDA s present.
 - b. The total number present, including children, SDA visitors, and the non-SDA visitors already mentioned in part "a" above.
3. The best time to take the count is at the beginning of the sermon.
4. When this report is completed, give it to your local Church Clerk/Statistical Secretary.

Date:

Non-SDA
Visitors:

Total Church
Attendance:

RAPPORT

Eglise Locale - Présences

Nom de l'Eglise: _____

Nom du Diacre: _____

Instructions à formulaire:

1. Il incombe au diacre en charge de remplir ce formulaire le deuxième sabbat de chaque trimestre.

2. Les données nécessaires s'obtiennent en comptant:

a. le nombre de visiteurs non adventistes présents.

b. le total de personnes présentes y compris les enfants et les visiteurs.

3. Le meilleur moment de faire ce compte est au début du sermon.

4. Une fois le rapport complété remettez le au Secrétaire d'Eglise ce rapport au/à secrétaire de l'église.

Date:

Visiteurs
non adventistes:

Présence totale
à l'Eglise

INFORME

de Asistencia a la Iglesia

Iglesia: _____

Nombre del diácono: _____

Instrucciones para este formulario:

1. El diácono encargado de este informe debiera hacerlo el segundo sábado de cada trimestre (o el sábado designado por su Asociación.)
2. Obtenga esta información contando:
 - a. El número de no adventistas presentes.
 - b. El número total de presentes, incluyendo los niños, visitas adventistas mencionadas en el punto a. (El mejor momento para contar los presentes es al comienzo del sermón.)
3. Una vez llenado el informe, entrégueselo a la secretaria de iglesia /estadísticas.

Fecha:

Visitas
no adventistas:

Total de
asistencia a la
iglesia

- ☐ Informe semanal ☐ Informe mensual
☐ Informe trimestral

Local Church

MEMBERSHIP UPDATE

Directions for Using This Update:

1. This report should be filled out quarterly by the church clerk/statistical secretary.
2. Copies of this completed report go to your:
 - a. Conference Secretary (white copy).
 - b. Pastor (yellow copy).
 - c. Church Board Chairperson (pink copy).
 - d. Church files (gold copy).
3. This report is to be completed and mailed as membership changes occur.

Church _____

Address _____

City _____

State/Prov. _____ Zip _____

E-Mail I.D. # _____

Ch.Clerk/Stat.Sec.'s Name _____

Date _____

Members Added:

Name and Address

Date of Birth
(and Grade in
School, where
applicable)

Date Admitted
to Membership

a. Baptism
b. Profession
of Faith
c. Letter

a. If by Baptism, name
of Minister Officiating
b. If by Letter, from
what Church

Members Subtracted:

Name and Address

Date of Birth
(and Grade in
School, where
applicable)

Date Subtracted
from Member-
ship

a. Letter
b. Death
c. Dropped
d. Missing

If by Letter,
to what Church

Membership Summary:

Membership, Previous Update
Add the Total Number Added
Subtotal
Subtract the Total Number Dropped
Membership, Current Update

+ _____
= _____
- _____
= _____

Eglise locale

LISTE des MEMBRES

Instructions:

1. Ce rapport doit être rempli chaque trimestre par la secrétaire d'Eglise.
2. Remettez une copie complète au:
 - a. Secrétaire de l'Assoc. (feuille blanche)
 - b. Pasteur (feuille jaune)
 - c. Président du Comité d'Eglise (feuille rose)
 - d. Archives (Feuille or)
3. Ce rapport doit être complété et poste' au fur et a mesure qu'adviennent les changements.

Eglise _____

Adresse _____

Ville _____

Prov. _____ Code Postal _____

Secrétaire d'Eglise _____

Courrier électronique - Code d'Identification _____

Date _____

MEMBRES AJOUTES:

Noms et Adresses

Date de naissance
(et niveau scolaire, là où cela s'applique)

Date d'admission

a. baptême
b. prof./foi
c. lettre

- si par baptême, nom du Pasteur officiant
- si par lettre, de quelle Eglise?

MEMBRES TRANSFERERS OU RETRANCHES:

Noms et Adresses

Année de naissance
(et niveau scolaire, là où cela s'applique)

Date de Transfert

a. lettre b. mort
c. apostasie
d. manquant

- si par lettre, de quelle Eglise?

SOMMAIRE DES MEMBRES:

Nombre de membres, total précédent
Ajoutez le total des membres ajoutés
Sous - total
Retranchez le total des membres qui ont quitté
Nombre de membres, total courant

+ _____
= _____
- _____
= _____

Iglesia Local

MEMBRESIA ACTUAL

Instrucciones para llenar este formulario:

1. Este informe debe ser hecho cada trimestralmente por la secretaria de Iglesia/Estadísticas.
2. Obtenga la información del informe de bautismos de su pastor:
3. Las copias de este informe se deben distribuir de la siguiente manera:
 - a. La copia blanca para el secretario de la Asociación
 - b. La copia amarilla para el pastor.
 - c. La copia rosada para el presidente de la Iglesia.
 - d. La copia color oro para el archivo de la Iglesia.
4. Este informe debiera ser hecho no más de 10 días después de terminado el trimestre.

Iglesia _____

Dirección _____

Ciudad _____

Estado/Provincia _____ Zona postal _____

Correo electrónico N°. _____

Nombre de la secretaria de Iglesia/Estadísticas _____

Trimestre _____ Año _____

MIEMBROS ANADIDOS:

Nombre y dirección

Año de nacimiento
(grado en la escuela)

Fecha en que fue aceptado como miembro

a. Por bautismo
b. Por carta
c. Por profesión de fe

a. Nombre de pastor oficiante
b. Iglesia de origen

MIEMBROS DESPEDIDOS:

Nombre y dirección

Año de nacimiento

Fecha en que fue despedido (a)

a. Por carta.
b. Por fallecimiento
c. Por apostasia
d. Desaparecido

a. A qué iglesia fue

RESUMEN DE MEMBRESIA:

Membresía previa
Sume el número total añadido
Subtotal
Reste el número total descontinuados
Membresía actual

+ _____
= _____
- _____
= _____

Local Church

OFFICER UPDATE

Directions for Using this Update:

1. This report should be filled out by the church clerk/statistical secretary.
2. Copies of this completed report go to your:
 - a. Conference Secretary (white copy).
 - b. Pastor (yellow copy).
 - c. Church Board Chairperson (pink copy).
 - d. Church files (gold copy).
3. This report is to be completed and mailed as changes occur.
4. Please use extra copies if necessary.

Church _____

Address _____

City _____

State/Prov. _____ Zip _____

E-Mail I.D.# _____

Ch.Clerk/Stat.Sec.'s Name _____

Date _____

Names and Addresses of Church Officers:

Office:	Name	Telephone#	Address
Pastor			
Associate Pastor			
First Elder			
Elder			
Head Deacon			
Head Deaconess			
Clerk			
Statistical Secretary			
Treasurer			
ACS Director			
Communications Sec.			
Family Life Coord.			
Health/Temp. Leader			
Home/School Leader			
Pathfinder Director			
Personal Min. Leader			
Pers. Min. Secretary			
Rel. Liberty Leader			
SS Secretary			
SS Superintendent			
Stewardship Leader			
Women's Min. Coord.			
Youth Leader			

Eglise locale

LISTE des OFFICERS

Instructions:

1. A compléter par la Secrétaire d'Eglise.
2. Une fois rempli, remettez une copie de ce rapport:
 - a. au Secrétaire de l'Association (feuille blanche)
 - b. au Pasteur (feuille jaune)
 - c. à l'Ancien (feuille rose)
 - d. aux Archives (feuille or)
3. A compléter et envoyer au fur et à mesure qu'adviennent des changements.
4. Utilisez plus d'une feuille si le faut.

Eglise: _____

Adresse: _____

Ville: _____

Province: _____ Code Postal _____

Courrier Electronique
Code d'Identification: _____

Secr. d'Eglise: _____

Date: _____

Noms et Adresses des Officiers de l'Eglise

Position	Nom	Téléphone	Adresse
Pasteur			
Pasteur Adj.			
Ancien			
Ancien			
Dir. des Diacres			
Dir. des Diaconesses			
Secrétaire d'Eglise			
Sec/Statistiques			
Trésorier			
Dir./Serv. Communaut.			
Communication			
Dir. Vie Familiale			
Dir. Tempérance			
Foyer/Ecole			
Dir./Explorateurs			
Dir. Ministères Personnels			
Sec. Ministères Personnels			
Dir. Lib. Religieuse			
Dir. Ec. du Sab.			
Secr. Ec. du Sab.			
Economat Chrétien			
Dir. Jeunesse			

Iglesia Local

OFICIALES en EJERCICIO

Instrucciones para llenar este formulario:

1. Este informe deviera ser hecho cada trimestre por la secretaria de iglesia/estadísticas.
2. Obenta la información do las actas de las reuniones de negocios y de la Junta de iglesia.
3. Las copias de este informe se distribuyen de la siguiente forma:
 - a. La copia blanca para el secretario de la Junta de Asociación.
 - b. La copia amarilla para el pastor.
 - c. La copia rosada para el presidente de la Junta de egleisia.
 - d. La copia color oro para el archivo de la iglesia.
4. Por favor si necesita mas espacio use otra página de papel.

Iglesia: _____

Dirección: _____

Ciudad: _____

Estado/Provincia: _____ Zona Postal: _____

Correo Electrónico N: _____

Nombre de la secretaria de iglesia/estadísticas: _____

Trimestre: _____ Año: _____

Nombres y Direcciones de los Oficiales de Iglesia

Cargo	Nombre	Teléfono	Dirección
Pastor			
Pastor Asociado			
Anciano*			
Anciano			
Director de Diáconos			
Directora de Diaconisas			
Secretario de Estadísticas			
Secretario de Iglesia			
Tesorero			
Dir. de Servicios a la Comunidad			
Dir. de Comunicaciones			
Coordinador de Vida Familiar			
Dir. de Salud y Temperancia			
Dir. de la Asociación			
Dir. de Conquistadores			
Dir. de Ministerios de la Iglesia			
Secr. de Ministerios de la Iglesia			
Dir. de Libertad Religiosa			
Dir. de Escuela Sabática			
Secr. de Escuela Sabática			
Dir. de Majhordomía			
Dir. de Jóvenes			

Local Church

STATISTICAL REPORT

Church _____ E-Mail I.D. # _____

Address _____ City _____

Directions for Using this Report:

1. This report should be filled out quarterly by the church clerk/statistical secretary.
2. Obtain this information from the:
 - a. Church Ministries Profile (A-300).
 - b. Church Attendance Report (A-400).
 - c. Church clerk's records (or form A-500).
3. Copies of this completed report go to your:
 - a. Conference Secretary (white copy).
 - b. Pastor (yellow copy).
 - c. Church Board Chairperson (pink copy).
 - d. Church files (gold copy).
4. This report is to be completed and mailed by the 5th day following the last Sabbath of the quarter.

State/Prov. _____ Zip _____

Ch.Clerk/Stat.Sec.'s Name _____

Date _____

Sabbath School Attendance

Children: Cradle Roll

Kindergarten

Primary

Junior

Earliteen

Teens (Grades 9-12)

Young Adults (18-29 years)

Adults

Total

Church Attendance

Non-SDA Visitors

Total Attendance

SDA School Attendance (Complete only in the fourth quarter)

1. Number of school-age children and teens (grades 1-12) in church families.
2. Number of above attending SDA schools.
3. Number of young adults attending SDA college/university.
4. Number of young adults attending non-SDA college/university, undergraduate.

Membership*

	Children (through 8th)	Teens (grades 9-12)	Young Ad. (18-29 years)	Adults	Total
Added:					
Baptism	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prof. of Faith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjustment					<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (A)
Subtracted:					
Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Death	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dropped	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Missing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjustment					<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (B)

Church Membership Summary

Membership, End of Previous Quarter _____

Add the Total Number Added (A) + _____

Subtotal = _____

Subtract the Total Number Dropped (B) - _____

Membership, End of This Quarter = _____

Inactive Members Reclaimed _____

RAPPORT STATISTIQUE

Eglise locale

Eglise _____

Address _____

Instructions a suivre:

1. A remplir chaque trimestre par la Secrétaire d'Eglise.
2. Obtenez les données nécessaires à partir des formulaires A-300, A-400, et a-500.
3. Remettez une copie au:
 - a. Secrétaire de l'Ass. (Feuille blanche)
 - b. Pasteur (Feuille jaune)
 - c. President du comité d'Eglise (Feuille rose)
 - d. Archives (Feuille or)
4. Remplissez et envoyez au plus tard 5 jours après le dernier sabbat du trimestre.

Ville _____

Prov. _____

Code P. _____

Secrétaire _____

Date _____

Présence à l'Ecole du Sabbat

Berceau

Jardin d'enfants

Primaire

Junior

Pré-Adolescents

Juvenes Adultes (18-29 ans)

Adultes

TOTAL

Présence à l'Ecole d'Eglise

Visiteurs non-Adv.

Total des Présences

Présence à l'Ecole d'Eglise

1. Nombre d'enfants l'Eglise.
2. Combien parmi eux fréquentent l'école d'Eglise T'Ecole
3. Nb. de jeunes fréquentant un Collège ou une Univ. adventiste.
4. Combien fréquentent des institutions non-adv.

Membres

	Enfants (jusqu'à 12 ans)	Adoles. (12-17 ans)	Jeune-Adult. (18-29 ans)	Adult	Total
Ajoutés par Baptêmes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prof. de foi	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lettres	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (A)
Transférés	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retranchés: Lettre	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mort	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apostasie	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manquant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (B)

Sommaire

Nombre de membres à la fin du dernier trimestre

Nombre de personnes ajoutées (A)

Total Partiel

Soustraire le nb. de personnes retranchées (B)

No. de membres à la fin de ce trimestre

No. d'anciens membres revenus

INFORME ESTADISTICO

de la Iglesia Local

Iglesia _____ Correo electrónico No. _____

Dirección _____

Instrucciones para Usar este Informe:

- Este informe debe ser hecho cada trimestre por la secretaria de iglesia/estadísticas.
- Obtenga la información de:
 - Perfil de Escuela Sabática (A-300)
 - Informe de Asistencia a la Iglesia (A-400)
 - Registros de la secretaria de iglesia (o formulario A-500).
- Las copias de este informe se deben distribuir de la siguiente manera:
 - La copia blanca para el presidente de la Asociación
 - La copia amarilla para el pastor.
 - La copia rosada para el presidente de la Junta de Iglesia.
 - La copia color oro para los archivos de la Iglesia.
- Se debe completar y enviar este informe por correo no más tarde del 5o. día después del último sábado del trimestre.

Asistencia a la Escuela Sabática

Niños: Cuna

Jardin de Infantes

Primarios

Menores

Intermediarios

Adolescentes (9-12) grado

Jóvenes (18-29 años)

Adultos

TOTAL

Asistencia a Iglesia

Visitas no adventistas

Asistencia total

Asistencia a Instituciones de Enseñanza Adventistas

- Número de niños y adolescentes que pertenecen a familias de la iglesia.
- Número de estos niños y adolescentes que asisten a escuelas adventistas.
- Número de jóvenes que asisten a colegios o universidades adventistas.
- Número de jóvenes que asisten a colegios y universidades no adventistas, para estudios no graduados.

Ciudad _____

Estado/Provincia _____

Zona postal _____

Sec. de Igl./Estad. Nombre _____

Fecha _____

Miembros

	Niños (Hasta 8o. grado)	Adolescentes (De 9o. a 12o grado)	Jóvenes (De 13 a 29 años)	Adultos	Total
Agregados: Bautismo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prof. de fe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carta	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cambios					<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (A)
Despedidos: Carta	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fallecimiento	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apostasia	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Desaparecido	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cambios					<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (B)

Sumario de la membresía de la iglesia

Miembros al finalizar el trimestre anterior

Miembros agregados (A)

Subtotal

Restar el total de los despedidos (B)

Total de miembros al finalizar el trimestre

Miembros inactivos recuperados

+

=

-

=

Local Conference

STATISTICAL REPORT

Conference _____ E-Mail I.D. # _____ Quarter _____

Conference Secretary's Name _____ Year _____

Directions for Using this Report:

1. This report should be filled out quarterly by the Conference Secretary.
2. Obtain this information from the:
 - a. Local Church Statistical Reports (Form A-700) received from your churches.
 - b. Conference Treasurer's Report.
3. Copies of this completed report go to your:
 - a. Union Secretary (white copy).
 - b. Conference President (yellow copy).
 - c. Conf. Church Min. Dir. (pink copy).
 - d. Files (gold copy).
 - e. Division Secretary (green copy).
4. This report is to be completed and mailed by the 20th day following the close of the quarter.

Total Sabbath School Attendance

Children: Cradle Roll

Kindergarten

Primary

Junior

Earliteen

Teens (Grades 9-12)

Young Adults (18-29 years)

Adults

Total

Total Church Attendance

Non-SDA Visitors

Total Attendance

SDA School Attendance (Complete only in the fourth quarter)

1. Number of school-age children and teens (grades 1-12) in church families.
2. Number of above attending SDA schools.
3. Number of young adults attending SDA college/university.
4. Number of young adults attending non-SDA college/university, undergraduate.

Membership*

Added:	Children (through grd. 8)	Teens (grades 9-12)	Young Ad. (18-29 years)	Adults	Total
Baptism	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prof. of Faith	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjustment					<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (A)

Dropped:

Letter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Death	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apostasy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Missing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjustment					<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> (B)

Conference Membership Summary

Membership, End of Previous Quarter _____

Add the Total Number Added (A) + _____

Subtotal = _____

Subtract the Total Number Dropped (B) - _____

Membership, End of This Quarter = _____

Number of Churches _____

Number of Companies _____

Inactive Members Reclaimed _____

SECRETARY'S STATISTICAL REPORT -- ANNUAL
Denominationally Employed Workers Classified by Type of Employment
Organization Reporting: _____

For Year: _____

Type of Employment	ACTIVE EMPLOYEES														RETIRED EMPLOYEES	
	GENERAL EMPLOYEES					INSTITUTIONAL EMPLOYEES									TOTAL ACTIVE EMPLOYEES	Honorary/ Emeritus Credentialed Employees
	Evangelistic and Pastoral Employees	Administrative, Promotional, Office, and Miscellaneous Employees	Primary School Teachers	Bible Instructors	Literature Evangelists	Tertiary Inst., Worker Training Inst., and Secondary School	Others in Educational Institutions	Food Industry Employees	Hospital and Sanitarium Employees	Others in Healthcare Institutions	Media Center Employees	Publishing House and Branch Employees	Other Institutions*			
Ministerial Credential														0		
Commissioned Minister Credential														0		
Commissioned Ministry of Teaching Credential														0		
Administrative Ministries Credential														0		
Missionary Credential														0		
Ministerial License														0		
Commissioned Minister License														0		
Commissioned Ministry of Teaching License														0		
Administrative Ministries License														0		
Missionary License														0		
Literature Evangelist Credential and License														0	Credentialed Only	
All Other Regular Employees														0		
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

*Caution: For GC use only--Employees of Adventist Risk Management, Incorporated

See Page 4 for Instructions.

Do not use shaded boxes.