

NAD YEAR-END MEETING

POLICY AGENDA

Seq Admin

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POLICY AGENDA

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1 AStR/PR&Dev/UNSec/NADOUP/22YE

2 **BA 70 RETENTION AND SAFEGUARDING OF RECORDS—POLICY AMENDMENT**

3
4 RECOMMENDED, To revise BA 70 Retention and Safeguarding of Records as presented:
5

6 **BA 70 Retention and Safeguarding of Records**

7 **BA 70 05 Records Management**—The normal operation of denominational organizations and
8 institutions results in the production and the accumulation of a large volume of files and records
9 of varying degrees of administrative and historical value. In order to preserve documents of
10 permanent value and to avoid the unnecessary preservation of unneeded materials, each
11 organization will find it advantageous to establish a records management program.

12 Administrators, business managers, and other employees in all organizations should evaluate
13 the legal, financial, and cultural worth of various types of files and records produced in all offices.
14 The political unrest through which the world is constantly passing seriously affect property rights,
15 for example, and demand the proper preservation of denominational property records. Corporate
16 papers and board minutes not only tell the history of an organization but may be called upon in
17 cases of litigation. Many other documents and general files that seem to be of little value beyond
18 their initial retention period grow rapidly in historical value as time passes and even serve future
19 administrators in restudying issues and problems.

20 **BA 70 10 Records Retention**—1. Each organization and institution shall establish a records
21 center, that is, a storage place to protect documents from fire, deterioration, and unauthorized
22 access. This records center shall house those noncurrent documents or files designated for either
23 short-term or permanent storage. The records center is not to be used for the storage of current
24 files, that is, those that are consulted several times a year in the normal course of business.

25 2. A records retention schedule, available from the ~~General Conference~~ North American
26 Division Office of Archives, Statistics, and Research, shall be considered by the respective
27 denominational organizations and institutions and, with revisions that may be indicated by local
28 needs or varying legal requirements, be adopted by their governing boards or committees.

29 3. Documents and files stored in the records center awaiting later destruction shall be boxed in
30 such a way as to make clear the date of their destruction, under the provision of a records retention
31 schedule approved by the organization's executive committee or board.

32 4. Documents and files to be preserved permanently may be kept in hard copy, microform, or
33 digital form, at the discretion of the appropriate governing body. Hard copy and microform may
34 be stored in the same storage facility with less permanent items but should be physically separated
35 from them and clearly labeled. In the event of digital storage, copies of vital records, including
36 executive officer correspondence and major committee minutes, should also be stored offsite.
37 Guidelines for digitization of records including best practices can be obtained from the North
38 American Division Office of Archives, Statistics, and Research.

39 5. Organizational units (see B10) with sizable collections of records, aged fifty years or older,
40 shall make provision to create an historical archive, where measures can be taken for long-term
41 preservation and for making documents accessible to researchers. Organizational units may
42 designate an Adventist tertiary institution as their historical archive, with the agreement of the
43 institution.

44 6. Planned Giving & Trust Services programs, trusts, wills, charitable gift annuities, and other
45 estate planning documents shall be retained permanently in their original form. Other documents

1 including information worksheets, accounting reports, tax returns, correspondence, email
 2 messages and other routine materials may be retained in a secure and accessible electronic form.
 3 This policy shall be reviewed, at a minimum, every five years or as the regulatory agency requires.

4 7. Human resource records will follow all state, provincial and federal record retention
 5 guidelines as published by the local, county, state, provincial, federal, or country regulatory
 6 agency.

7 **BA 70 12 Records Manager**— ~~At divisions and unions, a records manager should be~~
 8 ~~designated who will be responsible to~~ The North American Division Office of Archives, Statistics,
 9 and Research is responsible as the records manager to the division secretary (see BA 70 30) for
 10 implementing the records management program and, in particular, the provisions of the records
 11 retention schedule.

12 **BA 70 15 Vital Records**—1. All organizations and institutions shall give special attention to
 13 the preservation and security of their own vital records, such as articles of incorporation,
 14 constitutions and bylaws, minutes of boards or governing committees, property records and other
 15 legal documents.

16 2. The secretary of each union conference shall forward to the North American Division Office
 17 of Archives, ~~and~~ Statistics, and Research the following:

18 a. A true copy of governing documents, including by-laws, of all those union conference
 19 organizations and legal bodies within the union conference of which the union executive
 20 committee or union conference officers from the constituency, are owners, or are members.

21 b. Division executive committee minutes.

22 c. Board minutes of division institutions.

23 3. The treasurer/chief financial officer of each union conference in the North American Division
 24 shall forward to the General Conference Office of Archives, Statistics, and Research properly
 25 indexed and identified copies of property records as follows in microform or photocopy:

26 a. All deeds, mortgages, contracts, and other documents covering the acquisition and holding
 27 of real property by any Seventh-day Adventist organization or institution within the union's
 28 territory, excluding those of local churches and elementary (primary) schools. It is understood that
 29 local conference and/or union conference treasurers/chief financial officers will keep all property
 30 records on file including those of local churches and elementary (primary) schools.

31 b. A list or index of such documents, with a brief description stating the location, name of
 32 legal body holding title, original cost, date acquired, and summary of major improvements or
 33 additions. Property records are to be brought up to date annually by reports to the General
 34 Conference Office of Archives, Statistics, and Research as additional property is acquired, major
 35 improvements are affected, or property is disposed of.

36 **BA 70 20 Ownership of Records**—1. When an organization records ideas and information on
 37 paper or other medium, it retains the ownership of that record. Both the information and medium
 38 on which it is recorded are a resource to be protected and pre-served, or destroyed, according to
 39 approved records management principles.

40 2. All records, files, and documents (including emails and other correspondence) created by the
 41 employee in the course of employment are the property of the employing organization and shall at
 42 all times continue in the ownership and control of the employing organization for its use,
 43 preservation, or destruction according to its records management policies. On leaving
 44 employment, the individual shall transfer copies of all such documents relating to their official
 45 duties to the secretary (or designee) of the employing or parent organizational unit.

1 a. The term “records” includes, but is not limited to, information recorded on or transmitted
 2 by paper, film, audio and video tape, email, or other electronic media or sound media, as well as
 3 charts, drawings, and maps.

4 b. Excluded from this policy are materials closely related to an employee’s professional career
 5 or graduate education such as sermons and sermon files and graduate research materials.

6 3. In addition to the informational value of organizational documents, files, and other records,
 7 some items have a literary value. Although this value also resides with the employer, it may, by
 8 written agreement, be vested in the employee or shared with the employee. (See B 70 25, Literary
 9 Property Interests.)

10 **BA 70 25 Literary and Other Property Interests**—1. *Ownership*—Literary and computer
 11 software property interests in any work prepared on the job by an employee within his/her
 12 employment shall vest in the legal employing church entity. Such legal entity shall hold title to
 13 any copyright, trademark, patent, or other legal property interest without responsibility for royalty
 14 or reimbursement other than the regular salary and benefits earned by the employment.

15 2. *Exclusion*—This policy is not intended to cover sermons and graduate-study materials.

16 3. *Exception*—The legal employing church entity by written agreement signed by all parties
 17 may exempt an employee from any portion of this policy. Any such agreement must be approved
 18 by majority vote of the executive committee/board of the legal church entity, and an original copy
 19 of the agreement must be filed with the official minutes of such board.

20 **BA 70 30 Implementation**—The secretary of a local conference/mission, union or division
 21 shall be responsible for the implementation of this policy in his/her respective field and in its
 22 subsidiary organizations except for those portions specifically designated as being the
 23 responsibility of the treasurer/chief financial officer. In the case of institutions, the secretary may
 24 delegate this responsibility to the institution’s chief executive officer.

1 HRS/PR&Dev/UNSec/NADOUP/22YE

2 **C 65 BUSINESS INTERNSHIP PLAN—POLICY AMENDMENT**

3

4 RECOMMENDED, To revise C 65 Business Internship Plan as presented:

5

6 **C 65 Business Internship Plan**

7 **C 65 05 Plan Adopted**—A business internship plan has been adopted to encourage graduates
8 of Seventh-day Adventist colleges/universities majoring in Business Administration and
9 Accounting to make denominational employment their life work.

10 **C 65 10 Employment**—Union and local conferences are encouraged to employ graduates of
11 the business administration courses of Seventh-day Adventist colleges/universities on an
12 internship basis, whereby they may be given supervised training in a variety of positions in
13 denominational business lines.

14 **C 65 15 Salary and Expenses**—The salary and expenses of the intern shall be shared by the
15 union and the employing organization on a monthly basis, as follows:

16

Union	30% Remuneration Factor 1 st year
	20% Remuneration Factor 2 nd year
Employing Organization	Balance of remuneration and all other allowances and expenses

17

18

19 Effective January 2, 2005:

	<u>NAD</u>	<u>Union</u>	<u>Conference</u>
Conference	20%	15%	Balance
Intern			
Union Intern	20%	Balance	

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

22

23 **C 65 20 Eligibility**—Requirements for eligibility to these internships shall include the
24 satisfactory completion of a four-year liberal arts curriculum with a Bachelor's degree, with a
25 major in Accounting or Business Administration, ~~and recommendation from the faculty of~~
26 ~~colleges/universities as to Christian experience, scholastic accomplishments, and potential for~~
27 ~~future service.~~

28 **C 65 25 Initial Twelve Months**—The intern shall be appointed for twelve months' full-time
29 service with the approval of the respective union committee, and under the direct supervision of
30 the organizations to which he/she may be assigned for training.

31 **C 65 30 Second Year**—At the end of the first year of internship the participating
32 organizations shall review the intern's work and experience, and if, in their judgment, it is
33 decided to continue internship for the second year, training assignments shall be continued, and

- 1 the individual shall be considered to be available at any time for regular appointment to a
- 2 position in denominational business lines, as openings may become available.
- 3 **C 65 35 Training Emphasized**—During the entire internship period, and until the intern is
- 4 appointed to regular employment in a permanent position, the training feature of the assignments
- 5 shall be emphasized, to provide as wide and varied an experience as possible in the business
- 6 activities of various types of denominational organizations and institutions.

1 SECn/ADMIN

2 **C 68 PUBLIC AFFAIRS AND RELIGIOUS LIBERTY (PARL) INTERNSHIP PLAN—**
3 **NEW POLICY**

4
5 Recommended, To approve **C 68 Public Affairs and Religious Liberty (PARL) Internship**
6 **Plan**—New Policy as shown:

7
8 **C 68 05 Plan Adopted** – A public affairs and religious liberty internship plan has been adopted
9 to encourage graduates of Seventh-day Adventist colleges/universities participating in a Pre Law
10 curriculum or majoring in political science, journalism, public policy, or in other related areas, to
11 make denominational employment their life work.

12
13 **C 68 10 Employment** – Union and local conferences are encouraged to employ graduates of Pre
14 Law, public policy, political science, or journalism courses of Seventh-day Adventist
15 colleges/universities on an internship basis, whereby they may be given supervised training in
16 the public affairs and religious liberty ministry.

17
18 **C 68 15 Salary and Expenses** – The salary and expenses of the intern shall be shared by the
19 Division, union and employing organization on a monthly basis as follows:

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

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

26
27 **C 68 20 Eligibility** – Requirements for eligibility to these internships shall include satisfactory
28 completion of a college/university degree in the area of political science, public policy,
29 journalism: or in other related areas.

30
31 **C 68 25 Initial Twelve Months** – The intern shall be appointed for twelve months' full-time
32 service with the approval of the respective union committee, and under direct supervision of the
33 organizations to which he/she may be assigned for training.

34
35 **C 68 30 Second Year** – At the end of the first year of internship the participating organization
36 shall review the intern's work and experience, and if, in their judgment, it is decided to continue
37 internship for the second year, training assignments shall be continued, and the individual shall
38 be considered to be available at any time for regular appointment to a position in denominational
39 PARL service, as openings become available.

40
41 **C 68 35 Training Emphasized** – During the entire internship period, the training feature of the
42 assignments shall be emphasized, to provide as wide and varied experience as possible in the
43 Public Affairs and Religious Liberty activities of the denomination.

1 HRS/PR&Dev/UNSec/NADOUP/22YE

2 **E 04 EMPLOYMENT BACKGROUND CHECKS—NEW POLICY**

3

4 RECOMMENDED, To approve new policy **E 04 Employment Background Checks** to read as
5 follows:

6

7 Employing organizations and institutions shall conduct pre-employment background checks
8 after securing a signed release, for all new employees joining their organization or institution in
9 accordance with federal, state, provincial, and local laws, or statutes. Pre-employment
10 background checks include such things as verification of employment and/or experience,
11 education, certification and/or skills, criminal background screening, insurability, references,
12 church membership, and tithing, as deemed necessary by the employing organization or
13 institution.

1 **E 10 EMPLOYEES—ACCREDITING, TRANSFERRING, EMPLOYMENT**
 2 **REGULATIONS—POLICY AMENDMENT**

3
 4 RECOMMENDED, To approve **E 10 EMPLOYEES—ACCREDITING, TRANSFERRING,**
 5 **EMPLOYMENT REGULATIONS—Policy Amendment** to read as follows:

6
 7 All employees will be governed by employer policy, the applicable state, provincial, and federal
 8 employment laws with the employer being the Local Conference.

9
 10 The issuing of credentials and licenses comes with an expectation that employees will have a
 11 singular focus for the mission of the Church. They will also not engage in any known conflict of
 12 interest between the church organization and other non-denominational entities (see E 85 05). No
 13 individual will be credentialed who works for an organization that is not denominationally
 14 owned, with the exception of chaplains as noted in E 10 80.

15
 16 **E 10 Credentials and Licenses—Method of Issuing**

17
 18 **E 10 05 Issued for Definite Period**—Credentials and licenses and other papers are issued for a
 19 designated period.

20
 21 **E 10 10 Local Conference Employees**—By the local conference or mission to its employees,
 22 including literature evangelists and those entitled to papers in conference institutions except as
 23 otherwise provided by action of NADCOM.

24
 25 **E 10 20 Union Conference Employees**—By the union conference to its employees, to
 26 employees entitled to papers in union institutions and to other employees within its territory as
 27 may be provided for by action of NADCOM.

28
 29 ~~**E 10 30 Interunion/General Conference Institutions**—By the union conference to employees~~
 30 ~~servicing in interunion institutions located within that union, excepting those employees who~~
 31 ~~receive papers directly from the division or the General Conference; but including employees of~~
 32 ~~such institutions residing outside the union where the institution is located, in which case the~~
 33 ~~home union of the institution will consult with the union of the employee's residence~~
 34 ~~before issuing his/her papers.~~

35
 36 **E 10 40 General Conference Employees**—By the General Conference to employees under
 37 General Conference direction including ex-presidents of the General Conference and the officers
 38 of the divisions and to employees in General Conference institutions.

39
 40 ~~**E 10 45 Special Employees**—By the General Conference to such employees as in the judgment~~
 41 ~~of the Committee should receive such credentials.~~

42
 43 **E 10 50 International Service Appointees**—By the General Conference to international service
 44 employees to cover the period of their preparation and travel to the field.

45

1 **E 10 55 Permanent Returnees/Chaplains**—By the General Conference for one year to
 2 permanently returned international service employees and endorsed chaplains who have not been
 3 employed by any conference or institution and whose current papers do not cover a period of one
 4 year, provided they are in regular standing.

5
 6 **E 10 60 Emeritus Credentials**—International service employees, or those who have been in
 7 General Conference employ, who, though in regular standing, are without employment in
 8 denominational work for a period of one year from the time their employment ceased, shall be
 9 referred to the union conference in which they reside. Emeritus credentials may be issued to
 10 them by the union conference committee and renewed from time to time at its discretion.

11
 12 **E 10 65 General Conference Retired Personnel**—Elected members of the General Conference,
 13 including division presidents who end their service with and retire from General Conference
 14 employment, shall receive emeritus credentials from the General Conference.
 15 Emeritus credentials may also be granted to such other employees who end their service with and
 16 retire from the General Conference and who in the judgment of the committee should receive
 17 such credentials.

18
 19 **E 10 70 Retirement Plan Beneficiaries**—All other employees receiving benefits from the
 20 Retirement Plan and retired military chaplains receiving military retirement pay, if entitled to
 21 credentials or other papers, are to receive the same from the union conference
 22 in which they reside.

23
 24 **E 10 80 Employees**—Credentials/licenses shall be issued, upon commencement of employment,
 25 to denominational employees and to those under the supervision of
 26 conferences/missions/~~regions/field stations~~ or denominationally-owned institutions. Credentials
 27 /licenses terminate for any reason at the time employment with the issuing organization, ~~for any~~
 28 ~~reason, has ended. Including the employee's ceasing to work for the mission of that particular~~
 29 ~~entity (see NAD E 10 10). Divisions~~ The Division is ~~are~~ authorized to ~~determine eligibility based~~
 30 ~~on full-time or part-time employment. In special cases, a grant~~ credentials/licenses ~~may be issued~~
 31 ~~to a non-denominationally employed individual only while serving the Church under the~~
 32 ~~supervision of a denominational organization, e.g., Adventist Chaplaincy Ministries for a~~
 33 ~~chaplain. to chaplains who are employed in non-denominationally owned organizations.~~

34
 35 **E 10 95 Bible Society Employees**—A Seventh-day Adventist minister, who is invited to serve
 36 the United Bible Society or comparable institutions devoted to the distribution of Scripture, on
 37 an employment basis, may be issued a credential/license while he/she serves that institution.
 38 Such credential/license shall normally be issued by the division in whose territory the individual
 39 serves, however, when the territory of responsibility covers more than one division,
 40 the General Conference shall issue the papers. Such employment shall not accrue denominational
 41 service credit.

42
 43 **E 70 10 Definition of Employee**—All individuals receiving remuneration from denominational
 44 organization payrolls are for the purposes of the E 70 policy considered employees. However,
 45 the following employees are not required to have formal service records
 46 opened.

1 **E 80 20 Faithful Return of Tithes—**

2 3. Adherence to the basic beliefs *and practices* of the Church is a condition of employment for
3 all credentialed/licensed Seventh-day Adventist employees. Because of the importance of tithing
4 as a principle and the spiritual experience it represents, no church organization shall employ a
5 Seventh-day Adventist who is not returning a faithful tithe.

6

7 **E 85 05 Conflict of Interest and/or Commitment Defined—** Conflict of interest shall mean
8 any circumstance under which an employee or volunteer by virtue of financial or other personal
9 interest, present or potential, directly, or indirectly, may be influenced or appear to be influenced
10 by any motive or desire for personal advantage, tangible or intangible, other than the success and
11 well-being of the denomination.

1 RET/SECn/PR&Dev/UnSec/NADOUP/22YE

2 **E 70 RECORDING AND PRESERVING EMPLOYEES' SERVICE RECORDS—**
 3 **POLICY AMENDMENT**

4
 5 RECOMMENDED, To revise **E 70 Recording and Preserving Employees' Service Records**
 6 as follows:

7
 8 **E 70 05 Service Records**—The purpose of the service record for all denominational employees
 9 is to provide a permanent historical summary of Church employment. It shall be detailed enough
 10 to meet the needs of the denominational Retirement Plan in which the employee participates. The
 11 service record shall be kept on the standard form (pre-2000), or in a digital format ~~approved by~~
 12 ~~General Conference Secretariat~~ adopted by North American Division, which provides the same
 13 data and is readily understood across denominational lines. There shall be duplicate copies,
 14 either standard form or digital format, that are durable and secure.

15
 16 **E 70 10 Definition of Employee**—No Change

17
 18 **E 70 15 Responsibility for Service Records**—No Change

19
 20 **E 70 16 Service Record Management System**—No Change

21
 22 **E 70 20 Service Record Formats**—No Change

23
 24 **E 70 25 Sensitive Information**—No Change

25
 26 **E 70 30 Preserving and Transferring Service Records**—1. Organizational Responsibility—
 27 The denominational employer shall be responsible for beginning/obtaining and maintaining a
 28 service record for each employee. 2. Change of Position/Type of Work—When an employee's
 29 position or type of work is changed, the new position/type of work shall be recorded on the
 30 service record. 3. Transfer Between Denominational Organizations—When an employee is
 31 transferred from one denominational organization to another, the organization for which he/she
 32 has been working shall verify the service record with the employee prior to his/her departure and
 33 prepare two copies of the original service record and computerized printout, one for its files, and
 34 one for the employee.

35 a. A prospective employer may request in writing a copy of an employee's service record
 36 if the employee has signed a form giving the prospective employer permission to receive the
 37 record.

38 b. The original service record shall be forwarded to the new employer with 90 days after
 39 the date of transfer. The new employer shall request the original service record and access the
 40 establish the transferring employee computerized service record according to the instructions
 41 provided by the North American Division. The new employer shall verify the service record with
 42 the employee upon his/her arrival or when the original service record arrives from the previous
 43 employer.

44 c. No signatures are required between employers for computerized (post-1999) service
 45 records.

- 1 4. Discontinuance of Denominational Service—When an employee discontinues denominational
2 service for other than retirement reasons, the organization shall record an appropriate action
3 relating to the discontinuance of service and the particulars of any financial settlement made and
4 shall continue to maintain both the original manual service record for years prior to 2000 and the
5 computerized record for all years of service credit.
- 6 5. Retirement—When an employee who is eligible for benefits from the Retirement Plan retires
7 from denominational service, the service record together with the retirement application as
8 specified by the Retirement Plan shall be certified by an authorized employer representative and
9 forwarded to the secretary of the Retirement Plan Committee.
- 10 6. Requests for Service Records—Only written requests for service records shall be honored.
11 Requests for assistance in obtaining service records between divisions shall be directed to the
12 Secretariat of the North American Division of the General Conference.
- 13 7. Inquiries Regarding Service Record Policies—Inquiries regarding the application of service
14 record policies shall be directed to the Secretary of the North American Division.
- 15 8. Copies to Employee—Each employee shall be given a copy of his/her record not less than
16 every two years and at the following times:
- 17 a. At his/her request at any time.
- 18 b. By the last employing organization each time he/she transfers.
- 19 c. At the time he/she leaves denominational employment. The original service record
20 shall not be given to the employee under any circumstances.

1 TREN/PR&Dev

2 **L 28 30 QUALIFICATIONS OF CANDIDATES FOR SPONSORSHIP—POLICY**
 3 **AMENDMENT**

4
 5 RECOMMENDED, To revise L 28 30 Qualifications of Candidates for Sponsorship to read as
 6 follows:

- 7
 8 1. Eligibility for these sponsorships shall include:
 9 a. ~~A genuine Christian experience~~
 10 b. ~~A personal call to ministry~~
 11 ea. Completion of an accredited Bachelor of Arts degree, with a major in theology
 12 or religion, or the equivalent as evaluated by the Theological Seminary.
 13 d. ~~If the candidate is a theology graduate of an SDA college or university within~~
 14 ~~the past five years, recommendation from the college/university attended as to religious~~
 15 ~~attitude and experience, studiousness, and industry~~
 16 eb. Recommendations by the local and union conference committees for
 17 acceptance by NADCOA.
 18 f. ~~Adaptability and willingness to work~~
 19 g. ~~Aptitude for public speaking and labor~~
 20 2. The primary aim is to benefit candidates under thirty years of age; though in
 21 exceptional cases they may be accepted up to 35 years of age. However, one who entered
 22 denominational service in some line other than the ministry before reaching age 40 and
 23 who later completed college/university training for the ministry may be eligible.
 24 3. The Ministerial Sponsorship Plan is not designed for those whose prior work
 25 experience qualifies them to enter the ministry with a reasonable assurance of success.
 26 Such individuals are expected to meet the basic Qualifications of Candidates as outlined
 27 above, to be placed with a mentor who will guide them in ministry, and embark on an
 28 educational track that will meet the basic expectations of one in ministry. Programs such
 29 as the NAD sponsored MAPM through SDATS are designed to fulfill this educational
 30 requirement.

1 TREN/PR&Dev/UNSec/NADOUP/22YE
 2 **S 84 HISPANIC CHURCH BUILDING AND SCHOLARSHIP FUND—POLICY**
 3 **ADJUSTMENT**

4
 5 RECOMMENDED, To revise S 84 Hispanic Church Building and Scholarship Fund as
 6 presented:
 7

8 **S 84 Hispanic Church Building and**
 9 **Scholarship Fund**

10 **S 84 05 Purpose**—The Hispanic Church Building and Scholarship Fund was established to
 11 provide financial assistance to Hispanic churches in obtaining church buildings and to Hispanic
 12 students in obtaining a graduate degree.

13 1. *Funding*—a. The North American Division shall allocate an amount equivalent to 6 percent
 14 of the tithe retained by to the North American Division from Hispanic churches, excluding
 15 Hispanic churches in the regional conferences.

16 b. The union shall allocate an amount equivalent to 10 percent of the union portion of the
 17 tithe from Hispanic churches, excluding Hispanic churches in the regional conferences.

18 2. *Allocation*—The funds shall be allocated as follows:

19 Church building assistance 85%

20 Scholarship assistance _____ 15%

21 3. *Hispanic Church Building Fund*—The Church Building Fund shall be allocated to each
 22 union based on Hispanic membership and tithe, excluding Hispanic churches in the regional
 23 conferences, administered according to the following guidelines:

24 — a. ~~Requests for assistance shall be supported by recommendations from the respective local~~
 25 ~~conference and union.~~

26 — b. ~~Allocations shall be recommended to the North American Division Committee for~~
 27 ~~Administration (NADCOA) and shall be granted on the basis of need, taking into consideration~~
 28 ~~the following factors:~~

29 — 1) ~~Location of the church. Priority shall be given to the~~
 30 ~~inner city churches.~~

31 — 2) ~~Membership and tithe per capita of the church.~~

32 4. *Hispanic Scholarship Fund*—The Scholarship Fund shall be administered according to the
 33 following guidelines:

34 a. Requests for assistance from graduate students shall be supported by recommendations
 35 from the respective local and union conferences.

36 b. Allocations shall be recommended to the North American Division Committee for
 37 Administration (NADCOA) and shall be granted on the basis of need.

38 5. *Coordination with Union Plan*—The provision of this plan shall be deducted in unions
 39 where a similar plan is in operation.

40 **S 84 10 Seventh-day Adventist Church in Canada (SDACC)**—In order to comply with
 41 Canadian Institute of Chartered Accountants (CICA) and Revenue Canada interpretations for
 42 non-profit organizations, funds reverted to the SDACC or its subsidiary organizations and
 43 institutions shall be considered unrestricted. The allocation of such funds shall be by action of
 44 the SDACC Board of Trustees.

1 TREN/PR&Dev/UNSec/NADOUP/22YE

2 **Y 23 05 MOVING ALLOWANCE—POLICY AMENDMENT**

3

4 RECOMMENDED, To amend **Y 23 Moving Allowance** to read as follows:

5

Y 23 Moving Allowance

6

7 **Y 23 05 Employee Moving Allowances**—1. *Assistance*—When an employee is requested by
8 an employing organization to move to a new location or a person is being called into
9 denominational service, the employer may provide the following assistance:

10 a. An amount to cover freight/van charges and insurance up to maximums established by the
11 employer.

12 b. Travel expense and a per diem as per current policy and 100 percent of the regular mileage
13 allowance to move the employee's car or up to two cars for employee and spouse to the new field
14 of employment.

15 c. A flat amount rounded up to the nearest \$10 to cover packing and other moving costs as
16 follows: ~~Employee—16.5 percent of the Remuneration Factor; Spouse—16.5 at 33 percent of the~~
17 ~~Remuneration Factor. A single parent with dependent children may be granted 33 percent of the~~
18 ~~Remuneration Factor as a moving allowance.~~

19 d. Automobile Registration and Excise Tax—Employees who are called to another state and
20 who are required to pay duplicate excise tax/sales tax, license, and certification/inspection fees
21 may report such expense on one car if they register their car within 90 days of moving to the new
22 area. If the employee has a spouse, the above expenses may also be reported on a second car.

23 e. In cases where it may be necessary to negotiate a bridge loan in order to secure a home at
24 the new location, the bridge loan interest may be reimbursed by the new employer for the same
25 time period during which the employee is eligible to receive duplicate housing allowances in
26 addition to the duplicate and special housing allowance. This bridge loan interest would be
27 considered outside of the ceiling for which special assistance may be given.

1 TREN/PR&Dev/UNSec/NADOUP/22YE

2 **Y 33 EMPLOYEE DISABILITY INCOME PLAN**

3

4 RECOMMENDED, To revise **Y 33 20 Eligibility** as follows:

5

6 **Y 33 20 Eligibility**—1. All regular full-time denominational employees ~~working an average of at~~
7 ~~least 35 hours per week (as determined by employer)~~ shall be eligible to participate in the
8 Employee Disability Income Plan commencing with the first day of employment.

1 ACM/SECn/PR&Dev/UNSec/NADOUP/22YE

2 **GUIDELINES FOR PASTORS SERVING IN THE RESERVE COMPONENTS OF THE**
 3 **MILITARY—GUIDELINE AMENDMENT**

4
 5 RECOMMENDED, To revise **Appendix G Guidelines for Pastors Serving in the Reserve**
 6 **Components of the Military** to read as follows:
 7

8 Adventist ministers who are denominationally employed and serve in the Reserve Components
 9 of the military shall inform the hiring organization of their military obligations and provide copies
 10 of written orders requiring their deployment for any period exceeding one month.

11 Denominational employers will comply with the intent of national laws governing the
 12 employment and re-employment of military reservists, such as the Uniformed Services
 13 Employment and Reemployment Rights Act of 1994 (USERRA) in the United States.

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

17 When activated, reservists receive remuneration and benefits from the military. Effective dates
 18 are documented by the armed forces. Such dates become the basis for determining when the
 19 reservist returns to denominational employment.

20 *Salary and Economic Research Institute, Inc. (ERI):* Employers cannot deny an employee's
 21 right to serve in the reserves nor can they negatively impact their employees serving in the reserves.
 22 Reservists receive minimal compensation for the monthly drills they participate in when not called
 23 to active service. Such compensation should have no bearing on their denominational
 24 remuneration. However, when mobilizations are longer than one month, except for mandatory
 25 training orders, denominational employers need only compensate the difference, if any, between
 26 the military basic salary and the normal denominational pay. For example, a pastor with military
 27 reserve obligations may be mobilized to attend special training or deployed for four months and
 28 receive only a sergeant's pay from the military, which would be considerably less than his/her pay
 29 from the conference. The conference should extend to him/her the difference.