

Working Policy

of the

**Seventh Day Adventist
Reform Movement**
General Conference

**Officially adopted and updated at Proumbacu de Sus, Romania
on the 12th day of September, 2011.**

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Revised and approved by the Seventh Day Adventist Reform Movement, General
Conference Session, September 2011

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**Seventh Day Adventist Reform Movement
General Conference Council**

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ARTICLE I: STATEMENT OF PURPOSE

Section 1: Code of Ethics & Beliefs

Our beliefs are based upon the written Word of God, the “Bible,” and the “Spirit of Prophecy” and are conveniently summarized in the Principles of Faith. (For reference to the written principles, please see a separate publication.)

1. **Biblical Law:** The Bible is the written word of God, and is God’s law of love. God’s law of Ten Commandments is the supreme rule of life, and is the overriding law, or constitution for humanity.
2. **Spirit of Prophecy:** As the statutes and judgments amplify the moral law, so the Spirit of Prophecy illustrates the principles of the Law of God in practice. These are specific counsels for the Remnant Church of the last days.
3. **Principles of Faith:** The standards and practices of the church are expressed in the *Principles of Faith and Church Order* originally adopted in 1925 when the Seventh Day Adventist Reform Movement was officially organized at the first General Conference session. These Principles are to be followed in all matters of faith that we may present a united front to the world.

Section 2: Legal Documents

The legal documents of the Seventh Day Adventist Reform Movement General Conference are the duly endorsed statement as required for the legal operation of the society as an incorporated association according to civil law.

1. **Articles of Incorporation:** The Articles of Incorporation shall be the legal document drafted in accordance with applicable laws whereby the Seventh Day Adventist Reform Movement General Conference organization shall be registered as a corporation. It shall only be amended at delegation sessions of the Seventh Day Adventist Reform Movement General Conference.
2. **Bylaws:** The Bylaws shall be a legal document that sets out in greater detail the organizational structure of this denomination. It shall only be amended with 2/3 vote at delegation sessions of the Seventh Day Adventist Reform Movement General Conference. For the purpose of this document they shall be referred to as “Bylaws” herein.
3. **Working Policy:** The Working Policy of the General Conference shall set out in extensive detail the workings of the denomination both as an organizational structure as well as in respect to church administration. Each office, department, and entity shall be described in such document.

Section 3: Amendments

1. Policies can be amended whenever this appears to be beneficial for the smooth function and advancement of God’s cause. These amendments are to be made by the General Conference in Delegation Session or approved by the Council between Sessions.
2. Amendments by the Council are first to be formulated by the *General Conference Bylaw Committee*. Any amendments approved by the Council are temporary in nature until ratified by the next Delegation Session.
3. Those policies that affect the actual Delegation Session may be modified only by a Delegation in Session.
4. Amendments are to be noted in the Working Policy, as per Minutes dated:

5. Any recommendation for amendment to these policies should be submitted through their respective Unit to the *General Conference Bylaws Committee* at least 8 month prior to the General Conference Delegation Session in order to be considered at such session. Shortly thereafter the Bylaws committee shall review the matter and the Council must meet and approve the suggestions before being sent to the various units.

Section 4: Mission Statement

“And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world. Amen.” Matt 28:18-20.

“The church is God’s appointed agency for the salvation of men. It was organized for service, and its mission is to carry the gospel to the world. From the beginning it has been God’s plan that through His church shall be reflected to the world His fullness and His sufficiency. The members of the church, those whom He has called out of darkness into His marvelous light, are to show forth His glory. The church is the repository of the riches of the grace of Christ; and through the church will eventually be made manifest, even to ‘the principalities and powers in heavenly places’ the final and full display of the love of God.” AA 9.

ARTICLE II: ORGANIZATION

“For God is not the author of confusion, but of peace, as in all churches of the saints.” 1 Corinthians 14:33.

“Let all things be done decently and in order.” 1 Corinthians 14:40.

“These things write I unto thee, ... that thou mayest know how thou oughtest to behave thyself in the house of God, which is the church of the living God, the pillar and ground of the truth.” 1 Timothy 3:14-15.

“Order is Heaven’s first law...” 6T 201.

“As all the different members of the human system unite to form the entire body, and each performs its office in obedience to the intelligence that governs the whole, so the members of the church of Christ should be united in one symmetrical body, subject to the sanctified intelligence of the whole.” 4T 16.

Section 1: Purpose of Organization

1. Missionary Charter: “And Jesus came and spake unto them, saying, All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world. Amen.” Matthew 28:18-20. “He that believeth and is baptized shall be saved; but he that believeth not shall be damned.” Mark 16:16.

“The Lord in His wisdom has arranged that by means of the close relationship that should be maintained by all believers, Christian shall be united to Christian and church to church. Thus the human instrumentality will be enabled to co-operate with the divine. Every agency will be subordinate to the Holy Spirit, and all the believers will be united in an organized and well-directed effort to give to the world the glad tidings of the grace of God.” AA 164.

2. Worldwide Commission: “And I saw another angel fly in the midst of heaven, having the everlasting gospel to preach unto them that dwell on the earth, and to every nation, and kindred, and tongue, and people.” Revelation 14:6.

Section 2: System of Organization

1. Organization to Serve the Needs of the Church:

“The church is God’s appointed agency for the salvation of men. It was organized for service, and its mission is to carry the gospel to the world. From the beginning it has been God’s plan that through His church shall be reflected to the world His fullness and His sufficiency.” AA 9.

“The church is organized for service; and in a life of service to Christ, connection with the church is one of the first steps. Loyalty to Christ demands the faithful performance of church duties. This is an important part of one’s training; and in a church imbued with the Master’s life, it will lead directly to effort for the world without.” ED 268-269.

2. Formation of Church Union:

“In striking contrast to the wrong and oppression so universally practiced were the mission and work of Christ. Earthly kingdoms are established and upheld by physical force, but this was not to be the foundation of the Messiah's kingdom. In the establishment of his government no carnal weapons were to be used, no coercion practiced; no attempt would be made to force the consciences of men.

These are the principles used by the prince of darkness for the government of his kingdom.” RH, August 18, 1896.

“The exercise of force is contrary to the principles of God's government; He desires only the service of love; and love cannot be commanded; it cannot be won by force or authority. Only by love is love awakened.” DA 22.

3. System Built on the Eternal Law:

“God will have a people upon the earth to maintain the Bible, and the Bible only, as the standard of all doctrines and the basis of all reforms. The opinions of learned men, the deductions of science, the creeds or decisions of ecclesiastical councils, as numerous and discordant as are the churches which they represent, the voice of the majority—not one nor all of these should be regarded as evidence for or against any point of religious faith. Before accepting any doctrine or precept, we should demand a plain ‘Thus saith the Lord’ in its support.” GC 595.

“In the commission to His disciples, Christ not only outlined their work, but gave them their message. Teach the people, He said, ‘to observe all things whatsoever I have commanded you.’ The disciples were to teach what Christ had taught. That which He had spoken, not only in person, but through all the prophets and teachers of the Old Testament, is here included. Human teaching is shut out. There is no place for tradition, for man's theories and conclusions, or for church legislation. No laws ordained by ecclesiastical authority are included in the commission. None of these are Christ's servants to teach. ‘The law and the prophets,’ with the record of His own words and deeds, are the treasure committed to the disciples to be given to the world. Christ's name is their watchword, their badge of distinction, their bond of union, the authority for their course of action, and the source of their success. Nothing that does not bear His superscription is to be recognized in His kingdom.” DA 826.

Section 3. Legal Registration

The Seventh Day Adventist Reform Movement, General Conference, is incorporated in the states of California and Virginia and is organized and operates exclusively for religious purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. The corporation shall not carry on any other activities which are not permitted (1) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or (2) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code. No part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence government legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section 4: The Seventh Day Adventist Reform Movement and Earthly Governments

1. Twofold Relationship: The Seventh Day Adventist Reform Movement recognizes biblical principles according to which the civil authorities have their legitimate sphere of competent jurisdiction. That jurisdiction, however, does not authorize civil governments to legislate matters that are reserved for divine exclusive jurisdiction. God’s law of Ten Commandments (Exodus 20:1-17) is for a conscientious Christian an unerring guide (Matthew 19:17-21; Ecclesiastes 12:13

“David's power had been given him by God, but to be exercised only in harmony with the divine law. When he commanded that which was contrary to God's law, it became sin to obey.” Patriarchs and Prophets, p. 719.

2. **Supreme Authority:** Each of these commandments we understand to be of equal force to be taken literally, thus requiring every Christian the duty of acknowledging God as the Creator of heaven and earth, and placing Him first and last and best in everything. In thus recognizing God as the Supreme Being, we acknowledge His laws as binding and obligatory and have therefore as a Movement taught and believed that the fourth commandment of the Decalogue enjoins upon us the observance of the Sabbath, Saturday, as a day of rest and worship, while the sixth of these commandments prohibits us from taking life. Neither of these commandments can we observe conscientiously while engaged in acts of war and bloodshed, and when requested to do so, we have been compelled to reply in the words of the Apostle, "We ought to obey God rather than man." Acts 5:39.
3. **Relations with Governments:** While faithfully obeying God's commandments, we have also recognized it to be our duty to render obedience to the powers (governments) that have been ordained of God (Romans 13:1) for the preservation of peace and quietness in the land. So that we have refrained from participating in, or being members of any secret society, anti-government movement, subversive organizations or any political party, neither have we ever engaged in a work of agitating the public against the government administration. While unable to co-operate with those plans that are in direct contradiction with the express command of God, we have felt it our duty to faithfully support our government by willingly and honestly paying our dues, taxes, et cetera., as imposed upon us by law (Romans 13:5-7).
4. **Exemption from Military Duties:** Since this belief places us in a category of citizens whose conscientious convictions prevent them from transgressing the Law of the Creator, as before stated, we hereby petition our worthy government and officials concerned, to classify any of our members that may come in question, as Conscientious Objectors to acts of war and bloodshed, and in lieu of such military service, we willingly do such other work of importance under the direction of the civil government, that will aid to the betterment of the public health, contributing to social and Christian improvement in harmony with our conscientious convictions of our faith. We re-affirm the original position publicly adopted by the pioneers of our Advent Movement on August 2, 1864 and the resolution of May 23, 1865, adopted at a General Conference session held in the United States of America, as being in accordance with the instructions and guiding principles outlined in *Testimonies for the Church*, vol. 1, page 361.

Section 5: Territory

1. The Territory of the General Conference shall be worldwide in nature since its mission is to carry the gospel to the entire world.

"I ask you what field where the people have never heard the truth, has been searched out and worked? Who has been preparing men to take hold of the field? And yet upon us rests the responsibility of fulfilling Christ's command, 'Go ye into all the world, and preach the gospel to every creature.'" GCB, April 3, 1901.

"The world is the field; the world is the vineyard; and every spot must be worked. God desires every soul to put on the harness... What we need is living faith in the invisible instrumentalities that are arrayed against the powers of darkness." GCB, April 5, 1901.

"And still our General, who never makes a mistake, says to us: Advance. Enter new territory. Lift up the standard in every land. 'Arise, shine; for thy light is come, and the glory of the Lord is risen upon thee.'" 6T 28-29.

Section 6: Decision Making Process

1. Through a local church business meeting or through a delegation of duly elected representatives, committees are elected and empowered by their constituents to transact the decisions of a functional nature on a day-to-day basis. Decisions of a greater magnitude, which directly affect the membership of the church as a whole, should be made at the General Conference Delegation Session representing the world church.

“The council which decided this case was composed of apostles and teachers who had been prominent in raising up the Jewish and Gentile Christian churches, with chosen delegates from various places. Elders from Jerusalem and deputies from Antioch were present, and the most influential churches were represented. The council moved in accordance with the dictates of enlightened judgment, and with the dignity of a church established by the divine will.” AA 196.

Section 7: Representation through Delegation

1. Delegates at a Session: The General Conference shall be organized by delegates in Session. These delegates consist of elected officers, council members, Regional Secretaries, Departmental Directors, those chairing the various working committees of the General Conference and duly elected representatives of the units directly attached to the General Conference. This system follows the system of church government sanctioned by the Bible and Spirit of Prophecy.
2. Unit Representation: Each unit shall be entitled to send its representative in accordance to the plan laid out in Article IV, Section 2.

“Every member of the church has a voice in choosing officers of the church. The church chooses the officers of the state conferences. Delegates chosen by the state conferences choose the officers of the union conferences, and delegates chosen by the union conferences choose the officers of the General Conference. By this arrangement every conference, every institution, every church, and every individual, either directly or through representatives, has a voice in the election of the men who bear the chief responsibilities in the General Conference.” 8T 236-237.

ARTICLE III: ORGANIZATIONAL DOCUMENTS

Articles of Incorporation Of the

Seventh Day Adventist Reform Movement General Conference

Article I: Of Articles of Incorporation

We hereby associate to form a non-stock corporation under the provisions of Chapter 2, of title 13.1 of the Code of Virginia, and to that end set forth the following:

Article II: Name

Section 1: The name of this corporation shall be known as the SEVENTH DAY ADVENTIST REFORM MOVEMENT GENERAL CONFERENCE.

Article III: Purposes

Section 1: The purposes for which this corporation is formed are:

- (1) Carry on any business not prohibited by law or required to be stated in these Articles.
- (2) Purchase, lease, receive, and hold by purchase, gift, donations, bequest, devise, or grant real and personal property with power to sell, mortgage, pledge, lease or otherwise use or dispose of the property of this corporation.
- (3) Borrow money and execute its corporate promissory note or notes, issue bonds, pledge and mortgage such of its property by way of security as the Board of Directors (Executive Committee) may deem advantageous.

ARTICLE IV: Existence

Section 1: This corporation is organized pursuant to the Virginia Non-stock Corporation Act (1956, c.428.)

ARTICLE V: Registered Office and Agent

Section 1: The initial registered office of the Corporation is to be located at Suite 640, Colonial Plaza, (P.O. Box 1529), Roanoke, Virginia. The name of the City in which the initial registered office is located is Roanoke, Virginia. The name of the initial registered agent is Robert S. Bersch, who is a resident of Virginia, a member of the Virginia State Bar and whose business office is the same as the registered office of the Corporation.

ARTICLE VI: Members' Rights and Privileges

Section 1: The authorized number and qualifications of members of this corporation, the different classes of membership, if any, the property, voting and other rights and privileges of members, their liability to dues and assessments and the method of collection thereof, and the territory of this corporation, shall be set forth in the Bylaws.

ARTICLE VII: Board of Directors (The Executive Committee)

Section 1: The names and addresses of the persons who are to act in the capacity of directors until the election of their successors are:

Francisco Devai	3370 Sierra College Blvd., Loomis, CA 95650
Alex N. Macdonald	Hiley Ave., Franklinville, NJ 08322
John Garbi	496 Garrison Road, (P.O. Box 42) Franklinville, NJ 08322

ARTICLE VIII: Dedication, Dissolution

Section 1: The property of this corporation is irrevocably dedicated to religious and charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any private person, or to the benefit of any director, officer, or member thereof. In the event of liquidation, dissolution, abandonment, or winding up of the corporation, its assets, remaining after payment, or provision for payment of all debts and liabilities of this corporation, shall be distributed in keeping with the directions of any entity of the Seventh Day Adventist Reform Movement—but if they no longer exist, then they shall be transferred to a similar nonprofit corporation which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code, as the Board of Directors shall designate.

Section 2: No organization that now is or that later becomes a member of the General Conference, nor any person who is now a delegate or later becomes a delegate to any session of the General Conference, nor any officer or employee of the corporation shall be personally liable to any creditor of the General Conference for any liabilities and any and all creditors of the corporation shall look only to the assets of the General Conference for payment.

Section 3: In Witness whereof the undersigned, being the persons hereinbefore named as the first directors, having executed these Articles of Incorporation.

Incorporators:

_____ Francisco Devai

(Signed in Original)

_____ Alex N. Macdonald

(Signed in Original)

_____ John Garbi

(Signed in Original)

Dated March 27, 1984

2. BYLAWS of the Seventh Day Adventist Reform Movement General Conference

ARTICLE I: Name

- a. The name of this corporation is SEVENTH DAY ADVENTIST REFORM MOVEMENT GENERAL CONFERENCE and is hereinafter referred to as “General Conference.”
- b. The official abbreviated form of the name shall be “SDA Reform Movement GC.”

ARTICLE II: Purpose

In pursuit of the purposes set forth in the Articles of Incorporation (Article II), the General Conference shall:

- a. Proclaim through the spoken or written word or any other means the gospel of our Lord Jesus Christ as expressed in the Old and New Testaments and the Spirit of Prophecy.
- b. Organize Union Conferences, Union Missions, State/Field Conferences, Mission Fields, Missions, Departments, and Institutions in order that the present truth and the message of revival and reformation may be imparted.
- c. Establish suitable and customary organizations for the purpose of public worship and instruction; for training in missionary, academic, trade or vocational work in the units, health, education, social welfare, or any other denominational requirement.
- d. Purchase, lease, receive, or hold by purchase, gift, donation, bequest, devise, or grant any real or personal property necessary for or conducive or advantageous to the purpose and pursuits of this General Conference and to have power to sell, pledge, use as security, mortgage, lease or let or otherwise use or dispose of the property of this General Conference in harmony with the purpose of the General Conference.
- e. Borrow money and execute its corporate promissory note(s), issue bonds, pledge or mortgage such of its properties as the Executive Committee, with the recommendation of the Finance Committee and the approval of the Council, may deem advantageous.
- f. “Print or publish or cause to be printed or published, in such form as may from time to time be considered appropriate, any literature, books, tracts or other materials that the General Conference may consider conducive to the promotion of any or all of its purposes. All funds collected and used for this purpose must be in accordance with the Bible and Spirit of Prophecy.”
- g. Do all such other lawful things as are incidental or conducive to the attainment of the main object of the General Conference or as provided in these Bylaws.

ARTICLE III: Corporate Seal

- a. The corporation shall have a corporate seal which shall be in the custody of the Secretary.
- b. The corporate seal shall be used only at the direction of the Executive Committee.

ARTICLE IV: Territory

This corporation shall conduct its work worldwide.

ARTICLE V: Membership and Representation

Section 1: Members of the General Conference

The members of the General Conference shall consist of:

- a. Such Union Conferences as have been accepted by vote of the General Conference in session. (A Union Conference must be self-supporting with a minimum of 250 members.)
- b. Such Union Missions as have been accepted by vote of the General Conference in session. (A Union Mission is not self-supporting with a minimum of 250 members.)
- c. Such State/Field Conferences directly attached to the General Conference and accepted by vote of the delegation in session. (A State/Field Conference must be self-supporting with a minimum of 50 members.)
- d. Such Mission Fields directly attached to the General Conference and accepted by vote of the delegation in session. (A Mission Field must be self-supporting with less than 50 members.)

- e. Such Missions directly attached to the General Conference and accepted by vote of the delegation in session. (A Mission is not self-supporting regardless of its membership.)
- f. Such subsidiary organizations or institutions organized by and functioning under the General Conference.
- g. New members which are organized as of December 31 prior to the session and have been accepted into the General Conference between sessions by the Council, may send regular delegate(s) and after their formal acceptance by the Delegation, be seated at that session.
- h. The name of each unit shall reflect its territory.
- i. If the church membership of the Union or State/Field Conference will have 2 years to recover their required church membership before losing their status.
 - (1) If a Union or State/Field Conference is not self-supporting, they will have 2 years to recover. The 2 years begin when the first monthly remittance is delinquent.
 - (2) Self-supporting is defined as the ability to financially sustain its own workforce and pay its monthly dues in a timely manner to the General Conference.

Section 2: Representation

Those accepted as voters of the General Conference shall be designated as follows:

- a. Regular delegates
- b. Delegates-at-large
- c. Representative delegates

Section 3: Regular Delegates

- a. The President or any other member of the Executive Committee in descending order of office (see Article VIII, Section 1 for guiding outline) of the Union Conference. Additional delegates, duly elected in session (any delegate is eligible), may be sent on the basis of one for every 250 church members, or major fraction thereof, as of December 31 prior to the session.
- b. The President/Leader or any other member of the Executive Committee in descending order of office of the State/Field Conference directly attached to the General Conference (see Article VIII, Section 1 for guiding outline). Additional delegates, duly elected in session (any delegate is eligible), may be sent on the basis of one for each 250 church members or major fraction thereof, as of December 31 prior to the session.
- c. The President or any other member of the Executive Committee in descending order of office of a Union Mission (see Article VIII, Section 1 for guiding outline). Additional delegates, duly elected in session (any delegate is eligible), may be sent on the basis of one (1) for every 500 church members or major fraction thereof as of December 31 prior to the session.”
- d. The Leader or any other member of the Executive Committee in descending order of office of a Mission directly attached to the General Conference having the minimum of 126 church members (see Article VIII, Section 1 for guiding outline). Additional delegates, duly elected in session (any delegate is eligible), may be sent on the basis of one (1) for every 500 church members or major fraction thereof as of December 31 prior to the session.”
- e. A properly organized self-supporting Mission Field with a minimum of 25 members attached directly to the General Conference may send their leader as a non-voting observer to the Session provided that they pay their own travel expenses.
- f. The General Conference shall pay the travel expenses, when necessary, of the first delegate from any Unit unable to pay their own way. Further delegates from the Unit shall be assisted, as necessary, when funds are available, or donations are received for that purpose, such distribution to be equally apportioned amongst all Regions.
- g. Timing of Selection of Such Delegates
 - i. All delegates selected to attend a delegation session, including their alternates, shall be selected at the session of the unit held preceding to December 31st of the year prior to the holding of a General Conference Session.

- ii. The automatic delegate of President/Leader of the unit or member of the Executive Committee in descending order shall be considered as the officer on December 31st of the year prior to the holding of a General Conference Session.
- iii. If a unit holds their reorganizational meeting in the year of the General Conference Session, the delegates and representatives to the General Conference shall remain as of the previous year even if there is a change in the administration.”

Section 4: Delegates-at-Large

Delegates-at-Large shall be designated as follows:

- a. Members of the General Conference Executive Committee.
- b. Members of the General Conference Council.
- c. General Conference Departmental Directors, functioning as such.
- d. The Director of each subsidiary organization or institution which is directly attached to the General Conference, and approved in Session.
- e. The Chairman of each standing committee elected by the General Conference delegation in session

The total number of delegates at large shall always be less than the total number of regular delegates.

Section 5: Representative Delegates

Representative delegates may attend the session as follows:

- a. A representative delegate represents the work of a member of the General Conference in countries where restrictions prevent their regular delegate(s) from attending the General Conference session. A representative delegate may not be residing within the said country, but is to be elected/appointed by the delegation or council (executive committee if no council has been elected) of that member of the General Conference and must be familiar with their situation and truly able to represent the interests of their membership.
- b. The maximum number of delegates under this provision shall be three (3) for any country under such restriction, in accordance with the provisions under ARTICLE V Section 3 of the Bylaws.
- c. Representative delegates are to be considered in the same category as regular delegates.
- d. Each representative delegate is entitled to only one vote.

ARTICLE VI: Sessions

Section 1: Regular Sessions

- a. The General Conference shall hold regular quadrennial sessions (every four years) at such time and place as the Council shall approve and the Executive Committee announce in writing by registered or certified mail to all its members at least six (6) months prior to the date set for the opening of the session. The commencement date for each session shall be between August 1st and December 31st in the year it is due.
- b. In case of special need, the Executive Committee may, with the approval of the Council, make such postponement of the session not to exceed two (2) years, giving due notice of such postponement to all the members of the General Conference.

Section 2: Special Sessions

A Special Session of the General Conference may be held in accordance with the following provisions:

- a. The Executive Committee may, with the approval of the Council, call special sessions at any time and place it may deem proper and convenient, providing that notice of such special session is given in writing by registered or certified mail with return receipt to all the members of the General Conference at least four (4) months prior to the date set for the opening of such special session.

- b. All transactions at such special session shall have the same authority as those of a regular session.

Section 3: Agenda and Recommendations

- a. All unfinished business from the previous session shall take priority on the agenda for the next session.
- b. All members of the General Conference in non-restrictive countries, must send their reports (including financial, statistical, list of Regular Delegates and substitute delegates with their names, etc.) postmarked by the last day of March in the year in which the session of the General Conference will be held in order to have representation. All other points for the agenda, other than doctrinal issues, are to be sent eight (8) months prior to the session.
- c. All doctrinal points submitted by the members of the General Conference shall be sent to General Conference postmarked by the last day of March, one year prior to the session.
- d. The complete agenda (which includes the order of the session, timetable, rendering of reports, election of committees, etc.), plus all recommendations (from the General Conference, standing committees, and all members of the General Conference), shall be sent from the office of the Secretary to all members of the General Conference five (5) months prior to the holding of any session.
- e. All Units of the General Conference are responsible to translate if necessary and give these reports, agenda and recommendations to their delegate(s) by no later than two (2) months prior to the holding of any session.

Section 4: Quorum

The total number of delegates which shall constitute a quorum to transact business at a regular session of the General Conference shall be as follows:

- a. A session shall be legal and competent to transact business when at least three fifths (3/5) of the total number of delegates representing the worldwide church membership are present.
- b. In case political restrictions, natural disasters, or other justifiable causes, as determined by the Council, shall prevent any delegate(s) from attending the session, then the quorum shall apply only to those delegates that are able to attend the session, providing they represent no less than 51% of the worldwide membership.

Section 5: Organizing the Session

- a. A temporary chairman and a temporary secretary shall be elected by the delegation in session immediately following the presentation of reports by the officers and committees elected at the previous session. The outgoing President, Secretary, and Treasurer are not eligible for election as temporary chairman.
- b. The manner of their election shall be as follows: A list of names shall be presented from the floor. From the list of names presented, each delegate is to choose one name. The name with the highest number of votes (representing the majority of the delegates present) shall be designated as the chairman of the session. If none of the names has a majority of total votes, then another vote shall be taken regarding two of the names which received the highest number of votes in the first ballot. The same procedure shall be used for electing the temporary secretary.
- c. After the temporary chairman and temporary secretary have been elected, the former officers lay down their office. The temporary chairman and the temporary secretary shall organize and assist each temporary committee and continue with the work of the session until it is completed.
- d. The complete agenda is to be read to the delegation after the election of the temporary chairman and temporary secretary, but before the temporary committees begin their work.

Section 6: Manner of Electing Officers and Voting

- a. The election of officers of the General Conference shall be by secret ballot. Where there is more than one name presented for consideration and none of those names receive a majority

vote in the first round, the nomination with the least number of votes shall be removed from the list. Another vote(s) shall be taken until one name receives a clear majority.

- b. The voting on all other matters of business shall be by secret ballot or by the show of hands, as demanded by the majority vote of the delegates in session.

ARTICLE VII: Temporary Committees

Section 1: Temporary Committees During Session

At each regular session of the General Conference such Temporary Committees as may be found necessary shall be elected to consider such items of business as may be referred to them. The Temporary Committees shall be as follows:

- a. Nominating Committee
- b. Doctrinal
- c. Finance
- d. Bylaws
- e. Plans Committee
- f. Any other committee deemed necessary

Section 2: Nominating Committee

The Nominating Committee shall be composed of the following:

- a. The President of each Union
 - i. In the event that the Union President is unable to attend the Session, he shall be automatically replaced by the Union Vice President—provided such person is a minister.
 - ii. In the event the Vice President is not a minister or is unable to attend the Session, then the delegates from the Union may meet and select a minister from their number to be a member of the Nominating Committee.
- b. The current President of each Union Mission, such Union Mission being recognized and represented no later than the previous delegation session
 - i. In the event that the Union Mission President is unable to attend the Session, he shall be automatically replaced by the Union Mission Vice President—provided such person is a minister.
 - ii. In the event the Vice President is not a minister or is unable to attend the Session, then the delegates from the Union Mission may meet and select a minister from their number to be a member of the Nominating Committee.
- c. In the event that there is no Union within a Region then that Region shall meet to select one from their number who shall have been a president of a unit for at least one (1) term, and
- d. In the event that the above produces an even number of members then one shall be selected from the floor
- e. The outgoing President, Secretary and Treasurer as well as the Temporary Chairman and Temporary Secretary, are not eligible to be elected to the Nominating Committee.

Section 3: Organization and Work of the Nominating Committee

The Nominating Committee shall be organized and work as follows:

- a. The Nominating Committee shall be organized by the temporary chairman. After the Nominating Committee has been organized the temporary chairman shall withdraw.
- b. The Nominating Committee shall begin its work as soon as possible. It must take into consideration all the points of the agenda and recommendations of the other committee(s) which may affect its work.

Section 4: The Doctrinal Committee shall be composed of an odd number with the following provisions:

- a. All provisions listed below require the members of the Doctrinal Committee to be an ordained “minister or elder.”
- b. One (1) delegate from each Union Conference.

- c. One (1) delegate from each of those regions where there are Union Missions, State/Field Conferences, Mission Fields, and/or Missions attached directly to the General Conference. Delegates from Union Conferences in that region are not eligible for selection nor eligible to vote.
- d. One (1) delegate to be elected from the floor if necessary to make up the odd number.
(1) Preference be given to Region(s) where Union(s) have no representation.

ARTICLE VIII: Election

The following shall be elected at each regular session of the General Conference.

Section 1: General Conference Officers

- a. President
- b. Vice-President(s)
- c. Secretary
- d. Treasurer
- e. Regional Secretaries
- f. Departmental and Institutional Leader(s)/Director(s)
- g. Auditor(s).
- h. Any other as may be required.

Section 2: Council and Permanent Committees

- a. Council
- b. Executive Committee (Board of Trustees)
- c. Ministerial Committee
- d. Finance Committee
- e. Bylaws Committee
- f. Doctrinal Council & Doctrinal Committee
- g. Publications Approval Committee
- h. Any other as may be required.
- i. The Chairman of each committee shall be elected at the Session

ARTICLE IX: Officers and Their Duties

Section 1: Duties of the President

The duties and responsibilities of the President shall be as follows:

- a. The President shall preside at the General Conference session until the reports have been rendered and/or until the temporary chairman has been elected by the delegation.
- b. He shall act as Chairman of the Council and the Executive Committee and labor in the general interest of the work. He shall reside nearby the GC headquarters.

Section 2: Duties of the Vice President(s)

The duties of the Vice President(s) shall be as follows:

- a. The Vice President(s) shall assist the President in the general administrative work of the General Conference, and may represent him and the interests of the General Conference when so delegated.
- b. Further, they shall labor in the general interest of the work of the General Conference. The first Vice-President shall reside nearby the GC headquarters. The other Vice-President(s), as deemed necessary, shall be strategically placed in another part(s) of the world field.

Section 3: Duties of the Secretary

The duties of the Secretary shall be as follows:

- a. It shall be the duty of the Secretary to keep the minutes of the proceedings of the General Conference session until all the reports have been rendered, and/or a temporary secretary has been elected by the delegation.
- b. He shall keep minutes of the proceedings of the Council and the Executive Committee, and receive for the records the minutes and reports of all other committees and councils, and maintain correspondence with the worldwide field.

- c. The General Conference Secretary is also responsible for the care of all the legal documents, the archives, and he shall perform such other duties as usually pertain to such office. HE shall reside nearby the GC headquarters.

Section 4: Duties of the Treasurer

The duties of the Treasurer shall be as follows:

- a. It shall be the duty of the Treasurer to receive all funds of the General Conference and disburse them in accordance with the decisions of the General Conference in session, and the Council and the Executive Committee between sessions.
- b. He shall render such financial reports and statements as may be required. He shall reside nearby the GC headquarters.

Section 5: Duties of the Regional Secretaries

The duties of the regional Secretaries shall be as follows:

- a. The Regional Secretaries represent the interests of the General Conference in the Region assigned to them by the delegates in Session or the Council in between Sessions and the interests of the Region to the General Conference. They shall reside within the region they represent.
- b. It is their duty to administer the region assigned to them, and to render monthly reports to the General Conference office. The names of the Regional Secretary shall be proposed to the Nominating Committee by the delegates of the respective regions, meeting severally.
- c. The Regional Secretary shall focus his work on the territory and duty assigned to him unless otherwise required by the Executive Committee.

Section 6: Duties of the Departmental and Institutional Leader(s)/Director(s).

The duties of the Departmental and Institutional Leader(s)/Director(s) shall be as follows:

- a. Departmental and Institutional Directors shall be elected by the General Conference in session or by the Council between sessions to supervise the Department/Institution assigned to them. They shall work under the direction of the Council or the Executive Committee who shall appoint a representative Departmental/Institutional committee for each Department/Institution, if this has not been done during the session. The Director of the Department/Institution shall be the chairman of such committee.
- b. It shall be the duty of the Departmental or Institutional Director to administer the Department/Institution assigned to them during the General Conference session or by the Council between sessions. They shall render monthly reports to the General Conference office.

Section 7: Duties of the Auditor(s)

The duties of the Auditor(s) shall be as follows:

- a. The General Conference Auditor(s) shall audit or cause to be audited, as they see fit, the financial records of the General Conference, its Departments and Institutions. This audit shall be done at least annually a month before the Council meeting and the final audit shall include the most recent quarter before a delegation session.
- b. He shall render reports of his findings to the Executive Committee, the GC Council, and to the General Conference Session.
- c. The units of the General Conference shall provide their own auditor.
- d. The General Conference Treasurer may audit or cause to audit the finances of the Units of the General Conference as deemed necessary

ARTICLE X: Council and its Duties

Section 1: The Council and its Duties

- a. The General Conference Council shall consist of a minimum of thirteen (13) members composed of the Executive Committee, Regional Secretaries, Department Directors, and such others as may be elected at the GC Session, or by the Council between Sessions.

- b. The Council, between sessions of the General Conference, shall exercise general oversight and planning responsibility for the promotion of the spiritual and temporal interests of the worldwide work.
- c. In the event of any vacancy occurring by reason of death, resignation, and/or apostasy in the Council, or any other elective office, the Council shall have power to fill such vacancy for the un-expired term.

Section 2: The Executive Committee and its Duties

- a. The Executive Committee shall consist of a minimum of five (5) members which number shall include the President, Vice President(s), Secretary, Treasurer, and other member(s) as needed.
- b. It shall be the duty of the Executive Committee to execute the decisions adopted by the General Conference in session,, and by the Council in between sessions, and to work in the general interest of the worldwide work in a coordinating and directing capacity. Their role shall primarily be in an administrative capacity.

Section 3: The Ministerial Committee and its Duties

- a. The Ministerial Committee shall consist of a minimum of five (5) ministers which number shall include all the ministers who are members of the Executive Committee and other ministers elected in the Session as needed. The majority of this committee shall reside near the headquarters.
- b. It shall be the duty of the Ministerial Committee to address all matters presented to the General Conference office of a ministerial nature (ordination, ministerial issues, et cetera).

Section 4: The Finance/Business Committee and its Duties

- a. The Finance/Business Committee shall consist of at least three (3) persons with business and/or accounting experience to be elected during the General Conference session.
- b. It shall be the duty of the Finance/Business Committee to make recommendations to the Executive Committee, to the Council, and to the General Conference Departments/Institutions on all major financial and/or business matters referred to them between sessions.

Section 5: Bylaws Committee and its Duties

- a. The Bylaws Committee shall be composed of at least three (3) persons elected by the delegation in the General Conference session.
- b. It shall be the duty of the Bylaws Committee, in between sessions, to review and examine the Bylaws, and Working Policies of the General Conference and/or its Departments and Institutions to make sure that they harmonize with each other and to make recommendations for any changes or amendments of same at the next General Conference session.

Section 6: The Doctrinal Council and its Duties

- a. The Doctrinal Council shall consist of a minimum of thirteen (13) members, which shall include the President and such other qualified persons as may be elected during the session. Such persons shall be knowledgeable in doctrine and able to do research.
- b. It shall be the duty of the Doctrinal Council to consider all doctrinal questions between sessions and to bring their report and recommendations, first to the GC Council, and then at the next General Conference session.

The Doctrinal Council shall meet at least once between sessions.

Section 7: Doctrinal Working Committee and its Duties

- a. Five (5) persons from the Doctrinal Council shall be elected during the session to constitute the Doctrinal Working Committee.
- b. It shall be the duty of the Doctrinal Working Committee to consider, examine, and research all doctrinal matters referred to it by the members of the General Conference. This committee will then render a report of their findings and recommendations to the Doctrinal Council.

ARTICLE XI: Departments / Institutions

Section 1: General Conference Departments and Institutions

The Departments and/or Institutions of the General Conference may be, as follows:

- a. Missionary Department
- b. Sabbath School Department
- c. Publishing Department
- d. Colporteur Department
- e. Education Department
- f. Medical Missionary Department
- g. Youth Department
- h. Any other Department or Institution as may be required

ARTICLE XII: Term of Office and Transfer of Responsibility

The term of office and transfer of responsibilities of those elected at the general Conference session shall be as follows:

- a. Officers of the General Conference, members of the Executive Committee (Board of Directors), Ministerial Committee, the Council, Regional Secretaries, Departmental / Institutional Directors, the chairman of Permanent Committees, other persons holding General Conference credentials shall hold office from the time of their election until they have rendered their reports to the General Conference delegates in session and/or until their successors have been elected and appear and enter into their office.
- b. The new president and the Council shall meet immediately after the session and make all arrangements for the transfer of responsibilities to the new officers.
- c. The General Conference President may be elected consecutively to the same office for only two (2) terms. All other officers of the General Conference may be elected consecutively to the same office for only three (3) terms.

ARTICLE XIII: GC Revenue and Expenses

- a. The revenue of the General Conference shall be as provided for in the Bible, Spirit of Prophecy, and resolutions of the General Conference in session, and the General Conference Council between sessions.
- b. The expenses of the General Conference shall be the normal operating expenses, those approved by the Executive Committee and the GC Council. The expenses and revenue should always be kept in balance.

ARTICLE XIV: Articles of Incorporation and Bylaws

Section 1: Articles of Incorporation and Bylaws

- a. The voters of the General Conference shall adopt, amend, or repeal any Articles of Incorporation and Bylaws, at any session of the General Conference after having received due notice of such intention.
- b. Such Articles of Incorporation and Bylaws may only embrace provisions consistent with the Bible, Spirit of Prophecy, and the Principles of Faith.

Section 2: Amendments of Articles of Incorporation, Bylaws, and Working Policy

Any amendments to the Articles of Incorporation, Bylaws, and Working Policy may be amended by a two-thirds (2/3) vote of the voters present at any General Conference session.

Section 3: Amendments (when implemented)

Any amendments to the Articles of Incorporation, the Bylaws, or the Working Policy shall become effective only after the end of the session at which they are made, unless three-quarters (3/4) of the delegates seated at the session vote otherwise.

ARTICLE XV: GC Working Policy

- a. The purpose of the Working Policy of the General Conference is to define the procedure in implementing the Articles of Incorporation and Bylaws. The Working Policy must be consistent with the intent of the Articles of Incorporation and Bylaws.

- b. The Working Policy document shall only be officially adopted at such time as it is completed and harmonized with the Bylaws, and approved by the delegation session.

ARTICLE XVI: Voting on Major Issues

The required vote for approval or adoption of major issues and amendments shall be in accordance with the following:

All principal (major) motions dealing with Doctrine must be approved by a three-fourths (3/4) vote of the delegates representing the worldwide membership.

ARTICLE XVII: Dedication and Dissolution

Section 1: The property of this corporation is irrevocably dedicated to religious and charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any private person, or to the benefit of any director, officer, or member thereof. In the event of liquidation, dissolution, abandonment, or winding up of the corporation, its assets remaining after payment, or provision for payment of all debts and liabilities of this corporation, shall be distributed in keeping with the directions of any entity of the Seventh Day Adventist Reform Movement—but if they no longer exist, then they shall be transferred to a similar nonprofit corporation which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code, as the Board of Directors shall designate.

Section 2: No organization that now is or that later becomes a member of the General Conference, nor any person who is now a delegate or later becomes a delegate to any session of the General Conference, nor any officer or employee of the corporation shall be personally liable to any creditor of the General Conference for any liabilities and any and all creditors of the corporation shall look only to the assets of the General Conference for payment

ARTICLE XVIII: The General Conference

The General Conference shall govern its work in harmony with the Bible, Spirit of Prophecy, Principles of Faith, Articles of Incorporation, Bylaws, and the Working Policy as adopted by the voters of the General Conference in session.

These Bylaws as herein amended were proposed to the Twentieth (20th) quadrennial session of the Seventh Day Adventist Reform Movement General Conference held at Jeju, South Korea on the 4th day of October 2007, and accepted.

ARTICLE IV: THE GENERAL CONFERENCE DELEGATION SESSION

Section 1: Summoning a General Conference Session

1. Time and Place: The sessions shall be held at the time and place designated by the Delegation or the General Conference Council.
 - (a) The General Conference Session shall be summoned by the President and the Secretary.
 - (b) Notice for the regular session of the General Conference should be served in writing at least six (6) months before the date set that sufficient time will be provided for preparation.
 - (c) This notice shall be sent to each unit by registered or certified mail.
 - (d) The time and place of the Conference Session shall be specified in the notice.
2. Extraordinary Session: The Executive Committee may call for an extraordinary session as shall be deemed necessary.
 - (a) Such a session can be called only with the prior sanction of the majority of the members of the Council.
 - (b) The reasons for the calling of this extra session shall be clearly presented in writing by the General Conference Executive Committee to the members of the General Conference.
 - (c) This notice shall be sent to each unit by registered or certified mail at least four (4) months prior to the date set for the opening of such special session.
 - (d) All transactions at such special session shall have the same authority as those of a regular session.
3. Postponement: In case of special need, the Executive Committee may, with the approval of the Council, make such postponement of the session not to exceed one year, giving due notice of such postponement to all the members of the General Conference.

Section 2: Election of Delegates

1. Suitable Delegates

“God would have His people an understanding people. He has so arranged matters that chosen men shall go as delegates to our conferences. These men are to be tried and proved. They are to be trustworthy men. The choosing of delegates to attend our conferences is an important matter. These men are to lay the plans that shall be followed in the advancement of the work; and therefore they are to be men of understanding, able to reason from cause to effect.” 9T 262.

2. Representation

“Every member of the church has a voice in choosing officers of the church. The church chooses the officers of the state conferences. Delegates chosen by the state conferences choose the officers of the union conferences; and delegates chosen by the union conferences choose the officers of the General Conference. By this arrangement, every conference, every institution, every church, and every individual, either directly or through representatives, has a voice in the election of the men who bear the chief responsibilities in the General Conference.” 8T 237.

3. Delegates at Large

- (a) All officers of the General Conference are delegates at large. This includes all Council Members together with its Regional Secretaries and Departmental and Institutional Directors.
- (b) The Auditor as well as every permanent committee chairman.

4. Regular Delegates: Units Attached to the General Conference shall be represented in the following manner:

- (a) The President or any other member of the Executive Committee in descending order (see Bylaws Article VIII, Section 1 for guiding outline) of office of the Union Conference. Additional delegates, duly elected in session (any delegate shall be eligible), may be sent on the basis of one for every 250 church members, or major fraction thereof, as of December 31 of the year immediately preceding the session.
 - (b) The President/Leader or any other member of the Executive Committee in descending order of office of the State/Field Conference directly attached to the General Conference (see Bylaws Article VIII, Section 1 for guiding outline). Additional delegates, duly elected in session (any delegate shall be eligible), may be sent on the basis of one for each 250 church members or major fraction thereof, as of December 31 of the year immediately preceding the session.
 - (c) The President or any other member of the Executive Committee in descending order of office of a Union Mission (see Bylaws Article VIII, Section 1 for guiding outline). Additional delegates, duly elected in session (any delegate shall be eligible), may be sent on the basis of one (1) for every 500 church members or major fraction thereof as of December 31 of the year immediately preceding the session.”
 - (d) The Leader or any other member of the Executive Committee in descending order of office of a Mission directly attached to the General Conference having the minimum of 126 church members (see Bylaws see Article VIII, Section 1 for guiding outline). Additional delegates, duly elected in session (any delegate shall be eligible), may be sent on the basis of one (1) for every 500 church members or major fraction thereof as of December 31 of the year immediately preceding the session.”
 - (e) A properly organized self-supporting Mission Field with a minimum of 25 members attached directly to the General Conference may send their leader as a non-voting observer to the Session provided that they pay their own travel expenses.
5. Delegates at Large Holding Major Unit Office: Any person that may be a delegate from a unit by virtue of his office and shall be a delegate at large of the General Conference at the same time shall attend the delegation session as a delegate at large. Such unit may send another delegate in descending order of office (see Bylaws Article VIII, Section 1 for guiding outline) in his place.
6. Responsibilities of Travel Expenses: The responsibility for the traveling expenses of the delegates to and from General Conference sessions shall be as follows:
- (a) The General Conference shall be responsible for the wages and traveling expenses of its Council and Executive Committee members to the Delegation sessions.
 - (1) The General Conference shall be responsible for the wages and traveling expenses of the Auditor, Departmental Directors, and the chairman of any permanent committee between sessions.
 - (2) In the event any of the above shall also be an officer of a unit of the General Conference, the wages and traveling expenses shall be paid by the General Conference.
 - (b) Each unit shall be responsible for the traveling expenses of its delegates, to and from the session wherever it may be convened.
 - (c) New units which are unable to pay the traveling expenses of their delegates may apply to the Executive Committee for assistance limited to one delegate, when necessary.
 - (d) Any unit faced with heavy traveling expenses arising from the geographical location of the venue of the Delegation session involving unequally long distances may apply to the General Conference Executive Committee for assistance limited to one delegate, when necessary.

- (e) “Further delegates from the Unit shall be assisted, as necessary, when funds are available, or donations are received for that purpose. Such distribution to be equally apportioned amongst all Regions.”

Section 3: Delegation in Session and its Officers

1. Opening the Session: When the prospective delegates have assembled at the designated time and place, the President calls the meeting to order and conducts or causes to be conducted a meeting of prayer and devotion asking for the blessing and guidance of the Lord in all the business of the session.
2. Seating of the Delegates: The first business shall be the seating of the delegates. Any unit accepted by the Council between Sessions shall be automatically recognized as members of the General Conference by the delegation session. The Secretary shall give a brief description regarding such unit’s formation when their name is read as regular delegates in their appropriate sections.
 - (a) The secretary begins by calling all the delegates at large.
 - (1) They are to present their credentials to the secretary.
 - (2) This credential names them as a delegate at large and shall be signed by the Secretary of the General Conference.
 - (3) The total number of delegates at large shall always be less than the total number of regular delegates.
 - (b) The regular delegates are next seated:
 - (1) The secretary calls the names of the members of the General Conference that are organized as unions in alphabetical order and announces their official membership as reported for the last day of the period (December 31).
 - (2) Each delegate presents their credential with their name as a delegate for their field of labor.
 - (3) They are individually recognized and seated.
 - (c) The names of the remaining units under the direct jurisdiction of the General Conference are called and their delegates are seated following the same procedure as for unions.
 - (d) A session shall be legal and competent to transact business when at least three fifths (3/5) of the total number of delegates representing the worldwide church membership are present.
 - (1) In case political restrictions, natural disasters, or other justifiable causes, as determined by the Council, shall prevent any delegate(s) from attending the session, then the quorum shall apply only to those delegates that are able to attend the session, providing they represent no less than 51% of the worldwide membership.
 - (e) Non-Delegates
 - (1) The delegation may, at its discretion, vote whether an individual with specific expertise shall be necessary for the function and orderly process of the session.
 - (2) This person(s) shall not be a duly elected delegate but may sit in on the delegation.
 - (3) This person(s) must have first been approved by the Council/Executive Committee.
 - (4) The individual shall be a silent observer with no voting rights but may participate upon the request of the chairman and agreed upon by the session.
 - (5) They are bound by the same restrictions of confidentiality as regular delegates.
 - (6) The list below shows examples but it shall not be limited to such.

- a. Translators
 - b. Secretaries
 - c. Technicians
 - d. Former General Conference Executive Officers and retired ministers of experience. Such ministers who desire to attend in this capacity shall apply to the Council convening one year before the Session.
 - e. Mission Field observers as outlined in Article 4, Section 2, Part 4 (e).
- (7) Admission of Representative Delegates: The delegates already seated may now ratify any representative delegates and they may attend the session as follows:
- a. A representative delegate represents the work of a member of the General Conference in countries where governmental restrictions prevent their regular delegate(s) from attending the General Conference session.
 - b. A representative delegate may not be residing within the said country, but shall be elected/appointed by the delegation, council, or executive committee of that member of the General Conference and shall be familiar with their situation and truly able to represent the interests of their membership.
 - c. The maximum number of delegates under this provision shall be three (3) for any country under such restriction, in accordance with the provisions for that unit's representation.
 - d. Representative delegates shall be considered in the same category as regular delegates.
 - e. Each representative delegate shall be entitled to only one vote.

Section 4: Business of the Session

1. The official report of the previous session shall be introduced at this time.
 - (a) Since the report was already sent to all the units attached to the General Conference, that report may be discussed and approved without its actual reading.
 - (b) The Chairman shall then ask if there are any errors or omissions in the Official Report as published (any necessary corrections shall then be made) and then declares that the Official Report stands as published (or corrected).
 - (c) Any matter arising from the Report not to be covered in the reports to be presented or included in the already published agenda, may be placed on the agenda at this time.
2. All reports shall be conducted as described in Section 5 which is entitled *Reading of the Reports*.
3. The delegates shall next select the temporary officers of the session (temporary chairman and the temporary secretary).
 - (a) The qualifications of the temporary chairman and assistant shall be as follows:
 - (1) He shall have been a member of the Reform Movement for at least 20 years and shall be at least 40 years of age.
 - (2) He shall have been ordained a minister for at least 10 years.
 - (3) He shall have been a delegate at least twice at previous sessions of the General Conference.

- (4) Because English is the official language of the General Conference for the sake of ease in translation to other languages, the nominee shall be fluent in the use of the English language.
 - (5) The outgoing President, Secretary, and Treasurer shall not be eligible for election as temporary chairman.
 - (6) An assistant shall be elected in the same manner as the temporary chairman to act when the temporary chairman shall not be able to execute his duties.
 - (7) The assistant to the temporary chairman shall not be a resident from the same region.
 - (8) The same list for temporary chairman shall be used in selecting the assistant—removing any names that may be residents from the same region as the temporary chairman.
- (b) The qualifications of the temporary secretary shall be as follows:
- (1) Shall have been a member of the Reform Movement for at least 15 years.
 - (2) Since all the official documentation of the General Conference is in English, they shall be able to write English fluently and correctly.
 - (3) Knowledgeable computer use shall be a valuable necessity.
 - (4) Shall have knowledge of the work of the corporate Secretary
- (c) The manner of election shall be as follows:
- (1) The election of temporary officers shall be by secret ballot.
 - (2) A list of names shall be presented from the floor for the temporary chairman and for the temporary secretary.
 - (3) From the list of names presented, each delegate shall vote for one name.
 - (4) If none of those names receive a majority vote in the first round, the nomination with the least number of votes shall be removed from the list.
 - (5) Another vote(s) shall be taken until one name receives a clear majority.
- (d) When these officers are elected, the outgoing President welcomes and introduces the temporary chairman and secretary and may hand over to the new chairman any documents necessary to conduct the business of the Session.
- (e) The outgoing Secretary shall hand over all pertinent documents, including the current minutes of the session, to the temporary Secretary to continue their work.
4. Laying down of offices.
- (a) The General Conference President may thank the Lord for His sustaining grace and his co-workers for their faithful co-operation.
 - (b) The President invites all members of the Council forward and lays down his office.
 - (c) The outgoing President vacates the Chair and invites the temporary chairman and the new officers become responsible to conduct the business of the session.
5. The first action of business for the new temporary officers shall be to present a motion to record gratitude to God for His blessings during the past period with suitable Scriptures to be adopted.
6. The temporary committees are next elected as described in Article 4, Section 7: *Election of the Delegation Committees.*

- (a) The outgoing President, Secretary, as well as the Treasurer shall be available as needed to the various committees.
 - (b) Information may be requested along with an account of their responsibility with reports and documents.
 - (c) The chairman and the secretary of each committee must have a good command of the English language in order to facilitate the translation into other languages and to give appropriate reports to the delegation at large.
7. Ample time shall be provided to allow the committees to do their work.
8. Each delegate shall work in their committee and take up the matters appearing on the agenda.
9. The committees bring their reports in whole or in part as they are ready at the beginning of any session.
- (a) The work of the committees shall not be disturbed when they are dismissed for their labors until after a break.
 - (b) If a matter shall be brought to the delegation but shall be referred back to its committee for further discussion or clarification, the other committees shall return to their work without interruption until they return from their next break.
10. When any committee presents a report that demands a Resolution (with the exception of the Nominating Committee), the report shall immediately be tabled for a minimum of a two-hour interval before being voted upon unless $\frac{3}{4}$ vote demands immediate Resolution.
- (a) When the points are brought to the floor again, time shall be given for points to be presented for and/or against.
 - (b) Beginning with one who shall be in favor of the proposition, each side shall then be given the opportunity to present their case alternately.
 - (c) The chairman by virtue of his office has the responsibility to resear repetitive speaker(s).
 - (d) At the conclusion of their presentations, the Chairman may bring the proposition to a Resolution unless he ascertains the delegates may not be ready to vote. In such case, a vote shall be taken by the delegates to determine whether to bring the point to a vote or to continue the discussion following the same procedure listed above.
11. Closing the Session: When the delegation has completed its business or the allotted time for the session has elapsed, the temporary chairman asks the President elect to conduct the closing address and the session shall then be adjourned.

Section 5: Considerations when Taking Part in a Delegation

The General Conference Secretary shall, together with the call to the Session, include a letter outlining the personal preparation each delegate needs to make, based on *Testimonies for the Church*, vol. 7, pp. 256-259.

1. Diet: Points for evaluation shall be found in *Testimonies for the Church*, vol. 7, pp. 256-259.
2. Personal Preparation.
3. Voting:
 - (a) Voting a member on to any Committee should always be according to a persons suitability.
 - (b) Considerations should be a person's spirituality, consecration, capability and experience with the work of God at heart.

Section 6: Reading of the Reports and Agenda

1. Submission of Reports

- (a) Reports of the General Conference officers, Regional Secretaries, and Departmental/ Institutional Directors shall be submitted no later than January 31st of the year in which the General Conference Session shall be held.
- (b) It shall be imperative that all reports be in by January 31st of the year in which the General Conference session shall be held. If for some reason other than natural disaster, political strife or duress beyond the control of the individual the reports are not in to the secretary of the General Conference at the appointed time, these reports shall not be included in the session and the individual responsible for submitting the report shall not be eligible for reelection.
- (c) The reports shall pertain to the office and shall be a concise summary of the annual reports presented to the Council.
- (d) The orderly processing of these reports will give honor to God and will give flow, harmony and unity to the session. This will create fertile ground in which the Spirit of God may permeate all the processes in all the committees of the session.

2. Session Agenda

- (a) The complete agenda (which includes the order of the session, timetable, rendering of reports, election of committees, et cetera), plus all recommendations (from the General Conference, permanent committees, and all members of the General Conference), must be sent to all members of the General Conference no later than four (4) months prior to the holding of any session.
 - (b) All Units of the General Conference are responsible to translate if necessary and give these reports, agenda and recommendations to their delegate(s) by no later than two (2) months prior to the holding of any session.
 - (3) Each delegate shall maintain the confidentiality of each item for the session.
3. Individual Delegate Responsibility: Each delegate should make themselves familiar with the agenda and all reports before the delegation session.
 4. Reading of Reports: The reports shall not be read at the session but they may be clarified before being voted upon to be received.
 - (a) If a person responsible for presenting a report would like to make a presentation that includes photographs or charts, such presentation shall be permissible for a period not to exceed fifteen (15) minutes.
 - (b) Discussion of points from the reports may be continued during the general business of the session.

Section 7: Election and Work of the Temporary Committees

1. Nominating Committee

- (a) Selection of the Nominating Committee

(1) The Nominating Committee shall be composed of the following:

- a. The President of each Union
 - i. In the event that the Union President is unable to attend the Session, he shall be automatically replaced by the Union Vice President—provided such person is a minister.
 - ii. In the event the Vice President is not a minister or is unable to attend the Session, then the delegates from the Union may meet and select a minister from their number to be a member of the Nominating Committee.

- b. The current President of each Union Mission, such Union Mission being recognized and represented no later than the previous delegation session.
 - i. In the event that the Union Mission President is unable to attend the Session, he shall be automatically replaced by the Union Mission Vice President—provided such person is a minister.
 - ii. In the event the Vice President is not a minister or is unable to attend the Session, then the delegates from the Union Mission may meet and select a minister from their number to be a member of the Nominating Committee.
 - c. In the event that there is no Union within a Region then that Region shall meet to select one from their number who shall have been a president of a unit for at least one (1) term, and
 - d. In the event that the above produces an even number of members then one shall be selected from the floor.
- (2) The outgoing President, Secretary and Treasurer as well as the Temporary Chairman and Temporary Secretary, are not eligible to be elected to the Nominating Committee.

(b) Chairman of the Nominating Committee

- (1) The temporary chairman of the Session organizes the Nominating Committee with its chairman and secretary. After the Nominating Committee has been organized, the temporary chairman shall withdraw.
- (2) The selection of the chairman shall be by secret ballot whereby each committee member proposes one name for chairman. Where there is more than one name presented for consideration and none of those names receive a majority vote in the first round, the three nominations receiving the highest vote shall be next considered. Another vote(s) shall be taken, removing the one with the least votes, until one name receives a clear majority (more than 50%).
- (3) The chairman works with the secretary directing the committee in its work. Names may be presented openly for discussion or through secret ballot. The qualifications of each person nominated shall be reviewed which includes their experience in the office considered, as well as spiritual qualifications for that responsibility. The Bible says: “Moreover thou shalt provide out of all the people able men, such as fear God, men of truth, hating covetousness; and place such over them, to be rulers...” Exodus 18:21.

(c) Secretary of the Nominating Committee

- (1) The selection of the secretary shall be by secret ballot in the same manner as for the chairman or by a show of hands, as demanded by the majority vote of the committee members. If it shall be by the show of hands, two or three names shall be presented for selection and vote shall be taken accordingly until one receives a clear majority.
- (2) The secretary needs to know how to use a computer for preparation of reports with all the decisions of the committee and needs to be able to read English proficiently for the presentation of such reports to the Delegation as a whole.
- (3) The secretary takes note of all the decisions of this committee listing the names of those who make the motion and those who provide support (second the motion).

(d) The Nominating Committee must take into consideration all the points of the agenda and recommendations of the other committee(s) which may affect its work.

(e) The Nominating Committee analyzes the entire spiritual and administrative work of the General Conference and make recommendations in that regard.

(f) Nomination of Officers

- (1) Before considering names for new officers, the committee shall first evaluate the efficiency and effectiveness of the previous administration including regions and Departments.
 - a. Negative reports regarding an officer of the previous administration disqualifying one for an office shall not be accepted without at least two or three witnesses in the presence of the accused. John 7:50-51; 1 Tim 5:19; DA 698-699. They shall examine the accusations to see if the evidence merits disqualification and have followed the gospel order outlined in Matthew 18.
 - b. Negative reports regarding a candidate disqualifying one for an office shall not be accepted without at least two or three witnesses in the presence of the accused if present. They shall examine the accusations to see if the evidence merits disqualification and have followed the gospel order outlined in Matthew 18.
- (2) When a member of the Nominating Committee shall be considered as a nominee for a particular office, they should be requested to leave the meeting while their suitability for the office is the subject matter of discussion. If they are not nominated, then the chairman shall give a summary of reasons why so that improvement may be made in order to be qualified in the future.
- (3) Permission shall be obtained from all nominees before their name shall be presented to the delegation for vote.
- (4) Only issues relevant to the qualifications of the office as listed in the Working Policy shall be addressed.
- (5) The Nominating Committee then proceeds in the nomination of officers in the order listed below.
- (6) Executive Officers—President, Vice President(s), Secretary, and Treasurer
 - a. Each responsibility shall be considered one at a time evaluating a person's spirituality, consecration, capability for the office and experience in the specific work for which he shall be nominated.
 - b. Each position must have at least three qualified names presented to the delegation for consideration.
 - c. Upon election of the new president, he shall be invited to sit with the committee in an advisory capacity (without rights to vote) in the selection of his co-laborers and advisers. If a member of the Nominating Committee shall be elected President for the next term, such member may be replaced in the Nominating Committee by the union or region to which he is a member.

The president of the General Conference should have the privilege of deciding who shall stand by his side as counselors. Those who will keep the way of the Lord, who will preserve clear, sharp discernment by cultivating home religion, are safe counselors. It was his privilege at least to express his preference as to the men who should be his counsellors. TM 342.
 - d. In the selection of the names of the Secretary, the Nominating Committee shall consider the English writing ability of the candidate together with computer literacy.
 - e. In the selection of the names of the Treasurer, the Nominating Committee shall consider the accounting ability of the candidate together with computer literacy. All names nominated for Treasurer shall be presented to the Temporary Finance Committee for approval prior to presenting such names to the Session as a whole for vote.
- (7) Regional Secretaries

- a. After the executive offices are filled, delegates of each Region separate to nominate their Regional Secretary.
- b. The first Region to be assisted shall be that of the temporary chairman. The assistant to the temporary chairman shall chair the nominating process for the Regional Secretary in such region.
- c. The next Region to be assisted shall be that of the assistant to the temporary chairman. The temporary chairman shall chair the nominating process for the Regional Secretary in such region.
- d. The remaining regions shall be divided between the temporary chairman and his assistant—the assistant chairing the nominating process in the smaller Regions following the procedure listed below. If the Temporary Secretary is also a minister, he may be invited to chair some of the smaller regions or regions with languages he is familiar.
- e. The temporary chairman shall read the qualifications for the Regional Secretary as outlined in Article VI, Section 9.
- f. Each delegate in the Region shall nominate one name by secret ballot.
- g. Each name shall be considered by the delegates evaluating the qualifications outlined in Article VI, Section 9.
- h. Only such names shall be voted upon that fulfill the listed qualifications. If a proposed name does not qualify, the temporary chairman must give the specific reason for disqualification so that the minister may prepare himself for such office in the future.
- i. In smaller Regions only one name may be considered while in larger ones a maximum of five names may be presented for vote by the Regional delegates. All such voting shall be by secret ballot continuing the process until only one name receives a clear majority vote (51% minimum).
- j. The nominee shall be presented to the delegation for vote.
- k. In the unlikely event of an objection to any nominee by the Nominating Committee, the matter shall be referred back and considered by the delegates of the Region concerned whose decision shall be deemed final.
- l. Where an assistant Regional Secretary shall be deemed necessary, such assistant shall not be from the same country as the Regional Secretary unless due to secular, political or religious factors.

(8) Departmental and Institutional Directors

- a. Departmental/Institutional Directors shall not to be combined automatically.
Institutional
- b. After each Department/Institution shall be considered, those candidates with abilities in more than one area may have their names presented for a maximum of two responsibilities.
- c. A minimum two names shall be presented for each Department to the entire delegation. If only one name shall be desired, permission must be granted by the session.

(9) Permanent Committees: The following are the standard Committees that need to be chosen.

- a. The Doctrinal Permanent Committee shall be composed of five ministers who do not necessarily need to be residents of the same Region.

- b. The Doctrinal Council shall be composed of an odd number with no more than nineteen members including the Doctrinal Working Committee. The President of the General Conference shall be the Chairman of this Council. The Doctrinal Council shall be composed of able ministers with at least one represented from each Region.
- c. The Bylaws Committee shall be composed of 3-5 members for the purpose of evaluating all the questions regarding the nature of our system of organization and proposing any changes to such. All Bylaws Committee members shall be residence of the same Region.
- d. The Finance Committee shall be composed of three individuals who have abilities in successful business and who are totally separate from the administration of the General Conference. The names for the Finance Committee between sessions must first be approved by the Temporary Finance Committee. All Finance Committee members shall be residence of the North American Region.
- e. The Publications Approval Committee shall be composed of five members.
- f. Other committees may be formed as deemed necessary.
- g. Not only are the members of these committees nominated but also the chairman of each working committee shall be selected.
- h. The Nominating Committee shall nominate the chairman and each committee as a whole to be presented to the Delegation for approval.

(10) Executive Committee, Ministerial Committee, and Council

- a. All Executive Officers are automatically members of the Executive Committee.
- b. All ministers in the Executive Committee shall be automatically members of the Ministerial Committee.
- c. Once all these responsibilities are filled, then the Nominating Committee shall nominate the remaining Executive Committee and Ministerial Committee members and considers any others that may be needed for the Council.
- d. All Executive and Ministerial Committee members together with the Departmental and Institutional Directors are automatically members of the Council.
- e. The names for the Executive Committee, Ministerial Committee, and the Council who are not automatic members are to be considered only after all the Regional Secretaries and Departmental Directors are elected.

(11) All questions, suggestions or objections regarding the nominees from the delegation session are referred back to be considered by the Nominating Committee.

- a. The list may be referred back a maximum of two times with any number of delegates desiring to speak to the Nominating Committee. It can be referred back the third time only if requested by a minimum of ten percent of the delegates present.
- b. Each delegate, speaking on his own behalf, can have a word with this committee.
- c. Once a name has been voted upon by the delegation, the Nominating Committee shall not entertain any more comments or objections regarding that individual.
- d. Since this committee has such an important role with respect to the election of officers for the next term, special consideration shall be made when selecting the

members of the Nominating Committee to make sure that they are qualified to make appropriate character evaluations for a particular office.

2. Temporary Doctrinal Committee

- (a) The Temporary Doctrinal Committee shall be composed of the following:
- (1) One (1) delegate from each union conference.
 - (2) One (1) delegate from each of those regions where there are union missions, state/field conferences, mission fields, and/or missions attached directly to the General Conference. Delegates from union conferences in that region shall not be eligible for selection nor shall they be eligible to vote.
 - (3) One (1) delegate shall be elected from the floor if necessary to make up the odd number. Preference shall be given to Region(s) where union(s) have no representation.
 - (4) Any member of the Doctrinal Committee from the previous term who is not selected to this committee or any other temporary committee should attend the Temporary Doctrinal Committee as an advisor.
 - (5) All temporary doctrinal committee members shall have been an ordained minister or elder.
- (b) The chairman and the secretary are selected in the same manner as in the Nominating Committee.
- (c) The Temporary Doctrinal Committee shall analyze all recommendations received from the Doctrinal Council through the General Conference Council.
- (1) The items of the Agenda previously selected will be analyzed by the committee and specific resolutions are to be presented to the delegation for approval.
 - (2) The main purpose of this committee shall be to make sure that all points of doctrine taught in our midst are based solidly on the Bible and Spirit of Prophecy and that all winds of doctrine blowing among us should be identified and opposed.
 - (3) Furthermore, to preach and to keep uniformity in matter of teaching our doctrines and educating clearly how to put it into practice.
 - (4) All points to be presented to the session need only a simply majority vote from this Committee although it takes $\frac{3}{4}$ vote to be approved by the Session.
 - (5) The merits of any doctrinal issue that was presented to the Council after the deadline shall be placed on the Evaluation List of doctrines. This list shall be considered only after the recommended list from the Council has been completed with recommended resolutions. The deliberation of the Evaluation List shall merely be made for the purpose of considering whether to recommend the matter to the incoming Doctrinal Committee or to dismiss the issue altogether.

“There are a thousand temptations in disguise prepared for those who have the light of truth; and the only safety for any of us is in receiving no new doctrine, no new interpretation of the Scriptures, without first submitting it to brethren of experience. Lay it before them in a humble, teachable spirit, with earnest prayer; and if they see no light in it, yield to their judgment; for ‘in the multitude of counselors there is safety.’” 5T 293:1.

3. Temporary Finance Committee

- (a) Temporary Finance Committee selection.
- (1) The Temporary Finance Committee shall be composed of those delegates with qualifications in accounting or business management.

- (2) The committee shall be formed of an odd number, up to seven, as defined by the floor.
 - (3) Suggested names are to be given at the floor of the delegation and if more names are suggested than needed, election will be by secret ballot with each delegate listing the number of names necessary. Those receiving the majority of vote are members of this committee.
 - (4) If insufficient number are thus elected, the same procedure shall be followed each time removing the one with the lowest number of votes.
 - (5) Members of the outgoing Council, Institutional Directors, the Auditor, or the Finance Committee are not eligible to be on the Temporary Finance Committee.
- (b) Selection of the Chairman and Secretary shall be made in a similar manner as for the secretary of the Nominating Committee.
- (1) Their responsibilities are to both lead the committee and to present their reports to the delegation or to the other committees that may be needing their assistance.
- (c) The first responsibility of the Temporary Finance Committee shall be to clear the outgoing officers. This shall be done in the following manner:
- (1) Examine the Treasurer's report.
 - a. Examine and Analyze the detailed Income Statement and Balance Sheet. The Treasurer must present this report in a comparison format which includes one year prior to his term of office and up to the latest quarter.
 - b. Evaluate the total income and expenses for the complete period. The income should be higher than the expenses during the period examined.
 - c. Examine the amount held in reserve. The normal reserve for general operations shall be between three to six months in liquid assets.
 - (2) Examine the Auditor's report.
 - a. It should ascertain that the auditing shall have been satisfactory and sufficient to eliminate cause for any doubt concerning the technical accuracy of and full disclosure in the financial records.
 - (3) Compare both the treasurer's and auditor's reports for matching results.
 - (4) Report to the delegation their findings.
 - (5) The Nominating Committee shall not present any reports until this partial report of the Temporary Finance Committee shall have been completed and accepted.
- (d) Other Duties.
- (1) Further examination of the financial reports.
 - a. After clearing the previous administration, a total study must be done regarding each of the different items of the financial reports.
 - b. Liquidity: Special attention must be given to the liquidity of the assets.
 - c. Accounts Receivable and Accounts Payable.
 - d. Examine the Accounts Payable for specific plans to eliminate debt.
 - e. Examine the Accounts Receivable with solid suggestions on how to actually collect this amount and what to do about seemingly un-collectable amounts.
 - (2) Points arising in the agenda.

- a. Study and analyze the different agenda points referred to the committee for resolution.
- (e) The committee shall prepare and present reports of all their financial analysis, findings and resolutions to the delegation at large.
 - (1) Some points have relations with other committees and these need to be given to them in writing as soon as a resolution shall be made in order to expedite the process. A point that effects another committee may not be presented to the delegation until it has been heard by such committee.
 - (2) The reports do not need to be delayed till all shall be completed. If there shall be decision made one day, a partial report shall be prepared for the next general business session of the delegation.

4. Temporary Bylaws Committee

(a) Composition of the Committee.

- (1) The delegation shall choose 5 or 7 delegates, preferably among those that have a broad knowledge of church administration and have a command of the English language.
- (2) One of the Temporary Bylaws Committee members shall have been a member of the outgoing Permanent Bylaws Committee or a previous Permanent Bylaws Committee (unless none are available).
- (3) Among its members are to be at least three delegates who have experience on the General Conference level of church administration (been Council members).
- (4) Suggested names are to be given at the floor of the delegation and if more names are suggested than needed, election will be by secret ballot with the same policy as for all other general elections.

(b) Directors of the Committee.

- (1) The selection of the Chairman and the secretary of this Temporary Bylaws Committee shall be in the same format as for the secretary of the Nominating Committee as listed above with only one or two names presented for each responsibility.

(c) Agenda

- (1) This committee shall receive from the Chairman of the Session all the work accomplished during the preceding term.
- (2) All the points for the committee are to have been approved or recommended by the General Conference Council.

(d) Duties of the Committee:

- (1) Discuss and analyze the material prepared, improve what shall be necessary and make resolutions to be voted upon by the delegation at large.
- (2) Listen to the suggestions presented by the delegates to improve the bylaws and working policies of the General Conference and units under its jurisdiction, and to refine the ideas presented.
- (3) Discuss and recommend the new suggestions, if viable, to be adopted.
- (4) Present any Resolutions agreed upon to the Session.
- (5) Make recommendations regarding issues that need further evaluation for the incoming Working Bylaws Committee.

- (6) Discuss with units that may be directly affected by a resolution to understand their need and to facilitate passage.
 - (e) Effected Changes.
 - (1) All points are decided upon by a 2/3 majority.
 - (2) Any change in the Articles, Bylaws or Working Policies shall not become effective until after the session at which they shall be made unless by a ¾ majority vote expressing that specific desire for immediate implementation.
5. Other Temporary Committees as deemed necessary
- (a) Most other committees that may be formed would be smaller in nature. They may follow a similar plan to one of the smaller committees as listed above.
 - (b) Their responsibility shall be determined by the Council that shall be held immediately prior to the session.
 - (c) At times, a special committee may be deemed necessary by the Delegation in Session. In such a case, the Delegation will give that committee its responsibility.
6. Temporary Plans Committee
- (a) This committee shall be composed of the remaining delegates not selected to any other committee.
 - (b) Directors of the Committee.
 - (1) The selection of the chairman and the secretary of this Plans Committee shall be in the same format as for the secretary of the Nominating Committee [Article 4, Section 7, Part 1(c)(1)].
 - (2) The agenda points may be divided and subcommittees formed to facilitate the progress of the agenda. Language groups may be taken into consideration when forming such committees.
 - (c) Agenda
 - (1) This committee shall receive from the Chairman of the Session all the points that have been approved by the Council for the Plans Committee or that have been approved by the delegation and passed to them.
 - (2) The Plans Committee may make additional plans but those coming from the previous Council and the Delegation at large are to take precedence.
 - (d) Duties of the Committee:
 - (1) Discuss and analyze each point making solid suggestions for feasibility.
 - (2) Discuss and recommend the suggestions, if viable, to be adopted with the exact wording of each Resolution.
 - (3) The plans made in this committee are to be realistic with regard to accomplishing such a plan and shall be applicable worldwide. Any plans for a specific locality, country, or Unit shall be transferred to the incoming Council for consideration.
 - (4) Those plans that involve finance are to be passed to the Temporary Finance Committee for approval before being presented to the floor of the delegation.
 - (5) If a proposal conflicts with the Bylaws or Working Policy, it shall be forwarded to the Bylaws Committee and that point be changed by the delegation before the plan being submitted to the floor of the Session.

Section 8: Officers Meeting with Delegates

1. After all committees have finished their work and the Session has deliberated and resolved all issues presented to them, the newly elected Director of each Department shall meet with delegates who have similar responsibilities in their local units. Regional Secretaries shall also take this opportunity to meet with all unit presidents in their region.
2. The temporary chairman shall coordinate such meetings to avoid overlapping as much as possible.

Section 9: Briefing of Newly Elected Personnel

1. First Council Meeting

- (a) After every session of the General Conference, a Council meeting shall be held to instruct the newly elected officers regarding their duties and role during the next administration.
- (b) The newly elected President shall call this meeting before any of the Council members and other officers return to their respective places of labor. The former executive officers shall attend this meeting.

2. Agenda Priority: In the agenda of this first meeting the decisions, recommendations and requests of the Session should have priority.

3. Plans

- (a) Plans for the execution and initiatives proposed by the session and for the continuation of the existing work or operation should be made by the Council so the goals and objectives proposed may be achieved.
- (b) The distribution of the work between the role of the Executive Committee and Council officers are to be coordinated and harmonized for the effectiveness of the work and economy of time and finance.
- (c) The date for the next Council meeting shall be scheduled before the meeting is adjourned.

4. A Council meeting shall be convened at least once per year.

5. If the finances of the General Conference shall not be in a satisfactory condition, then the yearly Council meeting shall particularly be needed to evaluate the situation.

Section 10: Transfer of Responsibilities to Newly Elected Officers

- (a) The Word of God informs us how Moses transferred his responsibilities. Deuteronomy 31:1-8, 22-26. Afterward the Lord confirmed the words that He inspired His retiring servant to say to his successor regarding his holy calling and solemn responsibility. Joshua 1:1-9.
- (b) Similar information is registered in the time of David. 1 Kings 2:1-14.
- (c) The evangelists Matthew, Mark, Luke, and John were also inspired to register the words of our Lord and how our Master transferred the glorious and holy responsibility to His disciples. Matthew 28:16-20; Mark 16:14-18; Luke 24:44-51. John's description is the most extensive starting with John 13:1 till John 17:26.
- (d) When the time came to transfer their responsibility, the apostles Paul, Peter and Jude also were moved by the Holy Spirit to encourage and commit the charge of holding the faith and a good conscience to their successors. 1 Timothy 2:17-19; Acts 20:17-28, 2 Peter 1:10-21; Jude 1:3, 20-25.
- (e) The assistance provided and the complete transfer of officers shall be no longer than four months in length from the time the newly elected officer begins work.
- (f) Care should be given so that the outgoing officers are not prematurely removed during this transition.

(g) Official Transfer

- (1) A special welcome and farewell meeting may be planned for all the workers and officers at the General Conference headquarters.
- (2) This occasion should be taken to thank the Lord for the past and a rededication to Him, seeking for His blessing and leading of the Holy Spirit in everything in the unknown future.
- (3) The former Officers will be always ready to help their successor having in view the glory of the Lord and the salvation of souls.

(h) Equipment

Any equipment, such as a computer, projector, printer, fax machine, that has been used by the officer outside of the official office and is older than two years may be kept by that officer. The new officer shall be provided other necessary equipment for his use.

1. President

- (a) Arriving at the Headquarters: When the newly elected President of the General Conference arrives at the headquarters, and shall be prepared to take the office, the former General Conference President shall introduce him to the General Conference officers and the staff that will be working with him.
- (b) Documentation: The documents, archives and all the current correspondence shall be given to the newly elected President with all the information pertinent for the continuation or follow-up of all pending or unfinished matters.

2. Secretary

- (a) Arriving at the Headquarters Upon arrival, ready to assume his responsibilities, the newly elected General Conference Secretary, will be introduced to his coworkers by the outgoing Secretary.
- (b) Documentation
 - (1) The outgoing Secretary shall introduce all the important documents of the General Conference including but not limited to the seal, archives, historical minutes and the present correspondence files.
 - (2) The outgoing Secretary shall give all the pertinent information and instruction for the continuation of all the unfinished matters or business.
 - (3) Continuous assistance should be offered by the outgoing Secretary for any need, help or information necessary for approximately two months, or as deemed necessary.

3. Treasurer

(1) Arriving at the Headquarters

- (1) When the newly elected Treasurer of the General Conference appears at the office of the outgoing Treasurer prepared to assume his office, the former Treasurer will introduce him to the coworkers or helpers and show him how the work of the Treasurer was conducted.
- (2) He shall offer the information and suggestions for the best function of the treasury.

(b) Documentation

- (1) All the treasury books, files, bank accounts and its books and all correspondence, as well as all treasury archives and inventory, shall be turned over to the newly elected Treasure.

- (2) The General Conference's delegation decisions with regards to the Finance Committee's recommendations and guidelines, and all the knowledge acquired while in office should be made known to the newly elected Treasurer.

4. Regional Secretaries

(a) Transfer of Information

- (1) Since the Regional Secretaries are not necessarily at the headquarters, their center of operation are in the country of their residence.
- (2) If the newly elected Regional Secretary also resides in the same country as the previous, the transfer arrangements can be easily planned. If the newly elected Minister lives in some other country of the region, it would be advisable to plan some transfer procedure right at the session in a special meeting.
- (3) All information about the needs of the unions, fields, missions, and institutions of the Region with its files, reports and correspondence and the documents of registration in process, or properties acquired by any of the units in the Region which may be in his office should be transferred to the newly elected Regional Secretary.

(b) Travel

- (1) The transfer should include several trips in the Region to introduce the successor to the manner of labor and give some training especially in organizing a delegation session if such Regional Secretary has not conducted one alone.
- (2) The information about each unit together with the experiences made shall be shared with the new officer.
- (3) In some regions, this aspect of the transfer may take a little longer than the initial four months under the direction of the Executive Committee.

5. Departmental Directors

- (a) The transfer of those Departmental Directors that are abroad or far away from the headquarters of the General Conference may follow the steps suggested for the transfer of the responsibilities of the Regional Secretaries in Article 4, Section 10, Part 4.

(b) Transfer of Information

- (1) Upon assuming his responsibilities, the newly elected Departmental Director, will be introduced to his coworkers by the outgoing Director.
- (2) He shall introduce all the important documents for his Department including but not limited to any minutes of the Department and the present correspondence files.
- (3) He shall give all the pertinent information and instruction for the continuation of all the unfinished matters or business.

- (c) Continuous assistance should be offered for any need, help or information necessary.

ARTICLE V: ADMINISTRATION OF THE GENERAL CONFERENCE

Section 1: Purpose

The Administration of the General Conference is designed to promote the unity, cooperation and advancement between all its units in accomplishing the work committed by our Lord to the Seventh Day Adventist Reform Movement.

1. The voice of God's church on earth is the delegation session when a quorum of delegates meet in organized capacity. This meeting is properly called the General Conference and the decisions of this representative body should be respected.

"I have often been instructed by the Lord that no man's judgment should be surrendered to the judgment of any other one man. Never should the mind of one man or the minds of a few men be regarded as sufficient in wisdom and power to control the work and to say what plans shall be followed. But when, in a General Conference, the judgment of the brethren assembled from all parts of the field is exercised, private independence and private judgment must not be stubbornly maintained, but surrendered. Never should a laborer regard as a virtue the persistent maintenance of his position of independence, contrary to the decision of the general body.

"At times, when a small group of men entrusted with the general management of the work have, in the name of the General Conference, sought to carry out unwise plans and to restrict God's work, I have said that I could no longer regard the voice of the General Conference, represented by these few men, as the voice of God. But this is not saying that the decisions of a General Conference composed of an assembly of duly appointed, representative men from all parts of the field should not be respected. God has ordained that the representatives of His church from all parts of the earth, when assembled in a General Conference, shall have authority. The error that some are in danger of committing is in giving to the mind and judgment of one man, or of a small group of men, the full measure of authority and influence that God has vested in His church in the judgment and voice of the General Conference assembled to plan for the prosperity and advancement of His work." 9T 260-261.

2. The organizational needs between the session are carried out by the officers of the General Conference elected at the session. The brethren elected bear the chief responsibilities in the General Conference.

"Every member of the church has a voice in choosing officers of the church. The church chooses the officers of the state conferences. Delegates chosen by the state conferences choose the officers of the union conferences, and delegates chosen by the union conferences choose the officers of the General Conference. By this arrangement every conference, every institution, every church, and every individual, either directly or through representatives, has a voice in the election of the men who bear the chief responsibilities in the General Conference." 8T 236-237.

3. The General Conference Administration shall be composed of officers of which the following list is the minimum required:
 - a. President
 - b. Vice-President(s)
 - c. Secretary
 - d. Treasurer
 - e. Executive Committee
 - f. Ministerial Committee
 - g. Council
 - h. Doctrinal Committee
 - i. Bylaws Committee
 - j. Finance Committee
 - k. Publications Approval Committee

- l. Doctrinal Council
- m. Auditor
- n. Directors of the General Conference

4. Terms of Office

- a. Officers of the General Conference, who are delegates at large by virtue of their responsibilities, shall not serve more than three consecutive terms in the same office.
- b. The President of the General Conference shall not serve in such capacity more than two consecutive terms.

Section 2: President

1. **Qualifications:** The President, under all circumstances, shall be an experienced ordained minister. Some of the qualifications that need to be examined before presenting a nominee for President are listed below:

- a. He shall have been a member of the Seventh Day Adventist Reform Movement for at least 20 years and shall be at least 40 years of age.
- b. He shall have been ordained a minister for at least 10 years.

“The Lord has been pleased to present before me many things in regard to the calling and labor of our ministers, especially those who have been appointed as presidents of conferences. Great care should be exercised in the selection of men for these positions of trust. There should be earnest prayer for divine enlightenment.

“Those who are thus appointed as overseers of the flock should be men of good repute; men who give evidence that they have not only a knowledge of the Scriptures, but an experience in faith, in patience, that in meekness they may instruct those who oppose the truth. They should be men of thorough integrity, not novices, but intelligent students of the Word, able to teach others also, bringing from the treasure-house things new and old; men who in character, in words, in deportment, will be an honor to the cause of Christ, teaching the truth, living the truth, growing up to the full stature in Christ Jesus. This means the development and strengthening of every faculty by exercise, that the workers may become qualified to bear larger responsibilities as the work increases. GW 413.

- c. He shall be faithful to the agreed upon teachings of the church. Evaluation shall be made regarding his ability to teach the more difficult points of our doctrine and be able to defend them to others.
- d. He shall have served as President of a unit of the General Conference or of a Field Conference attached to a Union for at least four full terms or have served in the capacity of regional secretary or vice-president (still a total of four terms in any of the above).
- e. Since some of the President’s work involves administration and finance, he should be familiar with the principles of accounting.

“All who expect to engage in the work of the Lord should learn how to keep accounts. In the world there are many who have made a failure of business and are looked upon as dishonest, who are true at heart, but who have failed to succeed because they did not know how to keep accounts.” CT 218.

- f. Because the President will travel throughout the world and because it is much easier to find translators from English to most other languages, it is preferred that he be able to speak English. For those considered for the office of President who do not speak English their capacity to learn the language should be considered, to ensure the efficiency of the work.

Responsibilities of the President

2. He supervises and works closely with all officers including the department directors, the chairman of each committee, and any office workers that may be part of the staff at the headquarters. He is not only the leader but also the educator of all the workers connected with

the administration. To maintain the close fellowship necessary in the work, the President may:

- a. Hold a staff meeting of all employees at the headquarters at least once per month.
 - b. Call each Regional Secretary at least once per month.
 - c. Call each department leader and the chairman of each committee between sessions not living at the headquarters at least once per quarter.
3. **The general supervision** of the work throughout the world shall be the main task of the President of the General Conference. This work is a general oversight not making the actual decisions for each unit.

“Let the president of the General Conference educate the presidents of state conferences to take care of their portion of the moral vineyard where they are situated wisely, without laying their burdens upon him. Lead these men who have ability and talent to look to God, that they may be taught by Him. Teach them to go to the Fountainhead for instruction in righteousness. Search the Scriptures.” TM 329-330.

“If each president would feel the necessity of diligent improvement of his talents in devising ways and means for arousing ministers to work as they should, what a change would take place in every Conference.” PaM 104.

4. **General oversight includes** organizational, spiritual and evangelistic involvement.
- a. Organizational responsibilities include such matters as assisting in the organization of all units attached directly to the General Conference. He may also be present to assist in organizational matters with entities within those units. This is especially true when training unit presidents who have been newly elected to bear such responsibilities.
 - b. Spiritual responsibilities shall be the general shepherding of the flock of Christ on earth making sure that all areas of the Lord’s vineyard are provided for and devise means to increase the spirituality of the church as a whole. It shall be the President’s responsibility to protect the morality of the church by upholding its doctrines and standards.
 - c. The President shall also be responsible for planting the banner of truth in new territory on a worldwide level. When interests are developed in new countries or a great awakening in an existing country, it is his responsibility to make provision for its development and proper follow-up so that the work may be established on a solid basis.
5. **Working with Regional Secretaries:** Because the work of the Reform Movement has been steadily increasing since its inception, it is impossible for the President, even with one or more vice-presidents, to maintain the personal responsibilities needed in every unit.
- a. For this reason, the world field has been divided into Regions with a Regional Secretary who shall act as a vice-president for each specific region.
 - b. The Regional Secretary should handle all the normal operation in organization and evangelism within his region (see Article VI) while the work of the President and the vice-president(s) has been reserved for weightier matters and for those issues that the Regional Secretaries have insufficient experience to meet. Since the work of the President is of general supervision, the details of the organizational, spiritual, and evangelistic responsibilities are listed in the section for Regional Secretaries.

“The time and strength of those who in the providence of God have been placed in leading positions of responsibility in the church, should be spent in dealing with the weightier matters demanding special wisdom and largeness of heart. It is not in the order of God that such men should be appealed to for the adjustment of minor matters that others are well qualified to handle.” AA 93.
 - c. The President should communicate with each Regional Secretary at least once per month to discuss the work in their area of labor. By this means, he, together with the Executive Committee, can evaluate the organizational needs of each Region on a monthly basis and

prioritize his visitation schedule. Spiritual needs shall be planned together with the Ministerial Committee.

- d. Once a year he, together with the Executive Committee, should meet with all the Regional Secretaries to give them specific instruction to help them carry out their work more proficiently and to hear suggestions from them that will make their office work smoothly, efficiently and with greater success. This meeting could be held just before a regularly scheduled Council meeting.
 - e. The President may spend more time in training those newly elected to the responsibility by personally working with them in their region if required.
 - f. At least once each term he should meet together with all union presidents as well as with all officers of the General Conference. This should be near the end of the first year of the term in order to give direction to the work for the rest of the period. Another meeting may be held just prior to a delegation session in order to evaluate the goals set at the previous meeting. This meeting may be held just a few days prior to the regularly scheduled General Conference Delegation Session.
6. **Correspondence:** Receiving letters from leaders throughout the world is a normal part of the President's office.
- a. It should be customary in office work that every letter receives a prompt reply. Many difficulties and problems have arisen due to indifference and negligence on the part of responsible officers in this matter. Because of the importance of correspondence, secretary to the Presidency shall be employed specifically to assist the work of the President.
 - b. If a reply will take some time to formulate, or time is necessary to gather the needed information, at least an acknowledgement of receiving the letter needs to be sent. It is discouraging to those involved, when letters of importance are not answered punctually. Prompt replies promote mutual respect and fosters a feeling of cooperation.
 - c. Understanding and patience also needs to be encouraged among those writing letters as the President is often traveling. Upon his return, priority should be given to all his correspondence.
7. The President, with the Executive Committee, carries the full responsibility of the General Conference administration during the entire term of office.
8. He executes the resolutions of the Council and delegation session together with the Executive Committee. Some issues may be reserved for execution by the Ministerial Committee.
9. He is the chairman of all General Conference Executive and Ministerial Committees and Council meetings as well as the Doctrinal Council. Each meeting is to be opened with a prayer and a spiritual message. After the minutes of previous meetings are read by the secretary and adopted, the president, together with the secretary, signs the final copy of the official minutes to be kept on file in the minute book.
10. He is responsible to lead out in the organization of the general meetings at a General Conference Session. Together with the Executive Committee, he organizes a program for the conference and coordinates the preparatory work with local leadership. The detailed program and plan should be prepared at least one year in advance and presented to the Council for approval.
11. He, together with the treasurer, is to make sure that a faithful tithe is being brought into the treasury by all the units.

“Those who hold positions of trust in the church should not be negligent, but they should see that the members are faithful in performing this duty. . . . Let the elders and officers of the church follow the direction of the Sacred Word, and urge upon their members the necessity of faithfulness in the payment of pledges, tithes, and offerings.—RH., Dec. 17, 1889.” CS 106-107.

12. He shall provide a Yearly Plan to be published and provided to all units of the General Conference at least 30 days before the beginning of a new year. The purpose of such a plan is to provide specific goals to be reached by the denomination as a whole. This working plan shall be presented to the Council and after modification, shall be approved.
13. Aside from his regular monthly Activities and Expense Report, he shall make a written report once a year to the annual General Conference Council meeting. This report should avoid some of the statistics that will be included in the Secretaries Report. This report should be turned in to the Secretary no later than June 30th of each year.
14. A similar report combining all four years shall be made to the quadrennial General Conference Session and shall be turned in to the Secretary no later than March 15th of the year in which the session of the General Conference will be held.
15. Due to his great responsibilities, the President of the General Conference shall bear no responsibilities in any other entity, unit, or institution.

Section 3: Vice-President(s)

1. The Vice-President, under all circumstances, shall be an experienced ordained minister. The qualifications of the Vice-President are the same as that for the President.
2. Because of the increased responsibilities of the President's office, at least two Vice-President's shall be elected.
 - a. The first Vice-President shall reside near the General Conference headquarters and assist the President in the regular office responsibilities and travel as assigned. Due to his great responsibilities, the Vice-President of the General Conference shall bear no responsibilities in any other entity or institution; but may hold another office, other than Regional Secretary, at the General Conference.
 - b. The second Vice-President shall reside outside of North America and shall assist the President and travel as assigned.
 - (1) When both the President and the first Vice-President are required to travel for an extensive period of time from the headquarters, the second Vice-President may be asked to assist with the responsibilities at the headquarters.
 - (2) The second Vice-President may hold two other offices in his region. He is also eligible to be elected as Regional Secretary.
 - c. If a third Vice-President is deemed necessary, he shall reside in a different region than any of the other Vice-Presidents and shall assist the President and travel as assigned.
 - (1) Before a third Vice-President is elected, the composition of the Regions needs to be evaluated to see if the world field will be better served with an additional Region rather than another Vice-President.
 - (2) The third Vice-President may hold two other offices in his region. He is also eligible to be elected as Regional Secretary.
3. The Vice-President works in conjunction with the President. The President may deputize him in the general administrative work of the General Conference, or he may represent him and the interests of the General Conference when so authorized.
4. He cooperates in all the responsibilities of the President as directed by the President or the Executive Committee/Ministerial Committee/Council.
5. He assists wherever needed by the President and works with any Department when needed.
6. In the absence of the President from the General Conference headquarters, the Vice-President assumes full responsibility for the President's daily responsibilities at the headquarters.
7. If the President vacates his office for any reason, the Vice-President, in descending order, automatically becomes the President of the General Conference. When electing more than

one Vice-President, their order shall be designated as such.

8. In the event the President and the Vice-President(s) vacates their office for any reason, then the next executive officer in descending order calls the Council and chairs the meeting to elect new replacement officers.

Section 4: Secretary

1. **Qualification of the Secretary of the General Conference.** The Secretary of the General Conference shall, under all circumstances, be an experienced ordained minister.
 - a. He shall have been a member of the Reform Movement for at least 15 years.
 - b. Since the Secretary may be asked at times to assist the administration of the General Conference, he shall have been ordained a minister for at least 5 years.
 - c. He shall be faithful to the agreed upon teachings of the church.
 - d. He shall have served in the administration of a unit of the General Conference for at least two full terms.
 - e. His secretarial skills should be evaluated.
 - (1) Since all the official documentation of the General Conference is in English, he shall be able to write English fluently and correctly using proper grammar.
 - (2) Since the Secretarial Department is gathering statistics, his organizational skills should be evaluated as well as his knowledge of the work of the corporate Secretary.
 - (3) Knowledgeable computer use is a valuable requirement for this office.

The responsibilities of the Secretary are as follows:

2. He assists the President closely in the every day administration at the General Conference headquarters. In the absence of the President or the Vice-President from the office, the Secretary shall assume the leading role in the interim.
3. For the sake of administrative continuity at the headquarters, the Secretary shall limit his travels outside the office to no more than once every three months. Each absence shall normally be no longer than two weeks except during vacation leave.
4. He deals with any correspondence addressed to the General Conference or to be sent out by the office.
5. He is the official recorder of the minutes of all sessions (of the Executive Committee, Ministerial Committee, Council, and Delegation Session (until the temporary secretary is elected) and all meetings where minutes are deemed necessary.
 - a. He records the time, date, place of the meeting as well as all participants involved.
 - b. The main purpose of the minutes is to record decisions, not all the discussions preliminary to a resolution. Each resolution must give sufficient information that an individual who was not present will be able to understand the purpose of the resolution.
 - c. The minutes shall be neatly typed and kept in the official General Conference Minute Book. At the next sitting of the appropriate meeting (Executive Committee, Ministerial Committee, or Council etc.), the minutes are to be read. Once they are adopted, the Secretary signs the minutes together with the chairman of the meeting—normally the President.
 - d. At each such session, the minute book must always be brought to the meeting as questions may arise from the previous decisions and the minute book may need to be referred to. The minutes may be computerized and thus available at all times.

- e. The Secretary must be familiar with the minutes of the General Conference. When a new Secretary is elected, he must familiarize himself with all the recorded minutes for at least the past four years and the entire minute book of General Conference Sessions.
6. At the conclusion of each committee meeting, the Secretary sends a letter to each person involved as a result of the decision making process. For example, all matters relating to a particular worker are to be sent to them in written form immediately after the meeting.
7. Once the minutes are completed, a copy shall be sent to all the other executive officers of the General Conference—i.e. President, Vice-President(s), and Treasurer within two weeks. The minutes of the Council meeting shall be sent to each Council member within 30 days of the conclusion of the Council meeting.
8. He is the official recorder of events that take place in the world field. During the regular meetings of the Council, the Secretary prepares not only the minutes from the previous meeting, but also a separate Secretarial report. This report shall include current statistics as well as any major activities and events that need to be recorded. The following is a sample list. World-wide number of:
 - a. members
 - b. churches/groups
 - c. units (unions/union missions/fields/missions)
 - d. workers
 - e. ordained ministers/elders/deacons
 - f. buildings/properties owned
 - g. buildings rented
 - h. countries where we have at least one member not part of a unit.
9. Since the Secretary is in contact with the entire world field for this type of reporting, he is responsible for gathering pictorial news for each issue of the Reformation Herald.
 - a. On a yearly basis, he should write a one page newsletter for the Reformation Herald informing the public of statistical information as well as news of new areas where the message of Reformation has spread.
 - b. A weekly or monthly e-mail newsletter or online news content may be prepared to maintain contact with the membership.
10. The Secretary shall maintain a database of all unit statistics. The database shall be updated quarterly. The statistics are to include:
 - a. Date for the beginning of the unit.
 - b. Number of baptisms/fellowshipments/deaths/disfellowshipments
 - c. Number of transfers between units.
 - d. Current address, telephone/cell/fax number/website and/or e-mail address of each unit.
11. The Secretary's office is responsible for maintaining information on the General Conference web site. This site may contain but is not limited to the following:
 - a. General information about the Reform Movement.
 - b. Doctrinal Information: This should include a brief outline of our doctrinal beliefs along with more detailed articles regarding each doctrine. Some doctrinal books may be provided on line as well as audio or video files available for downloading.

- c. Listing of each officer of the General Conference with a short biography for each person along with personal and family photos and e-mail link. Officers working in restricted countries may choose to limit information placed on the web.
 - d. Each General Conference Department is to have a section explaining their work and any news from their area of labor.
 - e. Pictorial News organized by Region.
 - f. Statistical News organized by Region
 - g. Listing of coming events organized by Region
 - h. General financial status. This is a good place to provide a list of immediate needs as well as special appeal reports of mission projects. A more detailed explanation of each 1st Sabbath offering than is provided in the Sabbath Bible Lessons.
 - i. Pictorial report of past donations.
 - j. Provide for the purchase of literature on line.
 - k. Listing of all web sites affiliated with the Seventh Day Adventist Reform Movement. A disclaimer may be given here that these sites are not monitored by the General Conference therefore they are not responsible for their content.
12. The Secretary shall ensure that quarterly membership/statistical reports are received from each unit.
 13. The Secretary, with the Treasurer, shall ensure that all records and legal and insurance documents pertaining to the General Conference are in order and that copies of title deeds to properties owned by the General Conference are on hand.
 14. The Secretary, with the Treasurer, shall be the holder of all wills made by members to the General Conference who so request and keep them in a safe place. They also educate the units to teach their church members to have a legal will acceptable to the government where they live.
 15. All Credentials for workers are issued by the Secretary and given out at the direction of the Executive Committee or Council.
 16. The Secretary is the holder of the official General Conference seal to be used at the direction of the Executive Committee.
 17. The Secretary shall ensure that all required reports are on hand before a General Conference Council meeting and Delegation Session.
 18. He is also to issue the proper credentials to all the delegates prior to their arrival. These shall be appropriately signed by the secretary of each unit or in the case of delegates at large, by the Secretary himself.
 19. He is responsible for informing all officers for any scheduled meeting and informing the membership at large for the time, theme, and place of the general meetings at the General Conference Session.

Section 5: Treasurer

1. Qualification of the Treasurer of the General Conference:
 - a. Shall have been a member of the Reform Movement for at least 15 years.
 - b. May be an ordained minister.

“Why are not business matters placed in the hands of business men? The ministers have not been set apart to do this work. The finances of the cause are to be managed by men of ability; but ministers are set apart for another line of work. . . Ministers are not to be called hither and thither to attend board meetings for the purpose of deciding common business questions.” GW 425.

- c. Shall be faithful to the agreed teachings of the church.
- d. Shall have served as the treasurer, accountant or auditor of a unit of the General Conference, or a unit attached to a Union, for at least three full terms.
- e. Their treasury skills must be evaluated.
 - (1) They shall have a working knowledge of English in order to communicate with financial institutions, government authorities in the United States, and other official communication from the Treasury.
 - (2) Since all reports are in the double entry bookkeeping system, practical knowledge of such bookkeeping is mandatory.
 - (3) They are not just a bookkeeper. They are the chief financial officer of the General Conference. Therefore, they must be able to evaluate the reports, give guidance to the officers of the General Conference, and maintain a constant watch on the financial interests of the church.
 - (4) Knowledgeable computer use is a valuable requirement for this responsibility.
- f. The names for the Treasurer shall be cleared by the Temporary Finance Committee before being brought to the floor of the session for vote.

The **responsibilities** of the Treasury department are described in the sections below.

- 2. The Treasurer shall be responsible for all the funds and assets of the General Conference and reporting them as necessary.
- 3. Although the Treasurer bears the corporate responsibility for this office, working together with a bookkeeper or accountant and supervising their activities is appropriate.
- 4. The Treasurer shall receive monthly financial reports from all units attached to the General Conference, any monies from members not attached to any unit, and from anyone who so desires to give funds to the General Conference for use in the world field. All monies received are to be promptly receipted and deposited into an approved bank account.
- 5. Shall send quarterly balances of statements to each Unit and a copy to the Regional Secretary.
- 6. He shall maintain proper accounting records for all General Conference funds.
- 7. He shall prepare financial reports for presentation to the Executive Committee and Council. The report format should be the same as that prepared for the General Conference Delegation Session.
 - a. A written quarterly finance report shall be sent to each Executive Committee member for their evaluation.
 - b. A general report of the General Conference's income and expenses together with a general explanation of areas of need shall be published in the Reformation Herald as part of the Secretary's annual report.
 - c. Any specific questions arising from the members receiving the report should be addressed to the Regional Secretary or local General Conference officer.
- 8. Financial reports shall be prepared for the General Conference Delegation Session. (The fund accounting system described below is one that could take several years to implement. It is recommended to use this system in stages as the administration of the General Conference is able.)
 - a. These reports shall cover the previous six years before the Session and be updated to the last quarter before the Session.
 - b. The reporting format shall be as follows:
 - (1) Consolidated Balance Sheet for overall financial standing

- (2) Consolidated Income and Expense Statements for overall financial activities
 - (3) Individual Account Balance sheet for each separate Account.
 - (4) Individual Account Income and Expense Statement for each separate Account.
 - (5) A spreadsheet showing contributions of tithes and offerings of individual units.
- c. Separate accounts (fund) are opened at the direction of the Council
 - d. The minimum of separate ledger accounts are as follows:
 - (1) General Fund
 - (2) Tithe Fund
 - (3) 1st Sabbath Offerings Fund
 - (4) Trust Funds
 - (5) Add as necessary
9. They shall be responsible to prepare payroll, and to maintain payroll records (vacation leave, sick leave, et cetera). For this purpose, the General Conference may use a company to take full responsibility of all the payroll, payroll taxes, employee records, W-2 Forms, and direct deposit into employee bank accounts. If such company is used, the treasurer shall be responsible to make sure that company is accurate in its procedure and the total figures are properly integrated in the General Conference bookkeeping program.
 10. The Treasurer, together with the Secretary, shall make sure all properties owned by the General Conference are properly secured and the deeds are correctly recorded and filed.
 - a. Maintain the insurance papers for all properties so that they are amply covered.
 - b. Maintain the tax exemption status to take advantage to the fullest extent of the law both on properties, as well as on sales tax if applicable.
 - c. Also make sure that the properties are properly taken care of so that they maintain their value and fully represent the Reform Movement in the community.
 11. Maintain the bank book balances to see if more funds need to be placed in CD's or money market accounts or if some should be cashed in to maintain a better cash flow. Make sure the General Conference accounts are held in Federal Deposit Insurance Corporation (FDIC) insured institutions and are receiving the best available interest.
 12. The Treasurer shall be responsible to train unit treasurers and standardize all systems and methods of accounting practices and computer programs where possible.
 13. The Treasurer shall audit or cause to be audited all unit treasurers attached to the General Conference at least once every two years. The unit accounts are audited in a similar manner as are the General Conference books.
 14. In conjunction with the Finance Committee the Treasurer shall prepare an annual budget which shall be submitted to the Council prior to their annual meeting.

Section 6: Executive Committee

1. The Executive Committee shall be composed of an odd number (not less than 5 members) elected by the General Conference delegation Session.
2. The aggregate number of Executive and Ministerial Committee members on the General Conference Council shall never be equal to nor exceed 50% of the total number of Council members.
3. The Executive Committee shall be composed of the President, Vice-President(s), Secretary, Treasurer, plus elected members to form the balance of the Committee.
4. Responsible, spiritually minded members who have God's work at heart should be elected by

the delegation to these positions of responsibility, in harmony with God's Word and the Spirit of Prophecy.

- a. All who form the balance of this committee shall have been members of the Seventh Day Adventist Reform Movement for at least 15 years.
 - b. Ministerial ordination shall not necessarily be a requirement to be a member of the Executive Committee. However, they should have sufficient experience to adequately address administrative issues coming to the Executive Committee. Diversity in various fields of evangelism and business would be the ideal composition of this committee.
 - c. They shall be faithful to the agreed upon teachings of the church.
 - d. They shall have served in the administration of a unit of the General Conference for at least three full terms.
 - e. Consideration should be given to qualified individuals within a reasonable proximity to the headquarters.
5. The role of the Executive Committee shall be to provide for the harmonious and smooth function of the world field.
 6. The majority of the regular operations of the General Conference shall be supervised by the Executive Committee.
 7. This Committee shall be empowered to transact and execute the decisions adopted by the General Conference in session and the Council between sessions. All major issues shall be addressed by the Council.
 8. The Executive Committee shall meet at least once per month to review the work at large administratively, financially, and spiritually.
 - a. This meeting should be held when most of the members of the Executive Committee are present at the headquarters.
 - b. The Vice-President(s) that is stationed in another region of the world should participate in this monthly meeting via multimedia providing him with all necessary documentation in advance of the meeting. This is also true for any Executive Committee member that is travelling.
 - c. An Executive Committee meeting may be called whenever necessary by the President or the Secretary.
 - d. All decisions of an unscheduled Committee meeting are subject to review at the regularly held meeting if all members are not present.
 - e. If it is deemed necessary to form a separate Ministerial Committee then all issues that are of a ministerial nature shall be reserved for the Ministerial Committee.
 9. Members of the Executive Committee residing at the headquarters should hold committee meetings at least once per week to evaluate the work at the office.
 - a. Since these meetings are only for evaluating the work at the office and not effecting the work at large, quorum shall be considered simple majority of members not on a journey at a distance from the office.
 - b. Minutes should be provided to all Executive Committee members not present.

Section 7: Ministerial Committee

1. The Ministerial Committee shall be composed of an odd number (not less than 5 members) elected by the General Conference delegation Session. All ministers of the Executive Committee shall be members of the Ministerial Committee.
2. The balance of this Ministerial Committee shall be composed of those ministers with the following qualifications:

- a. He shall have been a member of the Seventh Day Adventist Reform Movement for at least 15 years.
 - b. He shall have been personally working with souls in the field.
 - c. He shall have been an ordained minister for at least 5 years.
 - d. He shall be faithful to the agreed upon teachings of the church based on the Bible and the Spirit of Prophecy.
 - e. He shall have served as president of a unit of the General Conference or of a Field Conference attached to a Union for at least three full terms.
 - f. Consideration should be given to qualified individuals within a reasonable proximity to the headquarters.
3. All Ministerial Committee members shall be members of the Council and are delegates at large.
 4. The President of the General Conference shall be the chairman of the Ministerial Committee.
 5. The Secretary of the General Conference shall be the Secretary of the Ministerial Committee.
 6. The Ministerial Committee functions much like the Executive Committee but addresses only those issues of a Ministerial nature. This frees the Executive Committee for matters of a business or organizational nature and all its members can participate in all the activities of the Executive Committee.
 7. The Ministerial Committee shall meet at least once per quarter to review the spiritual and ministerial needs of the world field.
 - a. This meeting should be held when most of the members of the Ministerial Committee are present at the headquarters.
 - b. The Vice-President(s) that is stationed in another region of the world may participate in this quarterly meeting via multimedia providing him with all necessary documents in advance of the meeting. This is also true for any Ministerial Committee member who is travelling.
 - c. A Ministerial Committee meeting may be called whenever necessary by the President or the Secretary.
 - d. All decisions of an unscheduled meeting are subject to review at the regularly held Ministerial meeting if all committee members are not present.
 8. The Ministerial Committee shall
 - a. Consider issues involving any ordained personnel that need General Conference involvement at the request of the Regional Secretary or unit.
 - b. Consider proposed ordinations for ministers, elders, and deacons that need General Conference involvement at the request of the Regional Secretary or unit.
 - c. Be responsible, as they travel throughout the world field, to give counsel and direction to workers who have some years of service in the field. Such workers should be informed of any areas that need to be improved in their labors which will prepare them for ordination to the ministry.
 - d. Educate the leadership in all units regarding the criteria for ordination and procedures to be followed after proposals have been made for ordinations.
 - e. Assist the Administration wherever ministerial help is needed throughout the world.
 - f. Addresses any doctrinal issues sent to the General Conference office for clarification. Some issues may be sent to the Doctrinal Committee for presentation to the General Conference Session.

- g. Consider any other matter that may be of a ministerial nature.
9. **Procedure in regards to disciplinary action** of an ordained person. The Ministerial Committee shall consider all cases of ordained persons if they are employed by the General Conference or have any elected responsibilities on the General Conference level. The same procedure shall be followed by units for those who are not General Conference officers or their employees up to their respective unit. The Ministerial Committee shall consider all cases of ministers at any level of responsibility when their advice shall be deemed necessary.
- a. No ordained person shall have any disciplinary measure applied without a proper investigation of the case. This investigation shall include but not be limited to:
- (1) Interview of witnesses by the entire Ministerial Committee. At least two members of the Ministerial Committee shall first investigate the matter to see if there is sufficient evidence to bring the matter before the entire committee. Upon their recommendation, the Ministerial Committee shall call a meeting of witnesses and the accused. Such meeting shall not be necessary if the accused provides a written resignation of his responsibilities.
 - (2) There shall be a minimum of two witnesses that shall agree on the details of the matter. “Against an elder receive not an accusation, but before two or three witnesses.”
1 Timothy 5:19.
“One man’s views and opinions are not to settle disputed questions. In all these matters two or more are to be associated, and together they are to bear the responsibility, ‘that in the mouth of two or three witnesses every word may be established.’ Matthew 18:16.” PP 516.
 - (3) The several witnesses shall never be interviewed at the same time.
“The provision that none should be condemned on the testimony of one witness, was both just and necessary. One man might be controlled by prejudice, selfishness, or malice. But it was not likely that two or more persons would be so perverted as to unite in bearing false witness; and even should they do so, a separate examination would lead to a discovery of the truth.” ST January 20, 1881.
 - (4) The accused shall have the right to be present while the witnesses are presenting the accusation(s) to the Committee and to question the validity of the witnesses.
“Again they urged that Paul be brought to Jerusalem for trial. But Festus answered decidedly that whatever their practice might be, it was not the custom of the Romans to sacrifice any man’s life merely to gratify his accusers, but to bring the accused face to face with his accusers before impartial witnesses, and to give him an opportunity to defend himself.” LP 247.
- b. On testimony under oath by two witnesses before two members of the Ministerial Committee that there are reasonable grounds to believe that an ordained person has committed an offence for which his credentials could be removed, the Ministerial Committee may suspend that ordained person from carrying out his work as an ordained person for a limited time, but not longer than three months. During this period, he shall retain his employment and full salary until the matter has been sufficiently investigated and resolved.
- c. Any member of the Ministerial Committee that shall be involved with the accused in such way as to create apprehension of bias or prejudice shall remove himself from the Committee during deliberations and resolutions of the case. Replacement members may be added by the Executive Committee or Council if there are less than 3 members of the Ministerial Committee remaining.
- d. Circumstantial evidence shall not be used to determine guilt. However, it is the special responsibility of ordained persons to “Abstain from all appearance of evil.” 1 Thessalonians 5:22.

“In a trial for murder the accused was not to be condemned on the testimony of one witness, even though circumstantial evidence might be strong against him.” PP 516.

- e. The accused shall have the right to call witnesses in his defense.
- f. After hearing all sides of the issue, the Ministerial Committee shall discuss the matter and then retire from any responsibilities in order to meditate on the matter for a reasonable period of time. Following the example of our Adventist pioneers on difficult doctrinal issues, they shall not communicate with each other during this time period.

“Sometimes one or two of the brethren would stubbornly set themselves against the view presented, and would act out the natural feelings of the heart; but when this disposition appeared, we suspended our investigations and adjourned our meeting, that each one might have an opportunity to go to God in prayer and, without conversation with others, study the point of difference, asking light from heaven. With expressions of friendliness we parted, to meet again as soon as possible for further investigation.” TM 25.

- g. When the Ministerial Committee reconvenes, they shall discuss their personal conclusions and render a decision on the case. The verdict shall be provided the concerned minister/elder/deacon in writing within 15 days of their decision.
- h. The Ministerial Committee shall not be able to remove his ministerial credential or decide upon his church membership. If the Ministerial Committee is in agreement by 2/3 vote regarding the removal of membership and/or credential, they shall:
 - (1) First discuss the matter with the minister/elder/deacon and give him an opportunity to provide a written resignation in accordance with their recommendation.
 - (2) If he chooses not to resign, he shall be given an opportunity to appeal the decision of the Ministerial Committee to the Council of the General Conference. This appeal shall be provided in writing within 30 days of receipt of the written verdict. The Secretary of the General Conference shall provide a receipt of the appeal within two weeks of receipt.
 - (3) Further steps listed below shall not be carried out until the appeal is complete. The Council shall interview all witnesses in the presence of the accused in the same manner as listed above.
 - (4) Confirmation of the Ministerial Committee shall be determined by two thirds (2/3) vote.
- i. If the Council renders the same verdict as the Ministerial Committee or if the accused did not make an appeal in a timely manner, then the following steps shall be taken if credentials or membership are involved.
 - (1) The case shall be brought to the council (executive committee if there is no council) of the unit of the General Conference of which he is a member.
 - (2) Two members of the Ministerial Committee shall meet with the council of the unit and present the specific reasons for their recommendation. The accused shall have the right to attend such meeting. The council shall have the right to interview the accused as well as the witnesses following a similar procedure listed above.
 - (3) The council shall deliberate in the absence of the visiting parties (members of the ministerial committee and the accused) and have the right to remove the credential of the minister/elder/deacon by 4/5 vote. If one of the visiting parties is also a member of such council, they shall also retire from the meeting during such deliberation.
 - (4) If the recommendation of the Ministerial Committee included the removal of membership, the council of the unit shall then invite the accused to resign his church membership.
 - (5) If the accused chooses not to provide a written resignation of his church membership, two members of the unit council, including its president, shall meet with the

membership of the local church to provide the details of the case and their recommendation in the presence of the accused.

- (6) The local church board shall call a business meeting giving no less than 30 days notice to all its members.
 - (7) The local church shall have the right to interview the witnesses as well as the accused.
 - (8) After all interviews are complete, the accused shall be excused along with all who are not members of the local church (except the representatives of the unit or members of the General Conference Council) and prayerfully deliberate on the issue at hand.
 - (9) The local church shall determine guilt by 2/3 vote of the quorum being present.
 - (10) If the local church had decided that the ordained person is guilty, he shall be removed from church membership for a period of not less than twelve months.
 - (11) The person declared guilty has the right to appeal the case to a delegation of the field in which he is a member within 30 days of receipt of the written verdict. (If the delegation is sooner than 30 days, the appeal has to be immediate). The minister may appeal his defrocking and/or church membership.
 - (12) The session shall select a special committee to hear the case following the same procedure as the Ministerial Committee and render their verdict to the session as a whole. Concurring verdict shall be determined by 2/3 vote.
 - (13) No further appeals by the ordained person shall be considered after the session has rendered its verdict.
- j. A person whose ordination has been revoked and has been disfellowshipped from church membership shall be barred from ordination for the remainder of his life unless his removal from membership has been overturned (error in fact, procedure, or law).
- (1) He may be accepted as a worker in other capacities by any unit after he has been re-baptized and again been a church member for a minimum of five years.
 - (2) He shall not be eligible for any responsibilities at the General Conference level.
10. The Secretary of the Ministerial Committee shall present a report of the activities of the Ministerial Committee to the annual Council meeting. Those issues of a sensitive nature need not be disclosed unless a written appeal has been made.

Section 8: Council

1. The Council shall be composed of the Executive Committee and others as shall be elected at the session with a total odd number on the council being not less than thirteen (13) members.
2. The aggregate number of Executive and Ministerial Committee members on the General Conference Council shall never be equal to nor exceed 50% of the total number of Council members.
3. Quorum for any Council meeting shall be considered as such when at least 2/3 of the total number of Council members are present.
4. All Regional Secretaries shall automatically be members of the Council. "In the event the Regional Secretary is incapacitated during his term the Assistant Regional Secretary, if there is one, shall become an interim member of the Council."
5. The Director of each General Conference Department/Institution shall be automatically a member of the Council.
6. The members of the Council shall attend the General Conference Session as delegates at large.
7. Because the General Conference Council needs brethren of experience to lead out in the world field, no member of the Council shall be less than thirty (30) years of age. Those who

are younger should develop their experience in units of the General Conference so that they can bring such experience to the worldwide level of organization.

8. The Council shall regularly meet annually to review the progress of the work within the various departments and in the world field at large. All officers, regional secretaries and department/institutional directors shall present an annual report of their activities and/or the activities of their department/institution.
9. The Secretary shall inform each Council member via telephone, regular mail and e-mail of the specific date and place of each Council meeting at least 90 days in advance.
10. A Council meeting may be called at any time as needed by the President or at least two executive officers. Urgent matters that need attending to by Council members may be held by telephone conference call provided all necessary documents are given to each member in advance of the meeting and are given at least two weeks notice. In such cases, if some Council members were not able to attend, all decisions are temporary in nature until a full meeting of the Council can ratify the decision.
11. The Auditor and the Chairman of each permanent committee shall be personally present in order to present their report at each regularly scheduled Council meeting. They are present only for those issues regarding their report and not for other Council business unless they are also Council members.
12. A Council meeting shall be held immediately before a delegation session in order to settle any unfinished business that the incoming new administration may not be burdened with such work.
13. A Council meeting shall be held immediately after a delegation session in order to formulate plans to execute any business arising from the delegation session and to acquaint all persons with their new responsibilities and their relationship with the Council.
14. Matters that shall be exclusively resolved by the Council and shall not be decided by the Executive Committee are as follows:
 - a. Temporary changes to the Bylaws or Working Policy not affecting a delegation session. These decisions of the Council are temporary and shall be ratified by the General Conference in Session before becoming permanent. Such decisions do not automatically carry over to the next term if not decided upon by the Session. They would need to be presented again to the Council and Session.
 - b. Official acceptance, removal or redistricting of units of the General Conference. The Executive Committee may organize new units between sessions of the Council if deemed necessary by unanimous vote. Such acceptance shall be temporary in nature until the meeting of the Council.
 - c. Removal, replacement, or addition of General Conference Officers.
 - d. Propositions for removal or addition of Departments or Institutions.
 - e. Setting the Budget.
 - f. Hiring or removing of fulltime permanent employees. The Executive Committee may hire temporary or part time employees as long as they remain within budget.
 - g. Wages of Employees.
 - h. Location of General Conference Sessions and public meetings.
 - i. Program and agenda of the General Conference Session and public meetings. The Executive Committee may prepare a plan for Council approval.
 - j. Authors for the Week of Prayer.
 - k. Emergency extension of term.

- l. Purchase or sale of real estate or other such assets.
- m. Any individual transactions valued above \$15,000.00. In case of emergency, the Executive Committee shall consult with the Council via any written format prior to executing the transaction (each Council member shall respond in written format).
- n. Location of Headquarters.
- o. Thematic outline of Sabbath School curriculum.
- p. Allocation of 1st Sabbath Offerings.
- q. And any other issues that are deemed necessary for Council consideration.

Section 9: Doctrinal Committee

1. The Doctrinal Committee, elected by the delegation in Session, shall be composed of five individuals who are proven to be spiritually minded and have abilities in understanding and articulating doctrinal issues and are qualified to prepare research material. They shall have:
 - a. Been a member of the Seventh Day Adventist Reform Movement for at least 15 years.
 - b. Been a minister of the church for at least 10 years.
2. The chairman of the Doctrinal Committee shall be designated as such by the Delegation in Session. He shall be a delegate at large.
3. The secretary of the Doctrinal Committee shall be elected by its members at their first meeting.
4. The purpose of the Doctrinal Committee shall be to consider, examine, and research any doctrinal issue that shall be presented to the Delegation Session for resolution.
5. The Doctrinal Committee shall not consider personal issues raised by individual members of the church even if they are ministers or workers. Issues for resolution may come from the General Conference Executive Committee or Council, from any unit of the General Conference after being approved for Doctrinal Committee consideration by the Executive Committee or those raised by any Doctrinal Committee member themselves. The General Conference Executive Committee may approve any matter via written format not necessarily their actual sitting to be forwarded to the Doctrinal Committee.
6. Doctrinal matters may arise with differences in existing views or regarding doctrines that have not yet been established.
 - a. Units of the General Conference shall make all attempts to resolve any doctrinal disagreements within its unit with the aid of its ministers. With this in mind, before being ordained, all ministers shall be examined regarding their understanding and explanation of the doctrinal beliefs of the Seventh Day Adventist Reform Movement.

“The prophecies and other doctrinal subjects should be thoroughly understood by all ministers.”
GW 281.
 - b. If a doctrinal issue is causing division within a unit that they cannot resolve, they shall make a request of the General Conference Ministerial Committee to assist in explaining the doctrinal position of the church. After discussing the matter, the Ministerial Committee shall appoint one or two of their ministers to visit the unit in question to help explain the doctrinal question.
 - c. If, after the visit of the representatives of the Ministerial Committee, the council of the unit is still divided regarding the doctrinal issue, they shall request a resolution of the matter by the General Conference in session. This request shall be made to the General Conference Council. All requests sent later than March 31, one year prior to a session, shall be considered by the Doctrinal Committee following the delegation session provided they are approved by the Temporary Doctrinal Committee at the session.

- d. The General Conference Executive Committee or Council shall review all request from units regarding doctrinal matters. They shall evaluate each doctrinal issue and refer only those matters that shall be considered for resolution at the next session of the General Conference. The General Conference Secretary shall inform the unit of such decision within 30 days of the conclusion of the Council session.
 - e. Doctrinal matters not accepted by the Council for the next session agenda may still be discussed at a session of the General Conference in the following manner:
 - (1) After receiving a negative response from the Council, the unit council shall consider the matter within 60 days.
 - (2) If the council still considers the matter of importance to their unit, they shall send a letter to the Secretary of the General Conference stating their reason for this issue being considered.
 - (3) The Secretary shall recognize receipt of this letter within 30 days of receipt.
 - (4) The Secretary shall place the matter on the evaluation agenda list. All matters of a doctrinal matter placed on the evaluation list shall be given to the Temporary Doctrinal Committee for evaluation after the approved list shall have been resolved.
 - (5) The Temporary Doctrinal Committee shall consider all matters on the evaluation list and give a recommendation to the session. This recommendation shall not render a resolution but rather whether to place such issues on the incoming Doctrinal Committee agenda for resolution at the next General Conference Session.
 - f. A similar process shall be followed regarding new doctrines.
7. The Doctrinal Committee shall meet in person at least once per year to evaluate issues presented to it by the General Conference Executive Committee or Council.
- a. The time and place of the meeting shall be determined by the chairman of the committee in agreement with all committee members. The chairman shall inform each committee member of the time and place of the meeting at least 90 days in advance.
 - b. All doctrinal issues to be considered shall be forwarded to each member of the committee by the chairman at least 60 days prior to its scheduled sitting. This shall include all documentation presented by the unit(s) requesting a resolution.
 - c. Open discussion may be formed via multimedia throughout the year between committee members but actual decisions shall only be made by the committee convening in person.
 - d. All resolutions of the committee, along with documentation supporting the decisions, shall be forwarded by the chairman to each member of the Doctrinal Council within 30 days of the conclusion of each session of the Committee.
 - e. The last Doctrinal Committee meeting of a term to present issues to the Session shall be held nine to eighteen months prior to a session. Another meeting of the Doctrinal Committee may be deemed necessary by the Ministerial Committee in order to assess the issues on the Evaluation List.
 - f. A complete list of all resolutions of the committee throughout its entire term of office, along with documentation supporting the decisions, shall be forwarded by the chairman to each member of the Doctrinal Council within 30 days of the conclusion of the last Doctrinal Committee meeting of a term.

Section 10: The Doctrinal Council

- 1. The Doctrinal Council, elected by the Delegation in Session, shall be composed of a minimum of thirteen (13) individuals who are all proven to be spiritually minded and have abilities in understanding and articulating doctrinal issues and qualified to prepare research material. They shall have:

- a. Been a member of the Seventh Day Adventist Reform Movement for at least 15 years.
- b. Been a minister of the church for at least 10 years.
2. In selecting members of the Doctrinal Council, every Region shall have at least one representative as its member.
3. All members of the Doctrinal Committee shall be members of the Doctrinal Council.
4. The President of the General Conference shall be the chairman of the Doctrinal Council.
5. The Secretary of the Doctrinal Committee shall be the secretary of the Doctrinal Council.
6. The Doctrinal Council shall meet at least once between sessions. It is normal to meet only once but there may be extraordinary circumstances that demand other meetings.
7. The last Doctrinal Council meeting shall be held nine to twelve months prior to a Session.
8. They shall consider only those resolutions that have been approved by the Doctrinal Committee. If members of the Doctrinal Council would like to have doctrinal issues resolved at a delegation Session of the General Conference, they may request the Doctrinal Council to place such matters on the evaluation agenda list. If approved by the majority of the Doctrinal Council, the item shall follow the same procedure as all other items on the evaluation agenda.
9. All resolutions approved by majority vote of the Doctrinal Council shall be endorsed by the General Conference Council to be placed on the next Delegation Session Agenda. The presentation of the report to the General Conference Council is not for the purpose of deliberation but simply for being placed on the agenda and to be distributed to all units of the General Conference in a timely manner.

Section 11: Bylaws Committee

1. The Bylaws Committee shall be composed of three or five individuals who are all proven to be spiritually minded and have abilities and experience in administration. They shall have:
 - a. Been a member of the Seventh Day Adventist Reform Movement for at least 15 years.
 - b. Served on the executive committee of a unit of the General Conference for at least three full terms.
 - c. The chairman of the Bylaws Committee should be or should have been employed by an entity of the Seventh Day Adventist Reform Movement.
 - d. At least one member of the Bylaws Committee shall have served at least two terms as a Council member of the General Conference.
2. In addition, the chairman shall have served at least two full terms as president of a unit of the General Conference.
3. The chairman of the Bylaws Committee shall attend the General Conference Delegation Session as a delegate at large.
4. The Bylaws Committee shall be under the jurisdiction of the Council.
5. The purpose of the Bylaws Committee shall be to:
 - a. Examine the Bylaws of the General Conference for any improvements in the smooth function of the organization.
 - b. Examine the Working Policies and any matters that have not been currently addressed in the organizational documents of the General Conference.
 - c. Examine the organizational documents of each unit of the General Conference when needed.
 - d. Assist in preparing the Articles of Incorporation, Bylaws, and Working Policies for new units when needed.

- e. Consider any matters of an organizational nature approved by the General Conference Council.
6. The Bylaws Committee shall be responsible for all organizational documents throughout the world field. They may work with any unit to harmonize all the Articles of Incorporation, Bylaws and Working Policies.
7. Much of the work of this committee may be done via multimedia. However, at least once per year, before May 30th, they shall have a physical meeting to finalize their reports to the General Conference Council.
8. The chairman of the Bylaws Committee shall be responsible for delivering its reports.
9. The chairman of the Bylaws Committee may attend any delegation session of units at the request of the General Conference Executive Committee.

Section 12: Finance Committee

1. The Finance Committee shall be composed of at least three individuals who are all proven to be spiritually minded and have abilities in successful business practices and who are totally separate from the administration of the General Conference. They shall have:
 - a. Been a member of the Seventh Day Adventist Reform Movement for at least 10 years.
 - b. Served on the executive committee of a unit of the General Conference for at least three full terms.
 - c. At least one member of the Finance Committee shall be employed full time by an entity of the Seventh Day Adventist Reform Movement. This member shall be actively involved in the financial administration of such unit.
2. The Treasurer and the Auditor shall not be members of the Finance Committee. However, since some of the functions of the General Conference are unique, they may be invited to consult on matters at any time.
3. According to the Spirit of Prophecy, ministers (and Bible workers) should not be elected to the Finance Committee with its temporal burdens, but they may be invited into the meeting for consultation at any time.

“Why are not business matters placed in the hands of business men? The ministers have not been set apart to do this work. The finances of the cause are to be managed by men of ability; but ministers are set apart for another line of work.” GW 425.
4. Although the members of the Finance Committee do not need to live in the proximity of the headquarters, the chairman should be close enough to be able to visit the office at least twice per year.
5. The names for the Finance Committee between sessions shall be approved by the Temporary Finance Committee before being brought to the floor of the session for vote.
6. The Finance Committee shall be under the jurisdiction of the Council.
7. The Finance Committee shall be responsible for the material needs and finances for the advancement of spiritual matters throughout the world field. In carrying out this work, they shall closely monitor the financial situation of the General Conference by:
 - a. Quarterly examination of the General Conference financial reports. This includes any institutions or departments that are part of the General Conference that file separate financial reports.
 - b. Analyzing the proposed budget to be presented by the Treasurer, in consultation with the Auditor, for each year before the annual meeting of the Council. Once the budget is approved, they work with the Treasurer to maintain that budget or make appropriate adjustments with the Council or Executive Committee.

- c. Examining the wages of each worker in accordance with the section on Workers' Salaries (Article XIII, Section 10) and make appropriate recommendations to the Council.
 - d. Suggesting ways for raising funds for various projects and supervise that fund raising.
 - e. Evaluating all major expense items before presentation to the Executive Committee for their approval.
8. Much of the work of this committee may be done via multimedia. However, at least once per year, before May 30th, they shall have a physical meeting to finalize their reports to the General Conference Council (due by June 30). This report shall be formed in the following manner:
 - a. All Officers of the General Conference who need funds to fulfill their responsibilities shall present their budgetary needs to the Executive Committee by the last day of April before a Council meeting.
 - b. The request shall be for the year following the annual meeting of the Council.
 - c. The request shall be specific for travel and operational needs.
 - d. The Finance Committee will present their analysis of the budget to the Council. The Council shall carefully consider the budget analysis provided by the Finance Committee prior to approval.
 9. Adjustments throughout the term shall be made by the Executive Committee and the Finance Committee. However, the Executive Committee should not override the decision of the Council at any time. If any situation arises that changes above ten percent (10%) aggregate from the approved budget, the Executive Committee shall consult with the council (via multimedia or any other tangible means).
 10. The chairman of the Finance Committee shall be responsible for delivering its reports.
 - a. He shall present a comprehensive report to the annual Council meeting.
 - b. He shall attend the Council meeting during all financial discussions.
 - c. He shall present a summary report to the General Conference delegation session and attend as a delegate at large.
 11. The chairman of the Finance Committee may attend any delegation session of units attached to the General Conference at the request of the Executive Committee.
 12. When a new chairman shall be elected by the delegation, the outgoing chairman shall explain the workings of the Finance Committee to the incoming chairman and be available for consultation on the committee's operation.

Section 13: Publications Approval Committee

1. The purpose of the Publications Approval Committee shall be to analyze the doctrines of a publication issued by the General Conference, not its grammatical editing.
2. The Publications Approval Committee shall be composed of five individuals who are all proven to be spiritually minded and have a clear understanding of the doctrines of the Seventh Day Adventist Reform Movement. All units should form their own Publications Approval Committee following the similar format and responsibilities as for the General Conference. They shall have:
 - a. Been a member of the Seventh Day Adventist Reform Movement for at least 15 years.
 - b. Been serving the church in an ordained capacity for at least 10 years.
 - c. A proficient understanding of English as a written language.
 - d. Been faithful to the agreed upon teachings of the church.
 - e. Made a commitment to fulfil all committee responsibilities.

- f. The chairman of this committee shall have been a minister for at least five years and is a delegate at large at the session.
3. Any publication of books and articles in print or on the web, before being released by the General Conference, shall first be presented in their proofread form to this committee for approval. The finalized document shall have a letter of approval attached to its final form by the chairman of the Publications Approval Committee.
4. Each official publication (including Reformation Herald, Youth Messenger, Sabbath Bible Lesson) shall be submitted to each member of the Publication Approval Committee by RHPA at least two months prior to actual press time. They shall have one month to submit their initial report.
5. Any multimedia contents on the web shall be submitted to each member of the Publication Approval Committee by RHPA. All general content shall be submitted at least 7 days prior to posting, and all news content shall be submitted at least 12 hours prior to posting.
6. All larger books shall be submitted to each member of the Publications Approval Committee by RHPA giving reasonable time to be able to review the material properly. The initial report shall be submitted two months prior to actual press time.
7. The Official Editor of the General Conference shall evaluate the initial report from the Publications Approval Committee. If there is any conflict with the report, he shall resolve the matter with the chairman of the Publications Approval Committee.
8. The chairman of this committee shall:
 - a. Send an acknowledgement of receipt of material needing approval within three business days of receipt.
 - b. Confirm that each committee member has received a copy within three business days.
 - c. Set the date for completion of the first reading of the material with any suggestions (usually within two weeks for magazine sized publications).
 - d. Discuss with all committee members via multimedia each of the points at issue. All committee members shall be familiar with the suggestions of all the other committee members.
 - e. Compile a finalized copy and send it to each committee member for review.
 - f. Send the initial report to RHPA. If there are any conflicts with the report, they shall be sent to the Publications Approval Committee immediately.
 - g. Discuss the issues involved with all committee members and by their majority vote shall submit the final report.
9. The final report of the Publications Approval Committee should settle the matter. No publication of the General Conference should be disseminated without the final approval of the Publications Approval Committee.
 - a. In the event that the Editorial Board and the Publications Approval Committee cannot settle their differences, then the Doctrinal Committee shall be convened to help settle the matter (can be via multimedia).
 - b. The final decision shall be settled by the majority vote of all three groups (Publications Approval Committee members, Editorial Board members, and the Doctrinal Committee members).
10. The chairman of the Publications Approval Committee shall submit a report of activities to the annual Council meeting and the quadrennial delegation session.

Section 14: Auditor

1. The Auditor shall be a proven individual who is spiritually minded and has abilities in accounting practices and who is totally separate from the administration of the General Conference. This gives an external third-party overview to the Executive Committee, Council, and Delegation in Session. They shall have:
 - a. Been a member of the Seventh Day Adventist Reform Movement for at least 10 years.
 - b. Served as a treasurer of a unit of the General Conference or a Field Conference attached to a union for at least three full terms or have been the official auditor for the same.
 - c. No immediate family relations to any Council member or General Conference employee who is a delegate at large.
 - d. One who knows or is ready to become acquainted with the laws and regulations governing not-for-profit religious organizations in the United States and everywhere the General Conference has assets.
 - e. A person who will become acquainted with necessary operational and compliance auditing methods by studying an approved procedural manual detailing such audits.
 - f. One who will understand the direction of the church organization and its objectives and processes to conduct an audit effectively.
 - g. The names for the Auditor shall be cleared by the Temporary Finance Committee before being brought to the floor of the session for vote.
2. The Auditor shall carry out an audit of the General Conference accounts and assets at least once per year—but may perform it at any time—and present a report to the annual Council meeting. This includes any institutions or departments that are part of the General Conference that file separate reports. During financial difficulties, the Auditor may perform an audit more frequently.
3. The financial year shall be from January 1 to December 31.
 - a. Reports presented shall end on December 31 of the year prior to the meeting of the Council or delegation session.
 - b. If the report is more than six months old at the time of its being presented, an updated report shall be presented that is current (less than 60 days).
4. The Auditor shall report to the Executive Committee and Council but shall perform their duties independent of any influence of any committee or council. The following is a sample list of, but not limited to, the Auditor's responsibilities:
 - a. Examine the bank statements to determine that they reconcile with the checkbook.
 - (1) Evaluate all banking institutions the General Conference is dealing with to make sure they are financially stable.
 - b. Examine the receipt book to make sure that the receipts are filled out to the donor's specifications.
 - (1) A complete examination shall be performed only if irregularities are found.
 - (2) A normal audit is a sample audit in which the first five, last five, second five or any other combination of entries are examined for accuracy.
 - (3) Upon verifying accuracy of the receipt, that particular receipt is tracked throughout the entire bookkeeping system in order to make sure that each item is recorded in the proper account and in the proper fund.
 - c. Examine the checkbook to make sure that all checks are correctly recorded.
 - (1) A complete examination is performed only if irregularities are found.
 - (2) Compare sample checks with receipts or other written verification. They may choose five sample checks per month in similar fashion to #b above.

- (3) Track each sample check throughout the entire bookkeeping system.
 - d. Compare all financial statements and check for accuracy.
 - (1) Make sure that assets equal liabilities and capital for each account, not just the consolidated account.
 - (2) Make sure that the figures in the books reconcile with the bank statements.
 - (3) Verify the CD (certificate of deposit) accounts and any savings accounts.
 - (4) Verify that the accounts are receiving the best available interest.
 - (5) Verify the bank book balances and CD's or money market accounts that they are being handled in such a way as to promote a good cash flow.
 - e. Compare the financial decisions of the Executive Committee and Council to actual expenditures.
 - f. Examine that all properties owned by the General Conference are properly secured and the deeds are properly recorded and filed.
 - (1) Examine the insurance papers for all properties so that they are amply covered.
 - (2) Examine that the tax exemption status is taken advantage of to the fullest extent of the law both on properties, as well as on sales tax if applicable.
 - (3) Examine whether the properties are properly taken care of so that they maintain their value and fully represent the Reform Movement in the community.
5. **Description of an Internal Audit:** An internal audit is an independent, objective, consulting function the purpose of which is to seek improvement and to add assurance to the organization's operations. The internal audit serves as one of the means of internal control alongside the working policies and the departmental reporting set in place to promote economical and efficient use of resources, add assurance to the integrity of the organization, all the while focusing on the organization's master plan for healthy growth. An Internal Auditor will systematically perform financial, compliance, and operational audits on a prioritized basis be they scheduled or unannounced mining for opportunities in efficiency and security. Consequently, there is need for a purposeful thorough review of all activities subject to audit coverage. The benefits of internal auditing can only be realized as newer more efficient methods and systems are implemented.
- a. A financial audit is best known for its primary focus on the organization's stewardship of financial resources.
 - b. The compliance audit will concentrate on assessing the organization's ability to set and comply with policies and decisions along with compliance to the laws and regulations of the government.
 - c. The operational audit will assist in drawing a still picture of the organization's systems and operations at work.
6. For the benefit of the organization as a whole the auditor will possess delegated authority to review and appraise all policies, plans, and operations and report directly to the Council or General Conference Session. Some of the responsibilities of an internal audit are as follows:
- a. Determine church compliance to IRS regulations of a 501(c)(3) organization through the analysis of documents and procedures as to avoid practices directly jeopardizing the status.
 - b. Ascertain that processes within the treasury department be performed according to Generally Accepted Accounting Principles.
 - c. Report on the level of compliance with Executive Committee and Council set regulations and working policies.

- d. Analyze to see that the church corporation remains in good standing with the Federal and State governments by the timely submission of proper forms. Examples of such forms may be: 941, W-3, W-2.
 - e. Analyze the payroll of the General Conference as follows:
 - (1) Check to see that the W-4 Forms on file correspond with the exemptions being used for determining federal and state withholdings.
 - (2) Check to see that the totals of the W-2 Forms equal with what is on the W-3 Form.
 - (3) Compare the four quarters 941 Forms with the W-3 submitted at the end of the year.
 - (4) Analyze that all withholdings have been paid in a timely manner.
 - (5) To see that the Housing Allowance Worksheet Forms and worksheets are filed and current and properly recorded in the secretarial minutes.
 - f. Evaluate the consistency of systematic reporting and payment of the General Conference from all units directly attached to the General Conference.
 - g. Analyze the First Sabbath Offering accounts and see that the offerings and expenditures have been recorded properly. Determine the turn around period from the collection to disbursement of funds.
 - h. Review all the fixed and other assets (office equipment, equipment, library, et cetera) with special attention paid to new assets added during the audit period. An assessment will be made of the procedures followed for asset safeguard as well as their depreciation.
 - i. Analyze the expenses in comparison to the budget established for the particular audit period utilizing it as the gauge of sound financial spending.
 - j. Recommend to the Council solutions for new issues that arise through the above review procedures that show good promise for improvement.
7. **Reformation Herald Publishing Association:** In addition to the procedures listed above for the General Conference, similar procedures shall be followed for Reformation Herald Publishing Association with the following additional (minimal) responsibilities:
- a. Analyze accounts receivable and all customers for the turn over in payment of invoices.
 - b. Verify all accounts payable balances with invoices with pending payments.
 - c. Verify that all inventory purchased during the audit period is recorded at cost of purchase and the proper corresponding resale price is setup.
 - d. Verify accuracy of inventory kept in other countries in comparison to reported sales as well as verification of their security.
 - e. Verify that all books sold in Virginia had sales tax applied to them.
 - f. Check to see that all sales tax vouchers were filed with payments and that it corresponds with sales tax collected.
 - g. Analyze the turnover rate of inventory.
 - h. Analyze the cost of goods sold as well as the operating expenses and compare with industry norm.
8. After the Audit has been completed, the Auditor states their findings in a letter and submits the letter as a report to the annual Council meeting. This letter shall include a financial analysis of the entire operation of the General Conference, and should include the following:
- a. If the treasury department is operating properly.
 - b. Any suggestions for better operation.
 - c. Cumulative total income and expense graph for at least the past six years.

- d. Comparative figures of monies sent to assist the various missions with the total amounts received earmarked for missions.
9. The Auditor shall present a report of the overall financial standing to the General Conference Delegations Session and shall attend as a delegate at large. The report shall follow the similar format as that for the annual Council meeting.
10. The work of the Auditor shall not be limited to financial analysis of the General Conference.
11. The Executive Committee may ask the Auditor to assist with the auditing process of any unit of the General Conference at any time.

Section 15: Directors of the Seventh Day Adventist Reform Movement, General Conference

1. All members of the Executive Committee are appointed Directors of the Seventh Day Adventist Reform Movement, General Conference.
2. Each director is subject to laws governing churches in the state of Virginia.
3. A Director of the General Conference is a person who bears the corporate responsibility before the government.
4. A Director shall not be monetarily held liable for any financial deficit of the General Conference.
5. The General Conference shall not be held liable for any financial deficit of the individual Director.

Section 16: Addressing Complaints against General Conference Officers

1. All complaints potentially affecting employment that are made against General Conference elected officers shall be presented to the General Conference Ministerial Committee.
2. All complaints potentially affecting employment that are made against General Conference officers and employees that hold non-elected positions shall be addressed by the Executive Committee and not the Ministerial Committee unless such employee is also an ordained person.
 - a. The Executive Committee shall follow the same principles as outlined below for the Ministerial Committee.
 - b. Appeal to the Council shall also be made available for such employees.
 - c. The decision of the Council shall be deemed final. As their position is not an elected position by the General Conference delegation session, the Council shall be the highest authority possible for appeal.
3. A person who is not an eyewitness shall not register a complaint.
4. All such complaints shall be made in writing (and shall be notarized). The Ministerial Committee shall not consider any complaints that are not provided for in such manner.
5. The complaint shall be specific and include names and contact information of other witnesses. At least two witnesses shall be provided for.
6. An investigation and recommendation of a complaint shall follow a similar procedure outlined in Article V, Section 7 #10 for that of a minister.
7. If a complaint is considered valid, the accused shall have the opportunity to rectify the issue(s) involved.
8. If the complaint is registered the second time (even if it is in another case), the matter shall be presented to the Council.
9. The Council shall advise the accused in the matter and give him the opportunity to rectify the matter.

10. If the matter is repeated or the matter is of a serious nature, the Council may consider any number of actions including that of removing the officer from his responsibilities. *Reasons of dismissal* should not be misconstrued with *church discipline*. Membership is a totally separate issue to holding responsibilities. Should a person be considered unsuited to a position in the holding of responsibilities, it is not intended to imply or suggest a question of their church membership.
11. If an elected officer is removed from his responsibilities, they shall have the right to appeal their removal to the next General Conference Delegation Session.
 - a. A special Appeals Committee of seven (7) members shall be appointed by the delegation session to hear the grievances.
 - b. They shall interview all participants.
 - c. They shall recommend any action to the full delegation session.
 - d. No officers may be elected until such appeal is complete.
 - e. Those directly involved in the dismissal of the officer shall not be eligible to sit on this committee. This includes all outgoing Council members and may include any other delegate(s) that have been directly involved.
 - f. If the delegation session finds the dismissal of the officer was unjustified, they shall be accepted as a regular delegate for the remainder of the session regardless of their previous responsibilities.

ARTICLE VI: THE REGIONAL SECRETARY

Section 1: Need for a Regional Secretary

1. The general supervision of the work throughout the world shall be the task of the President of the General Conference. Such responsibilities include those of an organizational, spiritual and evangelistic nature.
2. Organizational responsibilities include such matters as assisting in the organization of all units attached directly to the General Conference and may also be present to assist in organizational matters with entities within those units. This is especially true when training unit presidents who have been newly elected to bear such responsibilities.
3. Spiritual responsibilities shall be the general shepherding of the flock of Christ on earth making sure that all areas of the Lord's vineyard are amply provided for and devise means to increase the spirituality of the church as a whole. It shall be the President's responsibility to protect the morality of the church by upholding its doctrines and standards.
4. The President shall also be responsible for planting the banner of the truth in new territory on a worldwide level. When interests are developed in new countries or a great awakening in an existing country, it is his responsibility to make provision for its development and proper follow-up so that the work may be established on a solid basis.
5. The work of the Reform Movement has increased and is continually increasing since its inception. It is impossible for the President to maintain the personal responsibilities in every unit generally listed above (more specific responsibilities for the President are outlined in Article V Section 2). At times, more than one vice-president has been elected to assist the President in these areas of responsibility. However, even two or three vice-presidents have been insufficient to properly assist the units in their development. For this reason, the world field has been divided into Regions with a Regional Secretary who shall act as a vice-president for that specific region.
6. The work of the President and the vice-president(s) has been reserved for weightier matters and for those subjects that the Regional Secretaries have insufficient experience to meet. This is following the example of the inspired advise given to Moses by Jethro, his father-in-law. "Moreover thou shalt provide out of all the people able men, such as fear God, men of truth, hating covetousness; and place such over them, to be rulers of thousands, and rulers of hundreds, rulers of fifties, and rulers of tens: And let them judge the people at all seasons: and it shall be, that every great matter they shall bring unto thee, but every small matter they shall judge: so shall it be easier for thyself, and they shall bear the burden with thee." Exodus 18:21-22.

"This counsel is for us. It should be heeded by our responsible men. The president of our General Conference has been left to gather to himself burdens which God has not laid upon him, and the things that he has tried to do could not be done wisely and well." TM 341.

"Faithful service on the part of the Conference officers and the ministers, would relieve the president of the General Conference of a large share of taxing, wearing labor. Fidelity is wanting in a marked degree." Christian Leadership, p. 66.

"The time and strength of those who in the providence of God have been placed in leading positions of responsibility in the church, should be spent in dealing with the weightier matters demanding special wisdom and largeness of heart. It is not in the order of God that such men should be appealed to for the adjustment of minor matters that others are well qualified to handle." AA 93.
7. The work of the Regional Secretary shall be to represent the General Conference to the members and units in his designated region and to represent the needs and desires of the units to the General Conference. In order to accomplish this properly, the Regional Secretary shall be a member of the General Conference Council.

8. If the work of the Regional Secretary is conducted properly, the following will be the direct results:
 - a. The units of the General Conference will be better served by a closer knowledge of the workings of the General Conference and will have someone more localized to represent their needs and concerns to the General Conference.
 - b. The time and expense of the General Conference President will see a marked savings.
 - c. The General Conference will be better represented in the region.
 - d. The decisions of the General Conference will be implemented in all the units.
9. If a Region is so large that circumstances demand that the Regional Secretary needs an assistant,
 - a. The office of the assistant Regional Secretary shall be proposed in the Council and approved there. Such request shall then be placed on the agenda of the upcoming Session. No election to the new position of assistant in any Region shall be held until the assistant office is approved in the Session Temporary Plans Committee, then the Session Temporary Finance Committee, and then the Session itself. If all these steps are satisfied the Assistant Regional Secretary shall be selected in the same manner as the Regional Secretary.
 - b. The Assistant Regional Secretary shall bear the same qualifications as the Regional Secretary.
 - c. The assistant shall:
 1. Help the Regional Secretary as assigned by him.
 2. Not be a delegate at large nor is required to furnish any reports to the Council.
 3. He may bear responsibilities in a unit within his region.

Section 2: Qualifications of the Regional Secretary: The responsibilities of the Regional Secretary require that of an experienced minister rather than that of one who was recently ordained. For that reason, in selecting a Regional Secretary, the same qualifications need to be looked at as that for the Vice-President of the General Conference. The following points should be carefully evaluated:

“From these scriptures we learn that the Lord has certain men to fill certain positions. God will teach his people to move carefully, and to make wise choice of men who will not betray sacred trusts. If in Christ's day the believers needed to be guarded in their choice of men for positions of responsibility, we who are living in this time certainly need to move with great discretion. We are to present every case before God, and in earnest prayer ask him to choose for us.” GC Bulletin, June 1, 1909.

1. He shall have been a member of the Seventh Day Adventist Reform Movement for at least 20 years and shall be at least 40 years of age.
2. He should have been a minister for at least 10 years.

“The Lord has been pleased to present before me many things in regard to the calling and labor of our ministers, especially those who have been appointed as presidents of conferences. Great care should be exercised in the selection of men for these positions of trust. There should be earnest prayer for divine enlightenment.

“Those who are thus appointed as overseers of the flock should be men of good repute; men who give evidence that they have not only a knowledge of the Scriptures, but an experience in faith, in patience, that in meekness they may instruct those who oppose the truth. They should be men of thorough integrity, not novices, but intelligent students of the Word, able to teach others also, bringing from the treasure-house things new and old; men who in character, in words, in deportment, will be an honor to the cause of Christ, teaching the truth, living the truth, growing up to the full stature in Christ Jesus. This means the development and strengthening of every faculty by exercise, that the workers may become qualified to bear larger responsibilities as the

work increases. GW 413.

3. Although one may be ordained to the ministry, he may need to develop other qualifications in order to fulfill this important role as the leading minister of a region.

“The Lord God of heaven has chosen experienced men to bear responsibilities in his cause. These men are to have special influence. If all are accorded the power given to these chosen men, a halt will have to be called. Those who are chosen to bear burdens in the work of God are not to be rash or self-confident or selfish. Never is their example or influence to strengthen evil. The Lord has not given men or women liberty to advance ideas that will bring commonness into his work, removing the sacredness that should ever surround it. God's work is to become increasingly sacred to his people. In every way we are to magnify the exalted character of the truth. Those who have been set as guardians of the work of God in our institutions are ever to make the will and way of God prominent. The health of the general work depends upon the faithfulness of the men appointed to carry out the will of God in the churches.” GC Bulletin, June 1, 1909.

4. He shall be faithful to the agreed upon teachings of the church.
5. Evaluation shall be made regarding his ability to teach the more difficult points of our doctrine and be able to defend them to others. In many cases, he will be the only one to defend the truth when issues come up in a unit. Many issues are decided without the opportunity to send someone else to defend the truth. For that reason, experienced ministers are to be elected to this position of responsibility.

“Ministers should be examined especially to see if they have an intelligent understanding of the truth for this time, so that they can give a connected discourse upon the prophecies or upon practical subjects. If they cannot clearly present Bible subjects, they need to be hearers and learners still. In order to be teachers of Bible truth, they should earnestly and prayerfully search the Scriptures, and become conversant with them. All these things should be carefully and prayerfully considered before men are sent into the field of labor.” GW 439.

“Men must be placed in charge who will obtain an enlarged experience, not in the things of self, but in the things of God, an enlarged knowledge of the character of Christ. The more they know of Christ, the more faithfully they represent him to the world. They are to listen to his voice and give heed to his words.” GC Bulletin, June 1, 1909.

6. He shall have served as President of a unit of the General Conference, or of a Field Conference attached to a Union, for at least three full terms, and his time in leadership shall be analysed by the delegates of the Region prior to his selection.
7. Since some of the work involves administration and finance, he should be familiar with the principles of accounting.

“All who expect to engage in the work of the Lord should learn how to keep accounts. In the world there are many who have made a failure of business and are looked upon as dishonest, who are true at heart, but who have failed to succeed because they did not know how to keep accounts.” CT 218.

8. The Regional Secretary shall reside within the Region that he will serve. If he is elected from another Region, he should move to the new Region within six months.
9. The Regional Secretary may hold two other offices within the denomination. He shall not hold employment outside the denomination or be actively engaged in business enterprises, or engage in activities that would divert his time and attention.
10. In order to see success on a world-wide level, the local churches and fields are to be developed in such a way that every unit they are attached to will be blessed by having them as members.

Section 3: Funding for the Regional Secretary

1. The **wages** shall be paid by the General Conference and the amount shall be determined by the Council.

- a. Such wages should be automatically adjusted annually based on the average cost of living increase in the country where he resides.
2. All **traveling and other expenses** shall be paid by the General Conference.
 - a. The Regional Secretary shall provide a proposed budget for travel expenses and other needed materials to the General Conference Treasurer at least by the last day of April prior to the meeting of the annual General Conference Council. This proposed budget shall be reviewed at the beginning of the Council meeting with the chairman of the Finance Committee in order to make needed adjustments.
 - b. An additional 15% of the approved budget shall be reserved for unanticipated expenses to be used at his discretion throughout the year.
 - c. Request for any additional expenses shall be made to the Executive Committee when the need arises. If funds are available, and the Executive Committee concurs with the proposal, they may proceed with such plans.
 - d. The proposed budget shall include the work of the Regional Secretary himself, the assistant if one is elected, and/or any other minister who may be needed during the following year.
3. **Fund Raising:**
 - a. The Regional Secretary may raise additional funding for travel or other expenses throughout the year. Funds may be raised from units or individual members within the said Region. When funds are raised from individuals, they should be paid through the unit of which he is a member and designated for a specific purpose.
 - b. If individuals wish to support the work of the Regional Secretary in another area of the world field, they should send their funds through the regular channels and shall be applied to expenses above and beyond those budgeted at the Council Meeting. The Regional Secretary shall report these additional funds, with a copy of a written receipt, in his written annual report to the General Conference Council and explain how they were used. The donor shall specify his intent at the time the offering is given. Regular channels include normal church organizations and any self-supporting organization formed by members of the Seventh Day Adventist Reform Movement. These organizations shall provide regular systematic reports of their activities to the President of their local unit and to the General Conference and cooperate and coordinate their activities with the Regional Secretary in the receiving area.
 - c. A Regional Secretary may raise funds outside of their Region in cooperation with the Regional Secretary of the specific area.
 - d. When the Regional Secretary initiates fundraising activities in a unit, he shall obtain permission from the unit president before commencing any fundraising activities.
4. In order to maximize the usefulness of the Regional Secretary, he shall have access to basic office material when he assumes the responsibilities of his office. These items shall be specified on his first budget request to the Council. Since these are expendable items, they become the property of the individual and do not need to be returned to the church if he is no longer Regional Secretary. Before such like equipment is requested, they must show willingness to be trained to use the tool effectively. The list may include the following:
 - a. Cell phone with approved monthly plan
 - b. Laptop computer
 - c. Portable printer for laptop
 - d. Projector

- e. Monthly internet access with approved monthly plan. Depending on his activities as well as cost-effectiveness in his local area, a high speed internet connection may be considered.
- f. Copy/Fax machine (It is advised that the copy machine be purchased that is capable of copying pages from books rather than just individual sheets of paper.)
- g. Paper shredder
- h. Basic office supplies

Section 4: Reporting

1. Communication is one of the most important parts of a minister's responsibilities. These communications are on an organizational or personal level with either church members or interested souls. In order to carry forward the work of God on earth in a symmetrical manner, the Regional Secretary should communicate by multimedia at least on a quarterly basis (monthly preferred) with the President of the General Conference. More communication can be by letter or e-mail.
2. The Regional Secretary shall fill out a monthly workers report that includes his activities as well as necessary expenses (together with their receipts or vouchers) on the form(s) provided by the Secretary of the General Conference and shall send these directly to the Treasurer. These forms may be evaluated by other Council members of the General Conference whenever they come to the headquarters.
3. He shall also make a written report once a year to the annual General Conference Council meeting. This report should avoid some of the statistics that will be included in the Secretary's Report. The Secretary's beginning and ending statistics for each unit include membership, ordained personnel, church structures owned verses rented, number of schools and institutions, and organized churches and groups. The Regional Secretary should concentrate on the following:
 - a. Spiritual conditions of each unit as manifested in the active involvement of the membership as a whole. This would include personal involvement in evangelistic outreach programs as well as spiritual conferences attended.
 - b. Number of personal visits and Bible studies are not necessary on this report as they are already covered in the monthly reports. However, any special visits or Bible studies may be mentioned and a brief description can be added.
 - c. Number of new units formed. Explanations should be given as to how they came about to be formed and personal involvement in assisting with their formation.
 - d. Number of organizational functions attended such as organizational activities of units.
 - e. As digital cameras are becoming easier to use, it would be good to enhance the verbal presentation with visuals.
 - f. This written report should be turned in to the Secretary no later than June 30th of each year.
4. A similar report combining all four years shall be made to the quadrennial General Conference Session and shall be turned in to the Secretary no later than the last day of January in the year in which the session of the General Conference will be held.

Section 5: Regional Divisions

1. The number of regional divisions of the world field shall be such figure as designated by the General Conference in Session.
2. Proposals for new regional divisions may come from any entity or committee to the General Conference Council for evaluation and consultation with the Region, and if viable shall first be

presented to the Temporary Bylaws and Temporary Finance Committees for their recommendation before being voted upon by the Session as a whole.

3. Financial concerns should be considered when a current Region is divided or realigned. Special care should be given that each Region contains units or countries that are strong financially and are able to assist poorer units within the same Region. If a unit does not exist in a country that is strong financially within a Region, the Regional Secretary shall prioritize his work so that such a unit may be established.
4. Any new regional division shall have the minimum support of 2/3 of the delegates present at a General Conference Session residing in the newly proposed region. Vote by the entire existing Region is not necessary. This vote should be taken before the issue is presented to the Temporary Bylaws and Finance Committees. Once approved by these Temporary Committees, the proposed division shall be presented to the session for approval (needs 2/3 vote).
5. Division of a territory shall be determined by its geographical diversity and/or the ability of one Regional Secretary to manage the assigned territory rather than the number of members in a given area. The higher the number of countries with no organizational units or unions, the more likely the need for a regional division.
6. The current world field is divided into the following eight (8) regions:
 - a. African Region: Includes the African continent
 - b. Asian Region: Bangladesh, Bhutan, India, Malaysia, Maldives, Myanmar, Nepal, Pakistan, Singapore, Sri Lanka, Thailand, and the countries of the Middle East (excluding Turkey and Israel)
 - c. Central American Region: Includes all of the countries in Central America, Colombia, Mexico, the Caribbean islands, and Venezuela
 - d. Eurasian Region: All of Eastern Europe not included in the European Region, the countries of the former USSR, Turkey and Israel
 - e. European Region: Includes all of Western Europe, the Balkans, Romania, and Bulgaria
 - f. North American Region: United States and Canada
 - g. Pacific Region: Includes Australia, Cambodia, China, Indonesia, Japan, Korea, Laos, Mongolia, New Zealand, Philippines, Vietnam, and all the islands of the Pacific
 - h. South American Region: Includes the continent of South America with the exception of Colombia, and Venezuela

Section 6: Organizational Responsibilities

1. The Regional Secretary shall bear the full responsibility of supervising all units attached directly to the General Conference within his territory.
2. **Supervision:** General administrative supervision includes the following:
 - a. Maintaining a personal relationship with the president of each unit in the region. Contact should be made at least quarterly (monthly encouraged) with the leader of each unit to get an idea of the progress of the work in that unit and to see if there are any organizational difficulties that need attention before growing in magnitude. This contact should be by telephone at least quarterly.
 - b. Each unit president should send a copy of his monthly report every three months to the Regional Secretary. In this way, he will be kept aware of developments and activities taking

place in the region and will help him to make a balanced and intelligent evaluation of the work of the region as a whole.

- c. Providing personal support and advice to the president of each unit regarding organizational matters. Some matters demand more support than can be given by telephone or e-mail. If the case demands it, the Regional Secretary shall visit the unit personally to assist in finding a solution. All such visits shall be coordinated with the president of that unit.
- d. Special attention shall be given to newly elected presidents of units that have never had such responsibilities. This may include several trips per year rather than just one explanation at the beginning of his term.
- e. He shall monitor all statistical and financial reports of all units within his region at least once per year. Arrangement shall be made with the Secretary and Treasurer of the General Conference for a specific evaluation of these reports each time they attend a Council meeting. This meeting may be in conjunction with the Council meeting and such arrangement shall be made prior to arrival at the designated place of meeting. If any unit is lagging behind in their reporting or in maintaining their financial obligations, the Regional Secretary shall give special attention to that unit during the following year. These units may need secretarial assistance in administration or help in their financial management.
- f. Receiving letters from leaders within his region is a normal part of the Regional Secretary's office responsibilities.
 - (1) It should be customary in office work that every letter receives a prompt reply. Many difficulties and problems have arisen due to indifference and negligence on the part of responsible officers in this matter.
 - (2) If a reply will take some time to formulate, or time is necessary to gather the needed information, at least an acknowledgement of receiving the letter needs to be sent. It is discouraging to those involved, when letters of importance are not answered punctually. Prompt replies promote mutual respect and fosters a feeling of cooperation.
 - (3) Understanding and patience also needs to be encouraged among those writing letters as the Regional Secretary is often traveling. Upon his return, priority should be given to all his correspondence.

3. **Organizational Meetings:** The Regional Secretary shall be responsible to conduct the organizational meetings of each unit* attached directly to the General Conference in his division of labor.

- a. He shall contact the president of the unit to determine the best date for the delegation session. Ample time needs to be allotted to transact all business of the unit which includes the reports of all its officers, election of new officers, and the evaluation of all proposals from the finance, bylaws and plans committees. This may range between 1-3 days. Proper planning will ensure that all session committees will have their rightful role preserved and their proposals properly considered by the entire delegation.
- b. He shall arrive at least a week prior to the delegation session in order to evaluate firsthand the needs of the unit. He shall also remain at least a week after the session to assist and educate the new officers in their responsibilities. Education of new officers is the most important role of the Regional Secretary.

“Open new fields, is the word from the Lord, and add to your workers. Educate young men to labor, and tarry not. Educate, educate, educate.” 6T 416.

- c. After the reports of the officers are presented, the outgoing President shall turn over the meeting to be conducted by the Regional Secretary.*

- d. He follows the outline of conducting the session as given in Article XI, Section 8 for a union or Article XII, Section 8 for a field or mission.
- e. His purpose in the Nominating Committee is to chair the meeting and making sure that all proposals are dealt with fairly. He shall conduct the meeting in such a way that if any names are declined for any particular office, there is just reason based on the biblical principle of two or three witnesses especially with ordained personnel. “Against an elder receive not an accusation, but before two or three witnesses.” 1 Timothy 5:19. Such individuals who have been called to the nominating committee and accusations have arisen afterward shall be given an opportunity to give an explanation of their version of events before a final decision is passed.

“One man might be controlled by prejudice, selfishness, or malice. But it was not likely that two or more persons would be so perverted as to unite in bearing false witness; and even should they do so, a separate examination would lead to a discovery of the truth.” ST January 20, 1888.

- f. Since his work is also that of an educational nature, those declined after an interview should be called back to the nominating committee and the Regional Secretary shall give the person guidelines regarding areas of improvement that will make it possible for him to be a candidate for such office in the future.
 - g. Before the meeting draws to a close, special words of advice need to be given to the new officers. In order to be successful, all officers need to be instruments in the hand of God.
 - h. At the close of the meeting he should not forget to thank all those who made it possible to hold the session especially the host church, the outgoing officers, and those involved in the preparation of the food and other logistical necessities.
 - i. When the organizational meeting is over, he should make sure that the unit concerned sends a report of their session, together with the reports submitted to the session about spiritual matters, statistics, finances, et cetera to the General Conference Secretary’s office.
- * If the Regional Secretary is an outgoing executive officer of the unit (President, Vice-President, Secretary, or Treasurer), and in the home unit of the Regional Secretary, the President, or one of the Vice-Presidents of the General Conference, shall conduct the delegation session. He shall attend the meetings of the nominating committee after the President of the unit has been elected.

The purpose of having the Regional Secretary conduct the delegation session is that there be no conflict of interest affecting the election of officers. For the same reason the President, Secretary, or Treasurer of the General Conference is not eligible to participate in the Nominating Committee at its Session (see Article IV, Section 7 part 1) and cannot chair the delegation of their home units.

Section 7: Spiritual Responsibilities

1. As the Regional Secretary maintains personal contact with the President of each unit as listed in Article VI, Section 6 Part 2, he should not only be concerned with the organizational and statistical development but also with its spiritual progress. This includes the spirituality of the membership as manifested in their participation in church activities as well as doctrinal soundness and maintenance of church standards.
2. **Personal Visitation:** In these regular contacts with each unit’s leadership, he may find that more support is needed than can be given by providing material to assist in improving the spirituality of church members. In such cases, he shall visit those areas that need pastoral assistance in cooperation with the president of the unit. This may include revival meetings or enrichment seminars where members are taught how to work for the Lord as lay members.

“If one entering upon this work chooses the least self-sacrificing part, contenting himself with preaching, and leaving the work of personal ministry for some one else to do, his labors will not be acceptable to God. Souls for whom Christ died are perishing for want of well-directed personal labor; and he has mistaken his calling who, having entered the ministry, is unwilling to do the personal work that the care of the flock demands.” GW 186.

3. **Newly Elected Presidents:** Always, special attention shall be given to newly elected presidents that have never had such responsibilities. They need to be taught how to care for souls not just run the mechanical wheels of church organization.
4. **Training New Workers:** Spiritual growth cannot be maintained without an educational program. Therefore, the Regional Secretary shall be responsible to help in the training and development of new workers by establishing seminars and schools in participation with the Education Department of the General Conference.
5. **Developing Institutions:** The responsibilities of the Regional Secretary include helping the units develop all types of institutional work in the region. This includes, among others, sanitariums and publishing houses. He is not to do the work himself, but to find qualified workers with the burden in those areas.

Section 8: Evangelistic Responsibilities

1. The main reason for the existence of the Seventh Day Adventist Reform Movement is evangelism. Jesus said: “Go ye into all the world, and preach the gospel to every creature.” Mark 16:15.

“The church is God's appointed agency for the salvation of men. It was organized for service, and its mission is to carry the gospel to the world.” AA 9.

- a. The formal organizational structure without this is worthless.

“I learn that it is proposed by some of our brethren to do away with the organization of some at least of the branches of our work. No doubt what has led them to propose this step is that in some of our organizations the machinery has been made so complicated as really to hinder the work. This, however, is not an argument against organization, but against the perversion of it.” General Conference Bulletin, January 29, 1893.

- b. Therefore, the major work of the Regional Secretary shall consist of making plans to involve the entire church membership in his region for evangelistic outreach.

“Every true disciple is born into the kingdom of God as a missionary.” DA 195.

2. Evaluating Evangelistic Success within Units

- a. One of the methods for evaluation is by examining the statistical reports from each unit at least once per year. This may be done before or after a General Conference Council meeting together with the statistics compiled by the Secretary. Although numbers may not mean everything, they do mean something.
- b. The net growth of a unit may give some indication of evangelistic outreach.
 - (1) Evaluate not only the actual total but compare the number of baptisms verses the number of transfers.
 - (2) If a unit is transferring in a great quantity of members with just a few local baptisms, the total figure may not necessarily be a positive indication.
 - (3) Some units may baptize quite a few new members but they transfer to other units. This also should be considered in the evaluation.
 - (4) The circumstances of the unit also needs to be considered. For example, a new field may have more difficulty in gaining membership than established ones.

- c. A large baptismal count together with a large number of souls being disfellowshipped may indicate that evangelistic outreach is being done but souls are not adequately being prepared for membership.
 - (1) These units need special attention in preparing candidates for baptism adequately or help in keeping its members.
 - (2) Ministers may need special training to be shepherds or pastors of the flock to keep the sheep in the fold.
 - (3) Remember, it is much easier to keep a member than to find a new one.
- d. Statistics alone may not give a correct impression of the work of evangelism in a unit. Personally visiting the churches in a unit gives a better view of what they are actually doing with regards to evangelism. These visits are to be completely separate from the organizational meetings and the regularly scheduled conferences.

3. Planning Evangelistic Outreach within Units

“The best medicine you can give the church is not preaching or sermonizing, but planning work for them. If set to work, the despondent would soon forget their despondency, the weak would become strong, the ignorant intelligent, and all would be prepared to present the truth as it is in Jesus.—*Review and Herald*, June 25, 1895.” EV 356.

- a. If there are units that are not growing or are very weak in their outreach, the Regional Secretary should visit with the committee of that unit and plan activities that will involve all the members in the churches.

4. In the Regions Beyond

- a. One of the best ways to promote a revival in established churches is to carry the banner of the cross into regions where the message of reformation has not yet reached. For this reason, another of the chief responsibilities of the Regional Secretary is to assist in the development of the gospel message in areas that have not yet been entered and to enthusiastically distribute the news of its progress to the churches.

“Everywhere the light of truth is to shine forth, that hearts may be awakened and converted. In all countries the gospel is to be proclaimed. God’s servants are to labor in places nigh and afar off, enlarging the cultivated portions of the vineyard, and going to the regions beyond. They are to work while the day lasts; for the night cometh, in which no man can work. . . Churches are to be organized, and plans laid for work to be done by the members of the newly organized churches. As workers go forth filled with zeal, and with the love of God, the churches at home will be revived; for the success of the workers will be regarded as a subject of deep personal concern by every member of the church.” GW 25-26.

- b. At times it is impossible to visit all the interested souls in places where no work is established. For this reason the Regional Secretary needs to prioritize his work in those areas.
 - (1) Since the means of travel brings the world much closer to each other than ever before, individuals from unopened fields are now more likely to visit one of our churches and learn the message of truth. When they return back to their homeland, they provide a most fruitful entering wedge into the new community. These should be moved to the top of our priority list as it will be much easier to establish a work in that area.
 - (2) Another high priority case will be the distribution of the various books, videos, DVD’s, pamphlets, magazines and the internet. These silent witnesses also prepare the heart for the truth and provide a fruitful environment for the gospel message to grow. Those souls who have been receiving these silent messengers for at least a year are more likely to receive the truth than those who have received the material for a short period of time.

- c. Plan for follow-up until the work is established.
 - (1) One worker alone cannot establish the work especially if he is only visiting there from time to time.
 - (2) Constantly be on the lookout who can be sent to the new area on a permanent basis. Sometimes established units may be able to support a worker in a new area until they become self-supporting.

“We need wise nurserymen, who will transplant trees to different localities and give them advantages that will enable them to grow. It is the positive duty of God's people to go into the regions beyond. Let forces be set at work to clear new ground, to establish new centers of influence wherever an opening can be found. Rally workers who possess true missionary zeal, and let them go forth to diffuse light and knowledge far and near.” 8T 148.
 - (3) If a worker is not available, look for a few experienced families to see if they can relocate to the new field as self-supporting missionaries. This often keeps the membership growing in their spiritual life like no other church responsibility.

“The lay members of our churches can accomplish a work which, as yet, they have scarcely begun. None should move into new places merely for the sake of worldly advantage; but where there is an opening to obtain a livelihood, let families that are well grounded in the truth enter, one or two families in a place, to work as missionaries. They should feel a love for souls, a burden of labor for them, and should make it a study how to bring them into the truth. They can distribute our publications, hold meetings in their homes, become acquainted with their neighbors, and invite them to come to these meetings. Thus they can let their light shine in good works.” 8T 245.
 - (4) If a permanent worker or family is not immediately available, try to arrange matters in such a way that this new area receives a visit of at least two weeks every two or three months. The Regional Secretary may not be able to go each time but he can organize the established units in his region so that they can alternate their workers to help the new place. This will not only help the new field but also encourage the worker and his home church.
 - (5) It is better to work one area until it is established rather than to open many new places without proper follow-up.

- e. Do not rest satisfied until every country and every city in the region is reached.

“Our watchword is to be: Onward, ever onward. The angels of God will go before us to prepare the way. Our burden for the ‘regions beyond’ can never be laid down until the whole earth shall be lightened with the glory of the Lord.” 6T 29.

Section 9: Annual Regional Working Program: Before the end of each year the Regional Secretary should meet with the executive committee of every unit to listen to their needs and assist them in preparing their annual working program.

- 1. The annual working program for each unit should include:
 - (1) The material and spiritual goals (such as the acquirement of church properties, establishment of new units, churches and groups, and membership goals);
 - (2) The methods to reach such goals (such as plans for specific evangelist, medical missionary, and youth programs);
 - (3) The master annual schedule for all their activities;
 - (4) Their budget for all activities;
 - (5) The list of all the workers together with their job description and contact information.

- (6) The General Conference Working Plan should be included in the Regional and unit ones.
2. After visiting each unit and helping them prepare their program, the Regional Secretary should organize a meeting with all unit leaders to organize a similar regional working program.
 3. Each working program should be printed and given to every member of the church in order to inform them of all the goals, activities and plans to be developed throughout the year.
 4. The Regional Secretary should have periodic meetings with the leaders of the units to evaluate the progress of the working program.