

GCWP101

Introduction to *Working Policy*

2012 Syllabus



GENERAL CONFERENCE UNIVERSITY

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*.
3. Appreciate the value of *Working Policy* for church life.

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/curriculum/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

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

ORGANIZATION 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

- 30 - Legal Counsel
- 35 – Financial Consequences of Litigation
- 40 - Seventh-day Adventist Trademark Policy
- 45 – General Conference International Personnel Resources and Services
- 50 – Institutional Organizations
- 55 – Procedure in Electing Institutional Boards and Administrators
- 60 – Human Relations
- 65 – Interdivision Travel
- 70 – Retention and Safeguarding of Records
- 75 – Access to Personnel Information and Placing Interorganizational Calls

C DIVISION ADMINISTRATION

- 05 – Division Territories
- 10 – Division Working Policy
- 15 – Division Councils
- 20 – Procedures for Replacement of Division Officers
- 25 – Division Surveys
- 30 – Union Conference Session
- 35 – Local Conference/Mission/Field Session
- 40 – Conference/Mission/Field Church
- 45 – Audit of Division Employees' Accounts (Repealed AC 2011)
- 50 – Responsibility for Interdivision Employees
- 60 – Developing and Training Employees
- 65 – Business Internship Plan
- 70 – Polygamy
- 75 – Denominational Aviation

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 Interdivision 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

N

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

O

INTERDIVISION EMPLOYEES IN THE FIELD

- 05 – Provision for Housing
- 10 – Language Study
- 15 – IDE Remuneration
- 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
- 55 – Educ. Allow. Secondary
- 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

P

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

Q

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

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 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
- 0 5 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 10 - Audit/Financial Review of Financial Records of Local Churches and Small Organizations (Repealed AC 2011)

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

- 30 – The Role of the Adventist Development and Relief Agency
- 35 – Ingathering Procedures, Donor Divisions, and Reporting

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