



2016 GC & DIVISION SECRETARIAT ADVISORY

Importance of Church Policy and Manual



Objectives of this Presentation

1. To understand church governance documents.
2. To understand the GC Working Policy and its relevance to leadership issues.

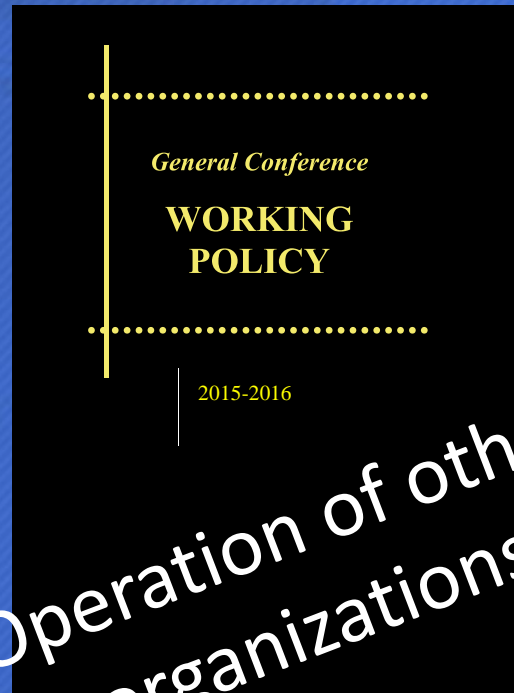


Church Governance Documents

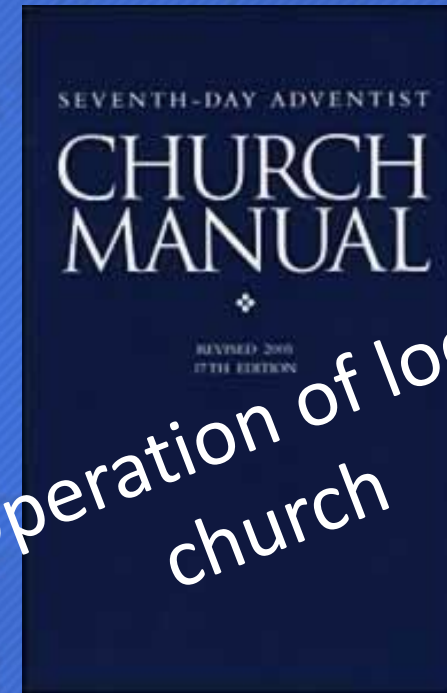
1. **Statement of Fundamental Beliefs**
2. **General Conference *Working Policy* or the Division *Working Policy***
3. **The *Church Manual***
4. **Constitution and Bylaws:** for conferences and institutions
5. **Operating Policy:** for units with 'mission' status



Two Policy Books—Different Roles



Operation of other organizations



Operation of local church



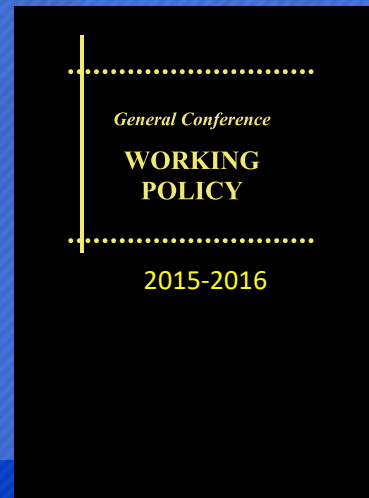
Use of the Church Manual

BA 15 05 Standards and Practices—The standards and practices of the church are based upon the principles set forth in the *Seventh-day Adventist Church Manual*, published by the General Conference. **These principles are to be followed in all matters pertaining to the administration of local churches** both within the church and in its relationship to higher levels of organization.



GC Working Policy

Global leadership decisions regarding how entities live and work together. The ‘family code of conduct.’



The Purpose of Policy

1. To provide a framework for making sound decisions and to ensure that the organization is administered consistently and that employees are treated fairly.
2. To protect the organization from autocratic and erratic leadership
3. To avoid widely differing patterns of action
4. To ensure sound decisions by the world leadership with respect to organizational procedures.



The Function of Policy

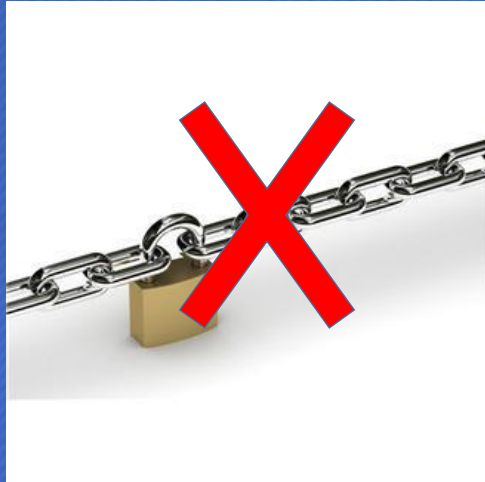
1. To define how we do our work
2. To represent a collective decision-making process (executive committee)
3. The GC *Working Policy* is the policy framework for the World Church
4. The *Church Manual* is the policy framework for the operations of local churches
5. It is dynamic and can be amended.



What holds the church together?



What holds the church together?

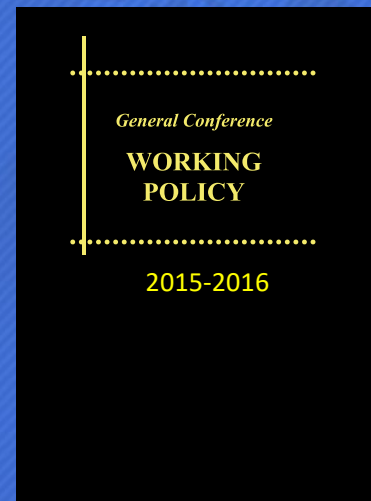


What holds the church together?

1. Our submission to the Holy Spirit
2. Commitment to worldwide mission
3. Respect for the Church as a 'body'
4. Willingness to keep striving for togetherness.



Policy is the result of unity, not the cause of it!



A Brief Historical Overview of the CM SEVENTH-DAY ADVENTIST CHURCH

1. To provide a framework for making sound decisions and to ensure that the organization is administered consistently and that employees are treated fairly.
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Authority of the GC Working Policy

“ It is, therefore, the authoritative voice of the Church in all matters pertaining to the mission and to the administration of the work of the Seventh-day Adventist denomination in all parts of the world.

B 15 10 Adherence to Policy Required—1. The General Conference *Working Policy* shall be strictly adhered to by all organizations in every part of the world field. The work in every organization shall be administered in full harmony with the policies of the General Conference and of the divisions respectively. No departure from these policies shall be made without prior approval from the General Conference Executive Committee, except as stated below.



Authority of the GC Working Policy

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





Sections of the GC Working Policy

Section A

→ Mission

→ Vision

→ Values



Sections of the GC Working Policy

Section B

Organization and Administration

Foundation and Structure

- How the Church is designed
- How it operates



Sections of the GC Working Policy

Section BA

- Annual Council, Church Manual, Adult Bible Study Guides
- Trademark policies
- Institutions—composition of constituencies and boards
- Human relations (treating people with fairness and equality—with an exception clause)
- Records management



Sections of the GC Working Policy

SECTION C

- Division territories
- Division councils and policy
- Union and local conference sessions
- Training of employees
- Polygamy



Sections of the GC Working Policy

SECTION D

→ Model governance documents (constitutions and operating policies)



Sections of the GC Working Policy

SECTION E

- Denominational employees—credentials and licenses
- Employee identifiers: base division, citizenship, independent transfers
- Calls for interdivision service
- Employee service record
- Conflict of interest and/or commitment



Sections of the GC Working Policy

DEPARTMENTS, AGENCIES, MINISTRIES, ETC.

Up to 1901: there were no departments

Today we have departments, agencies, associations, services (*By-Laws*, art. X, § 3), all governed by a group of policies enumerated from F through K.

- FA–FY = Departments
- G = White Estate
- HA–HD = Important agencies
- K = “Self-supporting ministries”



Sections of the GC Working Policy

“F” POLICIES: DEPARTMENTS

- 1) FA – Adventist Chaplaincy Ministries
- 2) FB – Children’s Ministries
- 3) FC – Communication
- 4) FE – Education
- 5) FF – Family Ministries
- 6) FH – Health Ministries
- 7) FL – Public Affairs & Religious Liberty



Sections of the GC Working Policy

“F” POLICIES: DEPARTMENTS

- 8) FP – Publishing Ministries
- 9) FR – Sabbath School & Personal Ministries
- 10) FS – Stewardship Ministries
- 11) FT – Legal Association & Trust Services
- 12) FW – Women’s Ministries
- 13) FY – Youth Ministries



Sections of the GC Working Policy

THE “MINISTRIES”

- Nothing to do with Ministerial!
- Nine departments have the title “Ministries”
 - FA, FB, FF, FH, FP, FR, FS, FW and FY:
 - Chaplaincy, Children’s, Family, Health, Publishing, Sabbath School & Personal, Stewardship, Women’s and Youth Ministries
- Communication, Education, PARL and Trust Services – they surely perform a ministry but are not grouped that way



Sections of the GC Working Policy

DEPARTMENTAL POLICIES

- Thirteen are authorized by the By-Laws (art. X, § 1)
- But there are fourteen listed under GC Departments in the *Yearbook*



Sections of the GC Working Policy

THE MINISTERIAL ASSOCIATION

- The fourteenth is the Ministerial Association
- It functions like a department and therefore is listed with them in the *Yearbook*, but it is officially not a department
- There is a discrete set of policies relating to pastors, “L”.



Sections of the GC Working Policy

AGENCIES, CORPORATIONS, SERVICES (G, H POLICIES)

[CONTINUED]

Adventist Mission: “It is not a department, but works with all departments.”

(HC 05)

It oversees church planting initiatives but they then operate under local entities (HC 10 no. 1, 15 10)



Sections of the GC Working Policy

- Section M – General Interdivision Service Policies
- Section R – Adventist Volunteer Service
- Section S – General Financial Policies
- Section SA – Auditing Policies
- Section T – Division Financial Policies



Sections of the GC Working Policy

- Section U – Institutional Financial Policies
- Section V – The Tithe and Offerings
- Section W – World Mission Funds



Sections of the GC Working Policy

- Section X – Ingathering
- Section Y – Remuneration
- Section Z – Retirement



Why so much bold print?

Those sections of the model bylaws that appear in bold print are essential to the unity of the Church worldwide, and shall be included in the bylaws as adopted by each union conference. Other sections of the model bylaws may be modified as set out in Bylaw Article XII, provided they continue to be in full harmony with the provisions of this model.

(GCWP D 10 05)



Quiz Time

- 1. What is the one association that still functions as a Department?**
- 2. If compliance with GC Working Policy would result in a violation of civil laws what should leadership do?**



THE END

