Syllabus
GCWP101 - Introduction to *Working Policy*
General Conference University
First Semester, October 15, 2012

Class location—General Conference Auditorium
Instructors—Professor G T Ng, PhD assisted by five Professors
Textbook—General Conference Working Policy 2011-12

**COURSE DESCRIPTION**
GCWP101 - Introduction to *Working Policy* is an introductory course providing an overview of General Conference *Working Policy*. Guest experts will explain the organization and structure of working policy. The uses and place of working policy in the life of the Church will be demonstrated through skits and dialogue.

**COURSE OUTLINE**
- Introduction
- How to get a copy of *Working Policy*
- *Working Policy* is not Scripture
- Uses of *Working Policy*

**OVERVIEW OF WORKING POLICY**
- Organization and Administration—Professor Lowell Cooper, MDiv, MPH
- Departments and Agencies—Professor David Trim, PhD
- Ministry and Training—Professor Jonas Arrais, DMin
- IDE Policies—Professor Rosa Banks, EdD
- Financial Policies—Daisy Orion, MHA

**COURSE OBJECTIVES**
Upon successful completion of this course the student will

1. Understand the organization and structure of *Working Policy*.
2. Be able to locate needed information in *Working Policy*.

**COURSE REQUIREMENTS**

1. Class attendance is essential for this course—50% of the grade.
2. Learning will be tested by five quizzes—50% of the grade.

A complete set of resources for this class can be downloaded from
http://www.leadershipdevelopment.adventist.org/curriculums/presidential2
INTRODUCTION

Call class to order: Professor G T Ng

“IT’S IN THE BOOK”
Illustration: Who produces Working Policy
Illustration: Working Policy is not the Bible
Illustration: Uses of Working Policy

OVERVIEW OF GC WORKING POLICY

ORGANIZATION AND ADMINISTRATION
Illustration: Dividing Unions
Overview: Professor Lowell Cooper
Quiz: Professor G T Ng

DEPARTMENTS AND AGENCIES
Illustration: Dual Credentials
Overview: Professor David Trim
Quiz: Professor G T Ng

MINISTRY AND TRAINING
Illustration: Pastoral Education
Overview: Professor Jonas Arrais
Quiz: Professor G T Ng

IDE POLICIES
Illustration: Missionary Concerns
Overview: Professor Rosa Banks
Quiz: Professor G T Ng

FINANCIAL POLICIES
Illustration: Creative Investments
Overview: Professor Daisy Orion
Quiz: Professor G T Ng

CONCLUSION
Concluding remarks and giving out grades: Professor G T Ng
Report Cards
GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

Working Policies

A

MISSION STATEMENT
OF THE SEVENTH-DAY
ADVENTIST CHURCH
05 - Mission Statement of the
Seventh-day Adventist Church
  05 05 - Our Mission
  05 10 - Our Method
  05 15 - Our Vision
10 – Values Statement of the
Seventh-day Adventist Church
  10 05 - Our Values

TOTAL COMMITMENT TO
GOD – A DECLARATION OF
SPIRITUAL ACCOUNTABILITY
IN THE FAMILY OF FAITH
15 – Total Commitment to
God—A Declaration of Spiritual
Accountability in the Family of Faith
  15 05 - The Divine Mandate
  15 10 - What Total Commitment to God Involves for Each Church Member
  15 15 - What Total Commitment to God Involves a Church Pastor
  15 20 - What Total Commitment to God Involves for a Congregation
  15 25 - What Total Commitment to God Involves for Elementary Schools and Academies
  15 30 - What Total Commitment to God Involves for Colleges and Universities
  15 35 - What Total Commitment to God Involves for the Hospitals and Healthcare Institutions
  15 40 - What Total Commitment to God Involves for the Institutions of Mass Communication: Publishing Houses, Media Centers, Adventist Book Centers, and Radio Stations
  15 45 - What Total Commitment to God Involves for the Food Industries
  15 50 - What Total Commitment to God Involves for a Conference/Mission, or Union
  15 55 - What Total Commitment to God Involves for the General Conference/Division
  15 60 - True Measure of Success

MISSION TO THE WORLD
20 - Roadmap for Mission
  20 05 - Rationale
  20 10 - The Mission
  20 15 - Fulfilling the Mission
  20 20 - Conclusion

B

ORIZATION AND
ADMINISTRATION
05 – Organizational and
Operational Principles of SDA
Church Structure
10 – Outline and Definitions of Denominational Organization
15 – General Conference Working Policy
20 – General Conference Session
25 – Election of Retirees to Elective Offices
30 – Procedures for Replacement of President, Secretary, or Treasurer/Chief Financial Officer of the General Conference
35 – Procedures for Referring to the General Conference Executive Committee Questions of Conduct in the Office of President, Secretary, or Treasurer/Chief Financial Officer
40 – Administrative Relationships
45 – Personal Relations and Organizational Authority
50 - Relationships Between Organizations
55 – Responsibility and Relationship of Officers
60 – Establishing New Constituency-based Organizational Units
65 – Organizing New Missions/Conference/Union
70 – Organizing New Divisions
75 – Adjustments in Organizational Status
80 – Adjustments in Territory of Organization
85 - Union of Churches (Repealed AC 2011)
90 - Discontinuation of Organizations
95 - Discontinuation of Organizations by Voluntary or Involuntary Dissolution

BA - GENERAL
ADMINISTRATIVE POLICIES
5 – Annual Councils
10 – Spring Meetings
15 – Church Manual
20 – Sabbath School Bible Study Guides
25 – Legal Organizations
D
MODEL CONSTITUTIONS AND OPERATING POLICIES
05 – Seventh-day Adventist Church Organization
10 – Model Union Conference Constitution and Bylaws
15 – Model Union Mission Operating Policy
17 – Model Union of Churches Constitution and Bylaws
19 – Model Union of Churches Operating Policy
20 – Model Local Conference Constitution and Bylaws
25 – Model Local Mission Operating Policy

E
DENOMINATIONAL EMPLOYEES— ACCREDITING, TRANSFERRING, EMPLOYMENT REGULATIONS
05 – Credentials and Licenses
10 – Credentials and Licenses – Method of Issuing
15 – Homeland, Division, and Division Country Relationship
20 – Independent Transfers
25 – Calling Employees for Interdivision Service
30 – Adopted Division Status for Individuals Never Employed by Their Home Division
35 – Children of Parents on Interdivision Appointment/Assignment Homeland/Base Division Country
40 – Transferred Division Territory-Employee Status
45 – Calling Employees for Intradivision Service
50 – Tenure of Office
55 – Retirement of Elected Employees
60 – Conference/Mission/Field President
65 – Employees Released From General Conference Responsibilities
70 – Recording and Preserving Employees’ Service Records
75 – Vacations and Holidays
80 – Employees’ Personal Finance
85 – Conflict of Interest and/or Commitment

F
DEPARTMENTS AND AGENCIES
FA - ADVENTIST CHAPLAINCY MINISTRIES
05 - Purpose
10 - Desired Outcome
15 - Services & Resources
20 - Operations
25 - Employment of Adventist Chaplains
30 - Ecclesiastical Endorsement
35 - Accreditation and Cert.
40 - AMiCUS
45 - World Service Organization

FB - CHILDREN’S MINISTRIES
05 - Purpose
10 - Desired Outcome
15 - Services & Resources
20 - Operations

FC - COMMUNICATION
05 - Philosophy
10 - Vision
15 - Objective
20 - Responsibility in Achieving the Objective
25 - Functions & Services
30 - Corporate Global Coordination

FE - EDUCATION
05 - SDA Philosophy of Education
10 - Role of SDA Schools, Colleges, & Universities
15 - Objectives of SDA Education
20 - Educational Administration
25 - Establishing New or Existing Secondary Schools, Colleges, & Universities
30 - Schools of Nursing
35 - Relationship of Griggs University & International Academy to Other Schools
40 - Bible Teachers
45 - Admittance of Non-Adventist Children to Church Schools
50 - Affiliation With Other School Systems
55 - Preschool Education
60 - Teacher—Employment Conditions of Elementary School or Junior Academy
65 - Administrators & Teaching Staff—Employment in Colleges & Univ.
70 - In-Service Development Policy
75 - In-Service Training Assistance
80 - Extension Schools
85 - interschool Sports
90 - Educational Schools Abroad
95 - Public Campus Ministry

FF - FAMILY MINISTRIES
05 - Philosophy
10 - Objectives
15 - Areas of Emphasis
20 - Departmental Staff & Governance

FH - HEALTH MINISTRIES
05 - Philosophy
10 - Health and Temperance
15 - World Health and Temperance Sabbath
20 - Statement of Operating Principles For Health Care Institutions
25 - Health Care Institutions – Plan Of Operation
30 - Training of Hospital Administrators
35 - Survey of Health Care Institutions
40 - International Health and Temperance Association Constitution

FL - PUBLIC AFFAIRS AND RELIGIOUS LIBERTY
05 - Philosophy
10 - Purpose
15 - Departmental Responsibilities
20 - International Religious Liberty Organization (IRLA)
25 - Religious Liberty Litigation

FP - PUBLISHING MINISTRIES
05 - Philosophy
10 - Purpose
15 - Basic Principles for Operating Publishing Institutions
20 - Appointment of Editors
25 - Hymnbooks
30 - Independent Publications
35 - Publishing Houses
40 - Christian Record Services
45 - Publishing Development Fund
50 - World Lit. Min. Coordinating Bd.
55 - Copyright/Royalty Policy
60 - Adventist Book Centers
65 - Literature Evangelism
70 - Regular Literature Evangelist
75 - Literature Evangelist Scholarship

FR - SABBATH SCHOOL & PERSONAL MINISTRIES
05 - Purpose
10 - Desired Outcome
20 - Operations
25 - Functions

FS - STEWARDSHIP MINISTRIES
05 - Philosophy
10 - Purpose and Function
15 - Areas of Emphasis
20 - Departmental Staffing
25 - Relationship to World Divisions

FT - LEGAL ASSOCIATION AND TRUST SERVICES
05 - Statement of Purpose

FW - WOMEN'S MINISTRIES
05 - Philosophy
10 - Purpose
15 - Objectives
20 - Departmental Staffing

FY - YOUTH MINISTRIES
05 - Purpose
10 - Objectives
15 - Departmental Staffing
20 - Programs and Activities
25 - Public Campus Ministry

G

GE E G WHITE, INC.
05 - Ellen G. White Writings
10 - Reproduction of Ellen G White Writings
15 - The Ellen G White Estate and the Spirit of Prophecy Committee
20 - Ellen G white Estate Branch Offices and Ellen G White Seventh-day Adventist Research Centers and Study Centers

H

HA - ADVENTIST RELIEF & DEVELOPMENT AGENCY
05 - Philosophy, Background, and Objectives
10 - Organization and Procedures
HB - ADVENTIST WORLD RADIO
05 - Statement of Purpose
10 - Organization and Procedures
15 - Incorporation
20 - Relationships to World Divisions
25 - Financial Matters
30 - Adventist World Radio Annual World Offering

HC - ADVENTIST MISSION
05 - Philosophy and Mission
10 - Purposes
15 - Global Mission
20 - Mission Awareness

HI - INTERNATIONAL HEALTH FOOD MINISTRY
(Repealed Annual Council 2010)

K
SUPPORTING MINISTRIES
05 - Criteria for Defining Supporting Ministries
10 - Process for Listing Supporting Ministries

L
THE MINISTRY AND MINISTERIAL TRAINING
L 05 - Ministerial Training
05 05 - General Provisions
L 10 Ministerial Internship
10 05 - Purpose of Plan
10 10 - Definition of Term “Ministerial Internship”
L 15 - Ministerial Internship—Procedures
15 05 - Length of Internship
15 10 - Number of Internships
15 15 - Wages of Interns
15 20 - Rent Subsidies
15 25 - Financial Plan
15 30 - Licensure
15 35 - Service Record
15 40 - Conference/Mission/Field Responsibility
15 45 - Qualifications of Candidates
15 50 - Appointment of Interns
15 55 - Calling of Ministerial Interns
L 20 - Seventh-day Adventist Theological Seminary
L 25 - Licensed Minister – Role and Status
25 05 - Responsibility and Authority
25 10 - Delegating Ministerial Functions
25 15 - Authorizing Ministerial Functions
25 20 - Review of Development
25 25 - Withdrawing Authorization
25 30 - Ordination
L 30 - Ministers from Other Denominations
L 35 - Qualifications for Ordination to the Ministry
35 05 - Vital Concern of the Church
35 10 - Scriptural Counsel
35 15 - Spirit of Prophecy Counsel
35 20 - Examination of Candidates
35 25 - Service Before Ordination
35 30 - Fostering Growth
35 35 - Licentiate
35 40 - Soul Winning as Proof of Calling
35 45 - Non ministerial Employees
35 50 - Not a Reward
35 55 - Ministry a Calling
L 40 Ordained to the World Church
L 45 Procedure in Authorizing Ordination
45 05 - Authorization
45 10 - Ordination Ceremony – Time and Place
45 15 - Ordination in Local Missions/Fields
L 50 Examination of Candidates for Ordination
L 55 Ordination Service
L 60 Safeguarding Credentials—The Integrity of the Ministry
60 05 - Union Responsibility
60 10 - Integrity of the Ministry
60 15 - Integrity of Organizational Officers
60 20 - Reason for Discipline of Ministers
60 25 - Steps in Discipline of Ministers
60 30 - Counseling and Career Guidance
60 35 - Rebaptism

M
INTERDIVISION SERVICE POLICIES - GENERAL
05 - Interdivision Service
10 – Interdivision Policies
15 – Definition of Terms
20 – IDE Budget Code Plan
25 – The IDE Family
30 – IDE Spouse Employment
35 – Interdivision Calls
40 – Deferred Missionary Appointment (DMA)
45 – Transfer Personal Funds
50 - Medical Employees – Calling & Supplying
55 – Self-Supporting Physicians and Dentists
60 – Special Interdivision Transfers
65 – Expenses of IDEs Transferred Between Divisions
70 – Health Evaluations & Clearance
75 – Return of Deceased IDE or Family Member
80 – Taxation for IDEs
INTERDIVISION APPOINTEES
05 – Arrangement with Inter-Division Appointees
10 – Children Accompanying Parents
15 – SDA Institute World Mission
20 – Amortization General/Professional Educational Indebtedness
25 – Financial Assistance on Indebtedness
30 – Fin. Asst. DMAs, LLU
35 – DMA Approved Res., NA
40 - Residency, Other Divisions
45 – Financial Asst. to Nurses
50 – Freight Allowance
55 – Baggage Allowance
60 – Personal Accident Ins.
65 – Ticket Purchase/Travel Arrangements
70 – Outfitting Allowance
75 – Miscellaneous Financial Provisions

INTERDIVISION EMPLOYEES IN THE FIELD
05 – Provision for Housing
10 – Language Study
15 – IDE Remunerations
20 – HDC Allowances
25 – NI/Social Security
30 – Intra-division Move
35 – Nondenominational Employment
40 – Definitions: Elementary, Secondary, College/Univ.
45 – Students Eligible for Financial Assistance
50 – Educ. Allow. Elementary
60 – Educ. Allowance-College/University
65 – Visits of Older Children
70 – Tuition Discounts
75 – Medical Expense
80 – Temporary Evacuation
85 – Vacations Within HDC
90 – Child Adoption
95 – IDE Living Apart/Spouse
100 – Single IDE Who Marries
105 – Professional Fees

TERMS OF INTERDIVISION SERVICE AND ANNUAL LEAVES
05 - General Provisions
10 - Terms of Service
15 - Special Appointments
25 – Furloughs & OALs
30 – Furlough Arrangements
35 – OAL Arrangements
40 – Schedule Service Cycles
45 – Eligibility for ALs
50 – AL – Financial Arrangements
55 – Freight Allowance
60 – Bag. Allow. Furloughs
65 – Baggage Allow. OAL
70 – Ticket Purchase
75 – Health Evaluations
80 – Plans for Service/Study
85 – Responsibility to the BD
90 – AL-Gen. Prov. Rationale
95 – Length of Service
100 – Annual Leave Arrangements
105 – Length of Service & AL
110 – AL – Fin. Arrangements
115 – AL Ticket Purchase & Travel Arrangements

INTERDIVISION PERMANENT RETURNS
05 – PR Arrangements
10 – PR General Provisions
15 – Ticket Purchase and Travel Arrangements
20 – Rehabilitation Allowance
25 – Freight Allowance
30 – Baggage Allowance
35 – Health Evaluations/Healthcare Assistance
40 - Extended Interdivision Service Allowance
45 – Financial Settlement With IDEs and Children Who Elect Not to Return To the BD or Family Adopted Division, Where Applicable
50 – Placing Permanently Returned IDEs
55 – Discontinuance of Interdivision Employment

S 04 Financial Operations
04 05 - Role of Leadership in Financial Matters
04 10 - Officers to Set Example
04 15 - Employ Church Members
04 20 - Responsibility
04 25 - Responsibility for Internal Controls
04 30 - Objectives and Design of Internal Controls
04 35 - Monitoring Internal Controls

S 05 Care & Responsibility (Repealed AC 2011)

S 09 Financial Planning and Budgeting
09 05 - Mission Driven Resource Allocation
09 10 - Budgets
09 15 - Funding of Activities
09 20 - Operating Deficits
09 25 - Financial Obligations
09 30 - Inter-Organizational Accounts
09 35 - Authorization for Appropriations
S 14 Financial Borrowing
14 05 - Borrowing Guidelines

S 15 - Financial Responsibility
(Repealed AC 2011)

S 19 Financial Reports
19 05 - Distribution
19 10 - Analysis
19 15 - Presentation to Committees
19 20 - Presentation to Constituency Sessions
19 25 - Statistical Reports and Financial Statements
19 30 - Accounting Manuals Authority

S 20 Compensation Review Committee
(Repealed AC 2011)

S 24 Financial Ratios
24 05 - Use of Ratios
24 10 - Working Capital
24 15 - Liquidity

S 25 General Conference Funds
(Repealed AC 2011)

S 29 Financial Audits
29 05 - Annual Audits
29 10 - Preparation for Annual Audit
29 15 - Participation on the Annual Audit
29 20 - Presentation of Audit Reports

S 30 - Budget Preparation and Implementation (Repealed AC 2011)

S 34 - Financial Oversight Committees
S 34 - Audit Committees (formerly referred to as Financial Audit Review Committee)
34 10 - Compensation Review Committee (formerly referred to as Salary Audit Committee)
34 15 - Financial Statement Review Committee
34 20 - Financial Survey Commission

S 35 - General and Emergency Appropriations (Repealed AC 2011)

S 37 - General Conference Funds
37 05 - Sources of Funds
37 10 - Remittance to General Conference
37 15 - Funds May Be Held by General Conference

S 38 General Conference Budget Preparation and Implementation
38 05 - Treasury
38 10 - Budget Preparation
38 15 - Approval
38 20 - Implementation

S 39 - General Conference Appropriations

S 40 - Trust Services
40 05 - Deferred Gifts
40 10 - Gift Annuity Agreements
40 15 - Trust Agreements
40 20 - Wills
40 25 - Recording Maturity of Deferred Giving Instruments
40 30 - Administrator, Trustee, and Executor of Wills
40 35 - Inter-organizational Trust Services Guidelines

S 45 - Borrowing of Funds From Church Members
45 05 - Borrowing of Funds From Church Members

S 50 - Solicitation of Funds
50 05 - Denominational Funding
50 10 - Solicitation by Organizations
50 15 - Solicitation/Individuals
50 20 - Contributed Funds
50 25 - Unauthorized Presentations and Solicitations
50 30 - Ingathering Methods

S 55 - Holding Properties
55 05 - Property Ownership
55 10 - Property Valuations
55 15 - Special Provision

S 60 Insurance Policies
60 05 - Insurance of Denominational Assets
60 10 - Minimum Limits of Liability Insurance
60 15 - Property Insurance
60 20 - Crime Insurance
60 25 - Boiler Insurance
60 30 - Public Liability Insurance
60 35 - Aircraft Insurance
60 40 - Airport Insurance
60 45 - Workers’ Compensation Insurance
60 50 - Fire Protection in Denominational Buildings
60 55 - Hospital Professional Practice & Safety Committee
60 60 - Death Benefit Plans

S 65 - Recording of Contingent Liabilities
65 05 - Contingent Liabilities
65 10 - Errors and Omissions Liability

S 70 - Depreciation
70 05 - Depreciation Expense

S 75 - Allen Sponsorships to the USA
75 05 - Sponsorship Policy

S 80 - GC Graduate (PhD/ThD) Scholarship Fund
80 05 - GC Graduate Scholarship Fund

S 85 - Investment of Church Funds
85 05 - Safeguarding Denominational Funds
85 10 - Philosophy
85 15 - Principles
85 20 - Policies
85 25 - GC Unitized Funds
85 30 - Classes of Funds
85 35 - Investment of Short-Term Funds
85 40 - Investment of Intermediate-Term Funds
85 45 - Investment of Long-Term Funds
85 50 - Special Consideration Securities

S 90 - GC Core Policies for Policy Compliance Testing

SA AUDITING POLICIES
05 05 - GC Auditing Service
05 10 - Generally Accepted Audited Standards
05 15 - Definition of Audit
05 16 - Reviews of Trust Operations
05 17 - Compliance Testing
05 20 - Management’s Responsibility
05 25 - Assignment
05 27 - Responsibility for Audits
05 30 - Use of Accountants in Public Practice
05 35 - Auditor’s Report
05 40 - General Conference Auditing Service Board
05 45 - Division Audit Affairs Committee (Repealed AC 2011)
05 50 - General Conference Organizational Structure

SA 15 - Financial Audit Review Committee (Repealed AC 2011)
SA 20 - Authorization for Financial Reviews of Special Engagements
   20 05 Authorization for Financial Reviews or Special Engagements

T
DIVISION FINANCIAL POLICIES
05 – Financial Support
10 – Division Funds – Division Other than North America
15 – Working Capital (Repealed AC 2011)
20 – Appropriation Requests from Divisions
25 – Exchange Policy
30 – Postgraduate/Continuing Education – Local Employed Health Care Professionals
35 – Assistance to Employees Sponsored for Study Outside Their Base Division
40 – Health Related Deferred Appointees – Divisions Other than North America
45 – National Employees Returning
50 - Unsponsored Students
55 – Cross-Cultural Training for Intradivision Employees and Volunteers

U
INSTITUTIONAL FINANCIAL POLICIES
05 – School Subsidies and finance
10 – Financial Policies
15 – Doctor of Ministry Program
20 – Health Care Institutions Financial Policies
25 – Postgraduate Study for Denominationally Employed Physicians

V
THE TITHE
05 – Principles and Procedure in Tithing
10 – Sharing the Tithe
15 – Use of Tithe

W
WORLD MISSION FUNDS
05 – Source and Promotion
10 – Sabbath School Offerings
15 – Camp Meeting Mission Offering
20 – Disaster and Famine Relief Offering
25 – Special Offering
30 – Adventist World Radio Annual Offering

X
INGATHERING
05 – History, Philosophy, and Objectives
10 – Plan, Campaign, Materials, and Promotion
15 – Administration and Use of Ingathering Funds
20 – Ingathering Funds and Provisions for Adoption
25 – The Role of the Division Executive Committee

Y
REMUNERATION OF AND ASSISTANCE TO EMPLOYEES
05 – Philosophy of Remuneration
10 – Travel Expenses and Per Diem
15 – Allowances
20 – Accident Insurance
25 – Automobile Policy

Z
RETIREMENT PLAN
05 – Division Retirement Plans
10 – Administration
15 – Responsibility of Divisions
20 – Employees Who Effect an Independent Transfer
25 – Service Credit
30 – Eligibility
35 – Applications
40 – Benefits
45 – Employer-Provided Benefits
50 - Rates of Beneficiaries in Other Divisions
55 – Alternative to Defined Benefit Plan