

EMPLOYEE HANDBOOK

Alaska Conference
of Seventh-day Adventists

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SEPARATION FROM EMPLOYMENT WITH THE CONFERENCE

**ALASKA CONFERENCE
OF SEVENTH-DAY ADVENTISTS**

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WELCOME

This handbook has been compiled to provide employees knowledge of the many privileges and responsibilities of employment in the Alaska Conference.

It is requested that, upon receiving this book, you read it carefully. Its materials have been compiled to benefit both employee and employer.

This handbook is not, nor can it ever be, complete in every detail. The Seventh-day Adventist Church Manual, the North American Division (NAD) Working Policy, the North Pacific Union Conference (NPUC) Education Code, and a myriad other official documents govern the structure and day-to-day operation of the worldwide church. As a regional administrative entity within the larger world body, the Alaska Conference complies not only with its own policies, but is subject to all relevant policies officially adopted by the General Conference (GC) of Seventh-day Adventists, the NAD of Seventh-day Adventists, and the NPUC of Seventh-day Adventists.

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1000 | GENERAL EMPLOYMENT STANDARDS

The Seventh-day Adventist Church, operating under divine commission, has had plain instruction as to its goals and the principles which are to guide its course. The Conference Executive Committee must discharge this responsibility by deciding the basic duties to be performed, what positions need to be established in order to properly accomplish these duties in an orderly manner, and finally, what persons are competent and should be appointed to those positions.

After outlining the duties of a gospel worker, Paul, in writing to Timothy, said, “Meditate upon these things, give thyself wholly to them that thy profiting may appear to all.” (I Timothy 4:13)

In today’s society, spiritual responsibility in both prayer and work are necessary for all personnel in field and office.

Our goal is that all employees be respected as individuals, each having unique abilities and distinct personalities. The efficient utilization of these dissimilar individuals is necessary to the achievement of the church’s mission.

1100 CONDITIONS OF EMPLOYMENT

Employees of the Alaska Conference of Seventh-day Adventists are expected to possess certain minimal characteristics and qualifications and to comply with regulations and policies of the organization as listed below. Failure to meet these conditions may constitute grounds for dismissal:

- ***Conflicting Interests*** – Avoidance of conflicting interest and personal enterprises for financial gain
- ***Employment Documents*** – Completion of all necessary employment forms (e.g., I-9, W-4). Appropriate forms available from treasury
- ***Ethical Standards*** – Careful adherence to the highest professional and ethical standards in such matters as integrity and

confidentiality, along with a willing and consistent loyalty and cooperation

- **Membership** – Membership and regular attendance in the church, unreserved commitment to its objectives, and a personal relationship to Christ.
- **Personal Conduct** – Careful adherence to Bible teachings and standards of the church by exemplary personal conduct which would preclude:
 - § Use of alcoholic beverages and tobacco
 - § Illegal possession and/or misuse of drugs
 - § Use of profanity and slang expressions
 - § Immoral conduct, including but not limited to adultery, fornication, and homosexuality.

In addition, all employees must conform to all directives as stated under Equal Opportunity, Sexual Harassment and Sexual Misconduct sections of this handbook.

- **Personal Example** – Personal conduct exemplifying a life standard superior to that generally accepted in the world at large, as reflected in matters of attitude, work performance, and personal example and influence in grooming, dress, and the avoidance of extremes
- **Personal Finance** – Management of personal finances so as to live within one's regular income and assure the satisfaction of all just obligations on a current basis.

Employees should arrange their personal financial budgets to live within their regular income, and when they do not succeed in so doing, they should be advised to take up some remunerative line of business outside of denominational employment.

Employees shall not in any way seek donations from churches or individuals for themselves or for personal equipment. When it is necessary for them to discuss their financial affairs, this should be done with conference administrators rather than with constituents of the church or school.

In view of the fact that regular denominational employees receive salary from and are under the direction of denominational boards and committees, in harmony with the recommendation of the NPUC, our employees should refrain from the practice in which churches receive an offering to be shared with any full-time denominational worker.

- **Personal Qualifications** – In the lives of all employees, denominational standards of morality, Sabbath keeping, personal appearance, health, associations, and recreation are to be observed.

Employees are expected to be superior in such characteristics as spirituality, leadership, initiative, optimism, courtesy, sociability, industry, judgment, cooperation, loyalty, tolerance, dedication, and love for others, all within a strong sense of “calling” to the ministry or teaching. Further, employees will prove good spouses and parents, careful of their family’s physical, social, mental, and spiritual health.

In sum, “Since an overseer is entrusted with God’s work, he must be blameless – not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined” (Titus 1:7-8).

- **Service** – Unreserved commitment and fidelity to Christian service are expected of all employees.
- **Side Lines** – The problem of side lines by church employees seems to be creeping into various branches of our work. Denominational policy states that in matters of side lines by our workers, ordained ministers be counseled particularly to follow the standard as set forth in the GC Working Policy: “Our conference and institutional workers shall refrain from all sidelines of business and give themselves wholly to denominational work and ministry of the gospel.”

- **Stewardship** – Exemplary witness in faithful stewardship as Biblically defined in matters relating to personal finance, tithe, time, and talents

Because of its importance as a principle and the spiritual experience it represents, tithing, like other basic beliefs and practices of the church, becomes a condition of employment for all credentialed/licensed employees. Consequently, at the time of employment each individual shall be informed in writing of this requirement which includes the expectation of faithfulness in tithing. Employees shall also be informed that their tithing practices are subject to annual review.

If it is determined that an employee is not faithfully tithing, the president/chief administrative officer (or his designee) of the employing organization shall discuss the matter with the employee in the spirit of pastoral concern and endeavor to help him/her understand that he/she is depriving himself/herself of a blessing and is following a course that is harmful to his/her relationship with the Creator.

1200 PERSONAL DEDICATION

The church's objectives are achieved largely by means of the members' individual witness. The importance of personal dedication on the part of regular employees of the various Seventh-day Adventist Church organizations cannot be overemphasized. This dedication will be evidenced by a consistent Christian life and will include a careful adherence to the principles of loyalty, honesty and integrity. Moral conduct will at all times be above reproach.

It is a high privilege to be connected in any capacity with the Seventh-day Adventist Church organization; and with this privilege comes the responsibility of full dedication to the work the individual has been called upon to perform and complete loyalty to the organization he/she serves. The rewards of personal dedication and faithfulness are set forth in the words of our Lord's parable of the talents: "His Lord said unto him, well done, thou good and faithful servant; thou hast been faithful

over a few things, I will make thee ruler over many things; enter thou into the joy of thy Lord." Matt. 25:21.

1300 EQUAL OPPORTUNITY (NAD D75;C50)

The official position of the Seventh-day Adventist Church is that all members in good and regular standing shall be given full and equal opportunity within the church to develop the knowledge and skills needed in the building up of the church. This position and its resultant course of action requires that all services and all levels of church activity* be open to all members on the basis of their qualifications.

The Alaska Conference will accept applications from all qualified individuals and will afford these individuals equal opportunity in employment, appointment, promotion, salary, and other organizational benefits without consideration of race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status, or prior military service.

* *An exception may be made in services or activities requiring ordination to the gospel ministry (see NAD Policy C 50).*

1400 SEXUAL HARRASSMENT (NAD D70)

As representatives of Christ here on earth, employees of the Alaska Conference of Seventh-day Adventists are to model themselves Christ-like in every action, thought, and deed. "Purity is demanded not only in the outward life, but in the secret intents and emotions of the heart" (*Patriarchs and Prophets*, p.308).

We are instructed to honor and uplift one another. We must never place another worker in a position of embarrassment or disrespect/ harassment due to sexual overtones. To do so would be a violation of God's law and the law of the land, which protects human rights in the workplace.

Title VII of the Civil Rights Acts (1964), administered by the U.S. Equal Employment Opportunity Commission (EEOC), contains guidelines which relate to sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Specific examples of the above-mentioned sexual harassment guidelines may include but are not limited to the following:

- Verbal harassment or abuse (e.g., degrading comments, propositions, jokes, tricks).
- Subtle pressure or requests for sexual activity.
- Unnecessary or inappropriate touching of an individual (e.g., patting, pinching, hugging, repeated brushing against another individual's body).
- The threat, suggestion, or action making the individual's job, future promotions, wages, etc., dependent on whether or not he/she submits to sexual demands or tolerates harassment.

The Alaska Conference of Seventh-day Adventists recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve this environment through prevention, certain appropriate steps have been taken, such as (1) ensuring that all employees are made aware that sexual harassment violates the law and is prohibited by the Alaska Conference of Seventh-day Adventists; and (2) developing appropriate sanctions and informing all employees of their rights to raise the issue of sexual harassment.

Reporting Harassment

Sexual harassment in the Alaska Conference of Seventh-day Adventists will not be tolerated in any form. If an employee encounters verbal or physical sexual harassment from supervisors, fellow employees, clients, or non-employees, the following steps should be taken immediately:

The complainant should report the incident(s) to the appropriate individual as follows: Pastors report to the Conference's executive secretary; teachers report to the superintendent of schools; and office support staff report to the office manager. If the complaint involves the individual to whom a report must be made, the employee may bypass that individual and report to the executive secretary or president. The complaint may be in verbal or written form. Verbal complaints should be reduced to writing.

The discussion should be conducted in an objective and thorough manner by both parties, and the complainant should be notified not to discuss the matter elsewhere due to the confidentiality of the complaint and investigation process.

The individual receiving the report shall advise the executive secretary of the presence and nature of the complaint (unless the complaint specifically involves the latter), and an individual will be designated to investigate the complaint.

The designated individual will talk confidentially with all involved persons and seek to determine whether an act of unwanted sexual harassment did occur. If possible, written statements will be obtained.

The officers of the Conference shall review the evidence, and if it is determined that the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the act, the discipline may range from a written warning placed in the offending individual's personnel file, to relocation, suspension or termination.

The designated individual investigating the report will then notify the complainant and explain that corrective action has been taken.

All employees of the Alaska Conference of Seventh-day Adventists who are aware of incidents of sexual harassment in the workplace are responsible for reporting such incidents to the appropriate supervisor, department head, or other official, for investigation.

No employee of the Alaska Conference of Seventh-day Adventists will be discriminated against in his or her employment on the basis of

opposing any act or acts of the type discussed above, or because that employee has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing with regard to a claim of sexual harassment/misconduct. If an employee believes that they are being discriminated against for any of the foregoing prohibited reasons, he or she should immediately report such conduct to the Conference's executive secretary for investigation and resolution in the same manner as a claim for sexual harassment/misconduct.

1500 SEXUAL MISCONDUCT

Sexual misconduct (sexual abuse of a child) is a tragic blight on our society today—a problem of ever-increasing magnitude. Unfortunately, even the Seventh-day Adventist Church has not escaped this national tragedy. Prevention of incidents of this nature and appropriate methods for handling specific complaints when preventive measures fail are key issues of concern and certainly the goal of the Alaska Conference. The following guidelines have been developed in order to minimize exposure to sexual misconduct claims against employees who work with minors.

Prevention

1. ***Applications:*** All individuals employed for positions involving frequent contact with minors should complete an application which includes specific inquiry regarding the following:
 - a. current/previous work experience (including dates, names, addresses, reason or reasons for leaving prior employment) specifically including work with minors
 - b. inquiry as to whether, or not, there is anything in the applicant's background and experience, either positive or negative, about which the employer should know in considering work involving minors
 - c. inquiry as to whether the applicant has ever been convicted of a crime involving inappropriate acts directed toward minors

- d. signed statement by the applicant that all information contained in the application form is true and accurate.
2. **References**: References should be required from former employers for at least five (5) years; references should also be obtained from individuals who worked/served with the applicant in youth-related employment or volunteer situations/activities. Also, personal references (non-relatives) should also be obtained. Thorough reference checking, either by telephone (with written documentation) or by mail, should be performed concerning all pertinent information contained in the application form. Pay close attention to areas of omission or gaps in work/school records. Follow up thoroughly. If you are refused information, document the refusal carefully. Be careful about talking to the present employer. First seek permission from the applicant to do so. Contacting the current employer without the applicants' permission may jeopardize the applicant's current employment status and could create additional difficulties.
 3. **Job Description**: A complete, up-to-date job description must exist for every position, whether it is paid or volunteer.
 4. **Employment Interview**: You should conduct a thorough interview after all background information has been obtained and processed. If you have obtained information that needs further clarification or definition by the applicant, it should be discussed during the interview.
 5. **Record Keeping**: Personnel files should be maintained for all employees. This file should be maintained by the head administration/ personnel officer or official designee. The contents of the file are to be kept in strict confidence, and files are to be maintained in a secured area, preferably in a locked file cabinet.
 6. **Confidential Counselors**: Each school, day care center, camp, Pathfinder group, etc., where there is much interaction between children and adults, should establish a system where confidential counselors are provided in order to provide children/you with individuals who are available for immediate counseling about any

issue. These individuals should be available to the youth at any time for any reason. Confidential counselors should at least receive basic training in handling the information and the children in a situation of this sensitive nature.

7. ***Investigating and Responding to a Complaint:*** It is imperative that all employees realize the seriousness of an accusation/complaint; however, they must be told that all complaints will be investigated properly and discreetly in order to bring about a swift conclusion of the matter. It is understood that the Alaska Conference will comply with the reporting laws that apply in each of the applicable states.

Conference employees holding assigned or special interests in one church district or territory shall not solicit funds in another territory or conference, to support those local interests, without the express permission of the Alaska Conference Executive Committee.

1600 VOLUNTEERS

The policy of the Alaska Conference in regards to the utilization of volunteers within our organizations is based on the outlines provided by the NAD. Please refer to detailed policies 1800 – 1820 for volunteer management and screening guidelines, code of ethics, frequently asked questions and required forms available from Conference administration.

1700 CONFLICTS OF INTEREST *(NAD P35; P37)*

All trustees, officers, and employees of the Alaska Conference have a duty to be free from the influence of any conflicting interest when they represent the organization in negotiations or make representations with respect to dealing with third parties, and they are expected to deal with all persons doing business with the organization on a basis that is for the best interest of the organization without favor or preference to third parties or personal considerations.

A conflict of interest arises when a trustee, officer, or an employee of the organization has such a substantial personal interest in a transaction

or is a party to a transaction that it may reasonably affect the judgment he exercises on behalf of the organization. He is to consider only the interests of the organization, always avoid sharp practices and faithfully follow the established policies of the organization.

Although it is not feasible in a policy statement to describe all of the circumstances and the conditions that may have the potentiality of being considered as conflicts of interest, the following situations are considered to have the potentiality of being in conflict and therefore are to be avoided:

- a. Engaging in outside business or employment which permits encroachment on the organization's call for the full services of its employees even though there may not be any other conflict.
- b. Engaging in business with or employment by an employer that is in any way competitive or in conflict with any transaction, activity or objective of the organization.
- c. Engaging in any business with or employment by an employer that is a supplier of goods or services to the organization.
- d. Making use of the fact of employment by the organization to further outside business or employment, or associating the organization or its prestige with an outside business or employment.
- e. The ownership or leasing of any property with knowledge that the organization has an active or potential interest therein.
- f. Lending money to or borrowing money from any third person who is a supplier of goods or services, or a trustor who is in any fiduciary relationship with the organization or otherwise regularly involved in business transactions with the organization.
- g. The acceptance of any gratuity, favor, benefit or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work

for the organization other than the compensation agreed upon between the organization and the employee.

- h. Making use of any confidential information acquired through employment by the organization for personal profit or advantage, directly or indirectly.

All trustees, officers and all employees vested with fiscal responsibilities shall sign a conflict of interest statement on an annual basis.

2000 | EMPLOYMENT & RETIREMENT

2100 HOLIDAYS *NAD D55; 45*

Paid holidays will be published annually in the official Conference calendar, Conference directory, and school calendar. Employees are encouraged to take full advantage of the holidays listed:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas to New Years (25th - 1st)

2200 VACATION *NAD D50*

Current vacation policy is as follows:

1. Annual vacation with pay is provided for regular, full-time employees on the following basis:
 - a. Two weeks during the first through fourth years of service.
 - b. Three weeks during the fifth through ninth years of service.
 - c. Four weeks after nine full years of service.
 - d. For the sake of computing vacation eligibility, employees with non-denomination work experience will be granted one (1) year of service for every two (2) years of work experience.
2. A normal work week differing from 38 hours will require a recalculation of the accrual time rate.
3. Regular, part-time employees and local hire shall accrue vacation time on a prorated basis. The rate of accrual shall be on the basis of years of full-time equivalency.

4. Administrators, departmental directors, associates, pastors, pastoral associates and assistants, teachers, secretaries, and hour-time employees shall request vacation days in writing and report on a monthly basis the days taken. From these documents and associated payroll data, administration shall maintain vacation accrual records.
5. When an employee is transferred from one denominational organization to another, payment for accrued vacation time of up to six weeks will be included in the employee's final paycheck.
6. In the event of separation from denominational employment, accrued vacation time of not more than six weeks will be included in the settlement.
7. Vacation time accrued by the employee may be used at any time during the year when formally requested by the employee, approved by the immediate supervisor, and authorized by administration.
8. A request for vacation should be made in advance, except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to administration, including contact information for use in the event of emergency.
9. Any absence without written administrative approval will be charged against accrued vacation time.
10. Pastors shall make arrangements for all speaking appointments in their districts during the time they will be absent.

2210 LEAVE OF ABSENCES

Emergency Leave

If an emergency necessitates an employee's absence from work, the employee must contact a Conference officer to give the reason for absence, expected date of return to work and contact data.

Extended Leave

For personal reasons or for circumstances beyond his/her control an employee may find it necessary to apply for a leave of absence. After serving the Alaska Conference for one year, an employee may request a leave of absence of not more than three months without losing qualifications for benefits after his/her reinstatement. After that period, unless proper arrangements have been made in advance, the employee will be automatically terminated. No benefits will accrue during the time an employee is on extended leave of absence. Requests should be submitted in writing to a Conference officer.

Leave Authorization

In granting the leave of absence, the governing committee will communicate in writing to the employee:

- Responsibility for reinstatement and positioning following leave of Absence.
- Time period of the leave of absence.
- Financial benefits (if any) during leave of absence.
- Service record credit.

Overnight Absence from District

See Ministers, Section 3710.

2215 FUNERAL LEAVE TIME *NAD D60; 65; 67*

A maximum of five (5) days paid leave will be granted to an employee for attendance at the funeral of a mother, father, son, daughter, brother, sister, or respective in-laws.

Arrangements should be made with the Conference administration and local church or school leadership when an employee is called away for a funeral.

2220 MILITARY RESERVE SERVICE

Alaska Conference employees serving as military reservists will be given one non-vacation day a month with which to fulfill their obligation to the military. Any additional service/training necessitating time away from the employee's area of assignment will require the use of administration approval and will be constituted as unpaid leave.

2300 INSURANCE

The Alaska Conference provides insurance for a variety of circumstances including health care, sick leave, life insurance, disability, personal property, worker's compensation and vehicle insurance.

2310 HEALTH CARE *NAD X22*

This is a self-funded, employer-sponsored health plan, not an insurance program, which helps pay reasonable and customary medical, optical and dental expenses.

Upon submission and approval of allowable expenses, the plan will pay according to the schedule of benefits. If an employee has other benefit coverage, this plan will coordinate the benefits.

Medical expenses are covered through Blue Cross. Dental, vision and prescription benefits are handled through Adventist Risk Management. This necessitates having two benefit cards.

Full Benefits for Employee

Full benefits are available to employees who:

- have completed the introductory period of three months and are full-time regular employees or
- work under equivalent contract for a denominational educational institution or
- Transfer employees who have been previously covered within the past 30 days under other denominational plans are covered on date of employment.

Full Benefits for Dependents

The goal of our health coverage plan is to provide adequate coverage for the Employee and his or her family. In the event that the spouse is involved in their own career, we are anticipating that the spouse would acquire primary coverage through their employer. This would give substantial savings to our self-funded health plan. However we realize that in areas where the employer's insurance gives inadequate coverage, we are here to offer secondary insurance as a backup.

In most instances, your spouse is eligible for primary * coverage if your spouse fits into one of two categories:

1. Your spouse is unemployed,
2. Your spouse is employed and health care coverage is not available or adequate through your spouse's employer. You may be required to submit a written statement from your spouse's employer that such coverage is not available. Self-employment is treated the same as employment for purposes of all spouse eligibility rules.

In a case where the spouse's coverage is not adequate we can offer the HCAP as a secondary insurance. This will not affect the catastrophic policy in any way.

3. However, if your spouse has annualized gross earnings equal to or greater than the maximum annualized gross earnings as provided by the NAD policy (NAD Remuneration Factor (annualized) plus local ERI factor (annualized) (x) 100), , (At

100% = \$5,042 x 12 which equals \$60,504 as of January 1, 2013 the Conference may not provide coverage under the plan for your spouse. The Conference will require that you provide proof of your spouse's earnings or projected earnings to determine whether the annualized gross earnings equal or exceed the authorized annualized remuneration amount.

2320 SICK LEAVE, HOURLY EMPLOYEES *NAD D65*

Employees Who Are Covered

This Sick Leave Policy shall apply to all non-exempt (hourly) Conference employees. A non-exempt employee is any individual who, by law, is required to keep a record of time and attendance.

Sick Leave Hours Accrued

Sick leave time shall accrue based on 2.93 hours for a 76-hour (two week) pay period (.03855 hour sick leave per hour worked). Regular part-time employees shall accrue sick leave time on a prorated basis.

Division of Sick Leave Time

Sixty (60) percent of the accrued sick leave time shall be available for short-term illnesses and medical/dental appointments. The other forty (40) percent shall be available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.

Carry-over of Short-term Sick Leave Time

Short-term sick leave time may be carried over from one year to the next up to a maximum of 76 hours. Accrued short-term time in excess of 76 hours may be transferred to the extended sick leave bank.

Extended Sick Leave Time

Beginning with the fourth (4th) work day of an illness, full-time pay shall be continued and charged to the extended sick leave time bank until those accumulated hours have been exhausted. To qualify for this benefit, the employee must be under the care of a physician and

submit a physician's certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized, the provisions of this paragraph shall begin on the day of admittance to the hospital.

Exclusions

Extended sick leave does not apply to:

- a. Any day during which an employee is entitled to cash benefits for temporary disability under Workers' Compensation or employer's disability laws.
- b. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from addiction to alcohol, drugs, etc.
- c. Any period when incarceration is the cause of absence from work.

Carry-over of Extended Sick Leave

Extended sick leave time may be accrued up to a maximum of 1000 hours (26 weeks). Extended sick leave time may not be transferred to the short-term bank.

Not Convertible to Paid Leave

Extended sick leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.

Portability

Accrued short-term and extended sick leave time shall be transferred if an employee transfers directly to another denominational employer.

Part-time Work After Illness

An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance shall be

paid from the extended sick leave bank as long as hours of accrued sick leave time are available.

Implementation

For each full year of service the employee may be credited with 24 hours of short-term sick leave time up to a maximum of 48 hours, and with 24 hours of extended sick leave time up to a maximum of 320 hours.

Maternity Leave

- a. ***Provision***—Pregnancy/maternity leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave Policy and Paid Leave Policy. Employees are expected to return to employment as soon as they are physically able to resume their duties. The beginning date and duration of the maternity leave shall be in harmony with the advice of the attending physician.
- b. ***Remuneration***—Beginning with the first day of pregnancy/maternity leave, regular remuneration shall be continued and shall be charged to the extended sick leave bank until those accumulated hours have been exhausted. Accrued time in the paid leave bank may also be used for pregnancy/maternity leave. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the maternity leave.
- c. ***Governmental Provisions***—Where government law dictates maternity leave policy, the employing organization shall observe those policies.

Teachers

Sick leave policy is covered by the NPUC Education Code.

2330 MEDICAL TRAVEL WITHIN ALASKA

Due to the remoteness of some areas in Alaska, skilled medical personnel and/or facilities may be unavailable. Air travel to the nearest adequate facility will be reimbursed at 80% of airfare for the patient and, if medically necessary, an accompanying spouse or parent. Except in cases of emergency, pre-authorization for spouse travel must be obtained from Conference Administration. A doctor's verification of medical necessity will be required.

2340 ADOPTION ASSISTANCE *NAD X25*

Full-time employees may be reimbursed 75 percent of medical and legal expenses and adoption agency fees incurred in the adoption of children, if the adoption is finalized. The maximum expense for which assistance is granted is the equivalent of two times the current monthly Remuneration Factor and shall be limited to one allowance per child.

2350 LIFE INSURANCE BENEFITS *NAD X35*

Benefits Eligibility

1. ***Eligibility***—An employee survivor benefit as determined in the NAD Policy No. X 35 10 shall be paid to the survivor(s) of full-time denominational employees, who die while in active service or survivor(s) of the spouse thereof, or a benefit for a dependent as defined in the Health Care Assistance Policy.
2. ***Retirement***—This benefit shall also be available during a period of one year immediately following the beginning of retirement benefits provided the employee went directly into retirement from active service.

Employees who discontinue employment because of illness or injury, but who do not have enough years of denominational service to qualify for retirement benefits, and who are not otherwise employed shall be eligible for the benefit for a period of six months after they go off the payroll. Spouses of such employees, as well as their eligible dependents are also covered under this plan during the six-month period.

Employees who are dismissed with cause are not eligible for any continued benefit.

Benefit Provisions

1. **Scale**—The following benefit provisions shall be applied in administering this plan:
 - Employee’s surviving spouse/dependents: \$100,000
 - Employee whose spouse is deceased: \$ 50,000
 - Benefit for Dependent Child, deceased:
 - Still born \$ 750
 - Others \$ 10,000
2. **One Benefit Per Death**—If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be made.

Funding

This benefit shall be provided at denominational employer’s expense for employees of all organizations and institutions in the NAD except health care institutions, and for NAD-based employees serving in other divisions on a regular full-time basis. However, employees of nursing homes and mission hospitals are included in this plan provided the employees are being remunerated according to the regular denominational scale, are not eligible for other death benefits provided at denominational expense, and the institution is not part of a health-care corporation. All participating organizations shall pay a monthly premium as determined by the insurance company to the insurance company selected by the NAD Risk Management Committee.

Purpose

The purpose of this benefit is to provide financial assistance in meeting the employee’s share of the expense of the final illness and funeral as well as the needs of the survivors.

Administration

This trust shall be administered by Adventist Risk Management Inc. on behalf of the NAD. Benefit claims shall be submitted on forms supplied by the insurance company with all required information completed. This benefit plan may be converted at the time of termination of employment.

Additional Benefits Financed by Employees

1. ***Life Insurance***—Employees on a voluntary basis may supplement their basic life insurance amounts by participating in an insured Supplemental Life Insurance Plan administered by Adventist Risk Management Inc, for themselves, their spouses, and dependent children through payroll deductions.
2. ***Eligibility***—Eligibility for participation in the Supplemental Life Insurance Plan may be determined by an underwriting evaluation of the employee's application form conducted by the insurance carrier. The provisions of the insurance carrier at the time a claim is submitted will prevail over the provisions as outlined in this section.

2360 DISABILITY BENEFITS

Eligibility

All regular, full-time denominational employees working an average of at least 35 hours per week shall be eligible to participate in the Employee Disability Income Plan commencing with the first day of employment.

Minimum Benefits

Any contract providing long term disability benefits shall contain the following minimum benefits:

1. A monthly benefit amount of 66 2/3% of pre-disability basic monthly earning (Remuneration Factor plus applicable cost-of-living) excluding area travel and all other allowances. This program coordinates with workers' compensation, Social Security and other group and government assistance program

benefits related to employment, subject to a minimum monthly benefit of \$100.

2. The elimination period (the period before benefits are paid) shall be no longer than 90 days.

Retirement Contributions

Employees who become eligible for Employee Disability Income Plan while participating in the Seventh-day Adventist Retirement Plan of the NAD continue to receive employer retirement contributions commencing from the first day of the elimination period up to a total of 18 months.

Employee Benefit Eligibility

Employees who become eligible for Employee Disability Income Plan benefits will be eligible for continuation of group life insurance for a period of 18 months commencing from the first day of the elimination period. The imputed income normally charged to the employee is waived. Health care benefits shall be continued by the employer up to the earlier of:

1. Re-employment
2. Eligibility for Retirement Plan benefits at the normal retirement age.
3. Eligibility for Medicare benefits.
4. Up to 24 months commencing from the first day of the elimination period.

Elimination Period Remuneration Continuance

1. **Nonexempt Employees:** The disabled nonexempt employee shall receive continued remuneration from the employing organization according to the provisions of the Sick Leave policy described in NAD D 65. Each employing organization may choose to extend the period during which remuneration for the disabled nonexempt employee is continued up to the duration of the elimination

period. If this option is chosen, all unused vacation and sick leave time shall be used first before any extended time is granted.

2. **Exempt Employees:** When an exempt employee becomes disabled, the employing organization shall continue the employee's basic salary for the duration of the elimination period before receipt of long term disability benefits.

2370 PERSONAL PROPERTY INSURANCE*NAD P50; 35*

All personal property placed in a parsonage or rental home should be adequately insured against loss due to fire, theft, or vandalism. This is at the tenant's (employee's) expense and should be arranged with a local insurance agent for a coverage amount to be determined by the parties involved. The Conference carries no personal property coverage for those renting a Conference-owned dwelling.

2380 WORKERS' COMPENSATION *NAD P50; 35*

General Considerations—The Conference provides workers compensation insurance as required by law, which covers all employees for losses which occur in the course of their employment. All employees are charged with the responsibility to work in a safe way, and never to work in a careless manner which might prove hazardous to themselves or to fellow employees. All pertinent safety requirements of the labor code are to be strictly followed.

Accidents and Claims—In minor accidents, normal claims procedures are to be followed (i.e., contact treasury for report forms and assistance). When serious accidents occur, take the following steps:

1. Render proper aid to the victim.
2. Summon appropriate medical assistance.
3. Do not make any commitments or assumptions of fault.
4. Contact treasury immediately.
5. Cooperate with insurance adjusters or other personnel with whom the Conference has contracted.

Above all, *do not* attempt to settle a claim on your own.

Salaried employees who receive workers' compensation benefits for loss of wages while being maintained on the payroll are obligated to endorse these checks back to the Conference.

Medical expenses reimbursed through the workers' compensation carrier are not reportable for reimbursement under the Conference medical policy.

2390 VEHICLE INSURANCE *NAD X30*

It is the responsibility of all employees to secure proper insurance coverage for their vehicles.

Pastors, administrators, and certain other designated employees within the Conference are expected to maintain a vehicle for extensive use in conference-related business. Such employees qualify for a supplemental reimbursement of average annual insurance premiums, for a maximum of two vehicles, exceeding 16.5 percent of the Remuneration Factor (currently 16.5% of \$4,160 or \$690), according to the following schedule:

Driving Record Surcharge	
Points	Allowance Factor
4	100%
5-8	90%
9-10	75%
11+	60%

Automobile Insurance Assistance Eligibility

To qualify for supplemental reimbursement, the employee must carry the following minimum limits of coverage:

- Bodily Injury \$250,000/500,000
(or \$300,000 single limit)
- Property Damage \$50,000

- Medical Payments \$5,000
- Collision \$500 deductible
- Comprehensive \$100 deductible
- Uninsured Motorist Statutory

In the event an employee mentioned above has a claim, the first \$50 of the collision or comprehensive deductible will be paid by the employee and the remainder will be paid by the Conference. If the employee or his insurer brings a liability claim against a third party, and recovery is realized, reimbursement shall be made to the Conference for any amounts previously paid by the Conference above the first \$50 of the deductible.

Collision and comprehensive coverage are required on the first car and recommended for additional vehicles valued at \$500 or more.

The Conference will not reimburse that portion of the premium which exceeds the area bureau rate derived by the Insurance Services Organization. If employees are charged increased rates due to poor experience rating for chargeable accidents or traffic citations, such increases in cost shall be paid by the employee.

Any claims or benefits received by the employee under his auto medical payments are not reportable as medical expenses to the Conference.

The Conference will pay for the surcharge for dependent, youthful drivers, subject to the above restrictions and limitations.

To qualify for supplemental reimbursement under this policy, the employee shall request that the Conference be named as an “additional insured” on all policies.

Change of Automobile

When an employee changes automobiles, such information should be sent immediately to your insurance company office, giving engine number, model, year, make, cost, and lien holder, if any.

2400 PAYROLL & ALLOWANCES

Payroll Processing

Salaried personnel are remunerated for the period beginning the first day of the month and ending the last day of the month; hour-time personnel are remunerated according to the time cards submitted. Reportable expenses are reimbursed for the period beginning the 21st day of the month proceeding through the 20th day of the current month.

All employees are asked to submit their reports, receipts, and other supporting materials on the 21st of each month. The report form is available on the Conference website under the Pastors' Forms link.

The mail typically take from one to seven days to reach treasury. If a report is late, the basic salary package is processed at the regular time, but the reimbursable expenses are held until the next pay cycle. If reimbursement is critical during the current cycle, fax or email copies of the report materials including receipts instead of mailing them.

Employees are encouraged to participate in direct deposit; and, if doing so, will receive the deposit to their accounts on or before the last day of the month. Printed checks, for those still preferring that option, should arrive in the mail within a day or two after the 1st of the month.

2410 WAGE SCALE

The wage scale provides entry levels and maximums expressed in percentages of the remuneration factor for various positions within the Conference. When setting rates, the following factors are taken into consideration:

- Preparation, education and commitment,
- Previous experience and achievement,
- Years of service,
- Responsibility and evaluations

Contact the Treasury Department for specific information regarding wage scales.

2415 COST OF LIVING ALLOWANCE

The NAD implements a cost of living assistance in addition to the remuneration by the application of the studies compiled by the Economic Research Institute, Inc. (ERI). The cost-of-living for the following January 1 will be determined by the use of the ERI release of the third quarter, of the year prior to the increase. We use a composite of cities within three geographical areas of our state: road system, Southeast and Western.

2420 SOCIAL SECURITY & INCOME TAXES

Beginning January 1, 1968, a licensed ordained minister is no longer exempt from Social Security tax, except on grounds of conscientious objection or religious principles, or if he has taken a vow of poverty as a member of a religious order.

Anyone objecting to Social Security *must* file IRS Form 4361 to seek an exemption from Social Security tax. This must be filed within two (2) years of entering the ministry. This waiver, after approval, releases ministers from social security. The waiver, once granted, is presently irrevocable. If no waiver is filed, the minister is automatically included in the United States government's Social Security program.

As a general rule, no federal social security or income taxes are withheld from ministers. Each minister must calculate and file quarterly estimated taxes or Treasury will withhold a requested amount of Federal income tax on a monthly basis.

All employees, other than ministers who are classified as self-employed for tax purposes, are subject to withholding for social security and Medicare tax. The withholding and reporting will be done on behalf of the employee according to Federal regulations.

Opting Out of Social Security (Form 4361)

It is the position of the Alaska Conference and the Seventh-day Adventist Church that philosophically, social financial involvement by the United States Government is not a problem. It is strongly recommended by the Alaska Conference that any eligible minister contemplating opting out of Social Security for the reason described on the form be very clear in his/her mind regarding his/her ethical conclusion. In any event, the Alaska Conference strongly encourages its employees to remain a part of the Social Security System.

For further counsel, see a tax consultant.

Income Tax Reporting

It is the policy to mail each employee a W-2 statement of his/her taxable income on or before January 31. Copies of this information are also filed with the Internal Revenue Service and the State Revenue Department.

Tax Timetable

- All employees should, on or before April 15, file tax returns for the previous year.
- For ministers, quarterly estimated tax payments are due April 15, June 15, September 15, and January 15.

2430 LOANS & ADVANCES *NAD X21*

The Conference does not make loans to employees. Treasury will be happy to refer you to a credit union or other established lending institution should need for a loan arise.

As a general rule, neither does the Conference make routine payroll advances to employees.

Emergency payroll advances must be pre-approved and are limited to one-half of the monthly net salary due that employee. Any payroll advance is made and accepted with the understanding that the full amount of the advance will be deducted from the next paycheck.

2435 MOVING-RELATED ALLOWANCES *NAD X23*

A special moving appropriation of 16.5 percent of the Remuneration Factor (currently 16.5 % of \$4,160 or \$690) shall be granted to the employee and an equal amount to the spouse for any move authorized by Conference administration. This appropriation, referred to in the past as a “curtain allowance,” is for incidental expenses associated with the move, such as boxes, strapping materials, and telephone installation charges.

Reimbursed Expenses

Relocation expenses incurred by full-time Conference employees shall be reimbursed as follows:

- ***Mileage***: Reimbursed at the current Conference mileage rate. As this varies from year to year, please check with the Treasury Department for the current rate.
- ***Airfare***: Actual expense. Air transportation allowed only when location is not accessible by ground transportation.
- ***Ferry***: Actual expense, including stateroom when available. Ferry transportation allowed only when location is not accessible by ground transportation or when weather limits accessibility.
- ***Per Diem***: See Per Diem Allowance. Per diem is granted for one loading day, days in transit (500 miles per day if by ground), and one day of unloading.
- ***Lodging***: Actual expense, based on a 500-mile day. Should an employee choose to camp in a recreational vehicle, trailer, or tent, the lodging allowance shall be \$35 per night.

If it is necessary for the employee to house his family temporarily in a motel or other accommodations while waiting for permanent location, allowance will be made toward the expense of the accommodation. The amount of allowance depends upon the circumstances involved and prior arrangements must be made with treasury.

Voluntary Moves

Should an employee choose to move from one location to another within the city or district to which the employee is assigned, such a move shall be at the employee's own expense.

Relocation Limitations

A maximum of two automobiles will be relocated by the Alaska Conference whether they are driven or shipped. Vehicles may be shipped only after express authorization has been given by treasury.

The Conference generally will not assist in relocating the following items: trailers, boats, motorcycles, handguns, rifles, aircraft, animals, or any exceptionally bulky or heavy items. (A rock collection would be an example of the latter!) Any exceptions require specific authorization by treasury.

The Conference will fund a maximum of one 40' shipping container.

Automobile Registration and Excise Tax

Employees who are called to Alaska and who are required to pay duplicate excise tax/sales tax, license, and inspection fees may report such expense on one car if they register their car within 90 days of moving to Alaska. If the employee is married, these expenses may also be reported for a second car.

Moving Expense Amortization

Moving expenses of denominational employees in the North American Division shall be amortized as follows:

- Any organization in the North American division calling an employee who has rendered less than two full years of service to his employing organization shall make 100 percent reimbursement for the employee's last move to that location.
- If the employee has rendered more than two, but less than three full years of service the reimbursement shall be 50 percent.

- If the employee has rendered more than three but less than four full years of service, the reimbursement shall be 25 percent.

It is understood that any exception to this policy must be negotiated on the administrative level.

2440 RELOCATION ALLOWANCE

When an employee is moved from one location to another and because of the conditions of his/her lease, failure to sell or rent his/her house or other significant cause is required to pay housing expenses at both his/her former and his/her new location, he/she may be given an allowance to cover the time when payments were being made at both locations and both houses were habitable. Under normal conditions the allowance may be granted for up to three months.

When an employee has been unable to sell the house at his/her former location and presents evidence that the asking price for it is no greater than 100 percent of an independent appraiser's appraisal, additional assistance may be granted for up to three months more. Independent appraiser is understood to mean a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents are specifically excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.

When granted, the monthly allowance shall be the actual house payment up to 75 percent of the basic remuneration factor plus 100 percent of any cost-of-living adjustment in the remuneration factor for which the employee was eligible at his/her former location.

2445 CLOTHING ALLOWANCE

Because of the extreme climate in Alaska, it is necessary for employees to purchase an unusual amount of rain or cold-weather clothing.

A one-time allowance of \$150 for the employee, \$150 for the spouse, and \$150 for each child living at home is granted at the time a new employee moves to Alaska.

2450 HOSPITALITY ASSISTANCE

Conference employees are allowed to report \$7.00 per meal per authorized person for entertaining local, union, or general conference personnel traveling on church business. The guests' names and number of meals served must be submitted with the employee's monthly expense report. If lodging is also provided, \$30.00 per night can be reported.

2455 MAGAZINE SUBSCRIPTIONS

The Alaska Conference provides courtesy subscriptions to *Ministry* to all pastors. Bible instructors and members of the Executive Committee may receive it upon request.

As a courtesy, *The Journal of Adventist Education* will be sent to all teachers and members of the K-10 Board of Education.

Contact the Conference Office if you are not receiving the appropriate magazine and wish to be included on the mailing list.

2460 CHRISTMAS BONUS *NAD XI2*

In recognition of their faithful service to the church, every full-time employee of the Alaska Conference receives a holiday bonus. This bonus shall not exceed three (3%) percent of the remuneration factor rounded up to the nearest five (\$5.00 U.S.) dollars.

Part-time employees will receive 70% of the full-time amount rounded up to the nearest five (\$5.00 U.S.) dollars.

For 2013, full-time employees will receive \$125 and part-time employees will receive \$90.

2500 PROFESSIONAL GROWTH & DEPARTMENTAL TRAINING

Department Heads

Pastors who also carry departmental responsibilities may receive an additional \$750/year for departmental training. This amount can be

used for travel, lodging, registration fees or supplies. Prior approval must be obtained.

Educators

Educators are allotted \$300/year for professional growth purposes. These funds can be used for travel, lodging, registration, workshop, or class fees or supplies. In addition, educators are allowed financial assistance for continuing education purposes to attend Walla Walla University during the summer session. If the educator chooses to attend a local university or college, the equivalent amount to take local classes is available. Contact the superintendent for details.

Pastors

Refer to Section 3300 of this handbook.

2510 CONTINUING EDUCATION *NAD R15*

While it is desired that every employee be encouraged to make continuous effort for self-improvement, especially through correspondence courses, no full-time Conference employee should take resident schoolwork or any line of study that would make inroads upon time that should be given to regular duties, without first making proper arrangements with Conference administration.

For continuing education for Ministers, see Section 3310 of this handbook. For teachers, refer to the NPUC Education Code for current policies.

2520 TUITION ASSISTANCE *NAD X24*

Children of permanent, full-time, exempt (salaried), denominationally employed workers who are less than 24 years of age and are enrolled in Seventh-day Adventist owned-and-operated schools on the elementary (which includes Seventh-day Adventist kindergartens), secondary, or liberal arts college levels, or technical or professional schools on the undergraduate level, or a fifth year of college, or graduate work required to secure teaching credentials, may be eligible for tuition

assistance. This policy is intended to apply *only to those who attend Seventh-day Adventist schools.*

The Alaska Conference will grant 70 percent of the tuition and all required fees for dormitory students, and 35 percent of tuition and required fees for those not in the dormitory. This assistance shall not include charges for room and board or incidental costs associated with the school program; neither shall it include private music lessons, flying instruction, or other similar skill development, except where such lessons are required for credit toward majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.

The student must be less than 22 years of age unless they have given compulsory military service, volunteer service for the church (one year) or have a documented medical consideration.

Grants provided for professional programs in medicine or dentistry for students who have not completed their undergraduate studies shall be based on, and shall not exceed, the normal tuition costs of the four-year baccalaureate program in the university, limiting the total grant to four years beyond the secondary level.

The student to whom the scholarship is granted is encouraged to be in attendance at a denominational school serving his territory. However, an educational subsidy will be granted to employees' children to attend academies and colleges not within the physical limits of the NPUC. The student must be an unmarried dependent of the employee.

Students choosing to attend a denominational school located outside North America may be granted the same amount they would receive if attending their home college, with the stipulation that they will receive total college scholarship grants not to exceed four years.

Attendance at a summer session is included in the provisions of this policy, provided the work taken is part of the student's regular course of study.

Alaska Conference administration shall determine who is eligible for grants under this policy, following the guidelines established in this policy.

Application of the Educational Scholarship Grant

- a. Educational scholarships will be granted to the applicant for a foster child or welfare children kept in the home of a full-time employee, providing the employee is receiving no reimbursement from a federal, state, or county agency, and that he/she can show evidence of a full Internal Revenue Service deduction for the individual child on his annual tax return to the federal government.
- b. Educational allowance policy for overseas class work recommends that each case be treated individually, but to look with favor on granting the allowance for work taken in a school that is affiliated with Walla Walla University, providing an arrangement is made well in advance and that a full load is taken. The amount of the scholarship shall be based upon the same percentages as for work taken stateside. Requests for educational allowance will be allowed on college or graduate-level work only.
- c. Scholarship grants will be paid directly to educational institutions on the following basis:
 - Elementary schools—one payment each semester
 - Secondary schools—one payment each semester
 - College/University—one payment each quarter or semester

Educational Transportation Allowance

Because there is no Adventist senior academy or college in the Alaska Conference territory, the Conference will pay one round trip airfare per school year (from the student's home in Alaska to Seattle) for each employee's dependent children who attend school outside Alaska. Upon proof of expense, airfare reimbursement shall be an economy ticket, with provision for one change if needed, with reservations made at least 14 days in advance.

2600 CREDENTIALS & LICENSES D05; D10**Ministerial Employees—Ordained, Licensed, and Commissioned**

1. Ministerial Credential—To ordained ministers.
2. Ministerial License—To unordained pastors, evangelists, and Bible teachers who are on the path toward ordination.
3. Commissioned Minister Credential—To associates in pastoral care; Bible instructors; GC, division, union, and local conference treasurers and departmental directors including associate and assistant directors; institutional chaplains; presidents and vice presidents of major institutions; auditors (GC directors, associates, area and district directors); and field directors of the Christian Record Services. These individuals should have significant experience in denominational service, usually not fewer than five years, and demonstrate proficiency in the responsibilities assigned to them. Their remuneration should be at approximately the maximum for their category in the denominational wage scale.

It is recommended that an appropriate commissioning service be conducted when an employee is granted a Commissioned Minister Credential.

It is not the normal practice to ordain an individual holding a Commissioned Minister Credential.

4. Commissioned Minister License—To employees listed in paragraph 3 with limited experience (fewer than five years).

Non-Ministerial Employees—Other than Teachers

1. ***Missionary Credential***. To employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is at approximately the maximum for their category in the denominational wage scale. These will include regularly employed field, medical, educational and office employees, as well as career literature evangelists.
2. ***Missionary License***. To employees with limited experience (less

than five years) including regularly employed field, medical, educational, institutional and office employees.

3. **Administrative Ministries Credential:** To non-ministerial employees who are in leadership positions with not less than five years in denominational service. These individuals have demonstrated proficiency in the responsibilities assigned to them and are salaried employees in the denominational remuneration scale. These may include NAD, union, conference and institutional officers and administrators, directors and associate directors.
4. **Administrative Ministries License:** To non-ministerial employees who are leaders with limited experience (less than five years) including NAD, union, conference and institutional officers and administrators, directors and associate directors.

Teachers

Candidates eligible for Ministry of Teaching credentials and licenses shall be reviewed and recommended by their respective employing boards to the appropriate issuing authority.

After the initial period of approval, renewal of such credentials and licenses shall be in harmony with the provisions of D10.

1. **Commissioned Ministry of Teaching Credential:** To teachers and other professional educators with a life-long commitment to and significant experience in the Seventh-day Adventist system of education, usually not fewer than six years, with demonstrated proficiency in assigned responsibilities. Such teachers and professional educators will also exhibit a keen sense of Christian responsibility for nurturing and leading souls to Christ, for consistently upholding Christ as the focal point of all curriculum and instruction, and for demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.

It is recommended that an appropriate commissioning service be conducted when an employee is granted a Commissioned Ministry of Teaching Credential.

2. ***Commissioned Ministry of Teaching License:*** To licensed/certificated teachers/educators with not fewer than three years of satisfactory service who have demonstrated a commitment to long-term service in the Seventh-day Adventist system of education, who support the fundamental beliefs of the Church, and whose lifestyle is consistent with acceptable Adventist Christian behavior. Employees holding a Commissioned Ministry of Teaching license, after an appropriate period of service, may be eligible for the Commissioned Ministry of Teaching credential.
3. ***Ministry of Teaching License:*** To entry level teachers or teachers initiating their work in the Seventh-day Adventist education system. This is a provisional status for all newly employed teachers.

Method of Issuance

Credentials/licenses shall be issued only to full-time denominational employees and to those under the supervision of conferences/missions or denominationally-owned institutions. They shall expire when denominational employment is terminated. In special cases a credential/license may be issued to a non-employed individual while serving the church under the supervision of a denominational organization.

2700 RETIREMENT *NAD Z*

The NAD administers a defined contribution retirement plan. Details regarding this plan are found in the booklet entitled, “*Seventh-day Adventist Retirement Plan of the North American Division and Auxiliary Benefits.*”

All full-time employees are urged to participate by contributing to this plan. The employer contributes a base amount of 5.00% of the remuneration including COLA. In addition, the employer will match the employee’s voluntary contribution up to 3%

Employees can always contribute more than 3% as long as they meet the Internal Revenue Service limitations.

2800 TRAVEL, AUTHORIZED OUTSIDE CONFERENCE

Requests for travel outside the conference must be submitted to the President's office or his designee for written approval. Requests for service to other organizations should be addressed to the President's office before approval even when expenses are reimbursed by the calling organization.

Approval for travel requests will be based on the following guidelines:

- Attendance at approved NAD/NPUC meetings relating to the department.
- Participation at NAD committees no more than twice per year (regardless of who pays expenses).
- Service to organizations outside the Alaska Conference twice each year provided travel and related expenses are borne by the calling organization. More than two service requests may be approved but shall be subject to an additional service fee of \$150.00 per day.
- Travel outside NAD will require special consideration by the Administrative Council.
- One continuing education event per year as the budget allows.

2810 MILEAGE *NAD X30; 20*

All authorized mileage driven within the Alaska Conference or Canada shall be reimbursed at the rate voted by the executive committee each December. The rate as of January 1, 2013, is 42 cents per mile. In those instances when a non-owned vehicle is used, reimbursement shall be limited to actual rental costs and gasoline receipts.

2820 PER DIEM *NAD X15*

Employees and/or their families shall be eligible for per diem when engaged in authorized travel outside their home territories or districts. Unless specifically designated otherwise, per diem rates shall be those adopted on an annual basis by the NAD.

For 2008, per diem rates are as follows:

Traveling Alone

Full day (two or more meals purchased)	\$44.00
Fully entertained (no meals purchased)	15.00

Family Travel

Full day, employee and spouse (two or more meals purchased)	\$66.00
Fully entertained, employee and spouse (no meals purchased)	22.00
Each dependent accompanying child (if authorized)	22.00
When fully entertained	7.00

Per diem is provided in lieu of meal receipts and is intended to minimize the out-of-pocket expense associated with business-related travel; it is not intended to be a salary supplement or travel perquisite. Employees are encouraged to request per diem on their monthly expense reports with this intent in mind.

2830 CAMP MEETING

In lieu of regular per diem, meals are provided by the cafeteria service for each employee required to attend and their immediate families. Since no meals are provided on Sabbath, a cash allowance is given to each employee for each member of the household in attendance as :

\$19 per adult	\$12 per child, ages 2-12
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2900 DISCIPLINE AND TERMINATION

The purpose of disciplinary procedures is to provide a systematic and equitable means of dealing with employee violations of conditions of employment or other unacceptable practices and to help employees to achieve optimum performance.

2910 BASIS FOR TERMINATION *NAD X40*

Any cause for discipline, which cannot be corrected may lead to termination. Causes may include, but are not limited to, the following:

- Violation of conditions of employment
- Violation of published policies and regulations
- Failure to comply with any reasonable request by a supervisor
- Cause employee unrest by airing complaints in lieu of following established complaint and grievance procedures
- Failure to practice fundamental teachings and standards of the Seventh-day Adventist church
- Remarriage without Biblical grounds
- Habitual tardiness and/or absenteeism
- Misappropriation or misuse of organization funds or other assets
- Unauthorized possession or use of property belonging to organization or other persons
- Failure or inadequate performance of assigned responsibilities
- Committing, aiding, advocating or being convicted of a felony or misdemeanor
- Support of or involvement with activities which conflict with the teachings of the Seventh-day Adventist church
- Persistent disregard or violation of sound principles of Christian interpersonal relationships or inability to maintain cordial relationships
- Refusal to accept a transfer or a justified reassignment

- Neglect to tithe income, a Biblical test of honesty with God
- Use of alcoholic beverages or tobacco
- Illegal possession and/or misuse of drugs
- Use of profanity
- Immoral conduct including, but not limited to, adultery, fornication, homosexuality, and pornography
- Immodest dress or inappropriate use of jewelry and cosmetics
- Gambling

2920 TERMINATION SETTLEMENTS

Eligible Recipients

1. A full-time employee who:
 - has at least two years of denominational employment,
 - receives regular remuneration that does not exceed denominational remuneration scale, and
 - Not eliminated under the provisions of the Ineligible Recipient section of this policy.

Employees who are dismissed with cause are not eligible for any continued benefit.

2. Surviving Spouse/Dependent Child of a full-time employee who would have qualified as Eligible Recipient but who died while in active service.
3. Surviving Dependent Parent of an unmarried fulltime employee who would have qualified under the above Eligible Recipient, but who died while in active service.

Ineligible Recipients

An employee and/or the surviving spouse, dependent or dependent parent of:

- An employee who voluntarily resigns employment or terminates while on leave of absence or immediately following a leave of absence.
- An employee who is immediately eligible for retirement benefits.
- An employee of a healthcare institution.
- A teacher under continuous appointment.
- An employee for whom the employer has made other unemployment provisions such as state unemployment insurance.
- A person who is fully remunerated on a commissioned basis, including, but not limited to, literature evangelists.
- An employee, including one who is not reelected at the time of a session, who has to be terminated because he/she does not accept reassignment in the same organization or a call to another denominational organization in an area of service for which the person has acquired qualifications through training and/or experience.

Eligibility Requirements

Termination Settlements may be granted provided employee meets one of the following conditions:

- Is dismissed.
- Is unable to continue employment because of physical disabilities as determined by appropriate medical certificates and the controlling denominational committee.
- Is counseled by employing organization to resign and offered no other denominational employment at comparable remuneration.
- Is employed until at least age 65 but not eligible for retirement benefits because denominational service began after 55th birthday.

- Is an employee of an organization being closed or moved to a different location and therefore is unable to continue employment.

Service Record

The termination settlement will be noted in employee's personal service record but does not cancel any part of his/her service credit. Employees who later return to denominational employment after receiving a termination settlement will be eligible for a retirement allowance based on only the years of service credit earned after the settlement.

No Service Credit

The settlement shall not add service credit to the employee's record.

Settlement

In the case of an independent transfer settlement shall be calculated on only the years of service earned as a church employee within North American Division territory or a regularly appointed missionary from the North American Division. Settlement shall be a payment equal to 25 percent of one month's remuneration, excluding area travel and other allowances, for the lesser of valid service credit or years of full-time service and fractions thereof plus unused earned vacation to which the employee is entitled, up to a maximum of six weeks. No more than 20 years of full-time service shall be counted. (In the case of a surviving dependent parent no more than 5 years of fulltime service is counted.)

Health Care Benefits

The Health Care Assistance Plan does not provide continuation coverage, such as coverage under COBRA. Nor is it required by law to do so. However, if other health care coverage is not available at the time coverage terminates for the employee or a covered dependent, the employee may choose to elect short-term medical coverage, at their expense, by contacting the Treasurer's office.

Employing Organization Payments

Termination settlements are the responsibility of the employing organization. Employers are required to obtain a release from any future liability before making a termination settlement to an employee. If the release is not signed within 30 days of going off the payroll for regular remuneration, including accrued vacation or accrued paid leave, the termination settlement shall be forfeited.

2930 RESIGNATION

An employee, in any category, finding it necessary to discontinue employment for any reason shall submit in writing, two weeks prior to the planned date of departure, his/her notification of intention. This notice shall be directed to the employing organization via the person to whom the employee is immediately responsible.

Severance pay for a regular employee shall include:

- all salary due
- prorated vacation time due
- prorated medical and educational allowance due
- Any other accrued allowances due.

2940 SERVICE RECORD

An employee's denominational service record is kept on file in the Conference office. Upon request to the office of the Director of Human Resources an employee may receive a copy of his/her service record.

When an employee moves to another conference or denominational institution his/her service record is forwarded to the new employer's office upon written request.

2950 MARRIAGE & FAMILY COUNSELING

It is important for denominational employees to preserve strong marital and family relationships. Breakdown of these ties not only

causes personal anguish but also diminishes the effectiveness of employees. In some cases professional counseling may be an appropriate measure to alleviate the stresses that come upon families. Therefore, the Conference will assist, through the Health Care Assistance Plan, with the expense when an employee and/or spouse seeks professional counseling. Contact the Ministry Care Line at 800-767-8837 for counseling options.

Anonymous Billing Option

Counseling is available through Risk Management on the same basis as other health care. Those wishing more anonymity may ask the counselor to arrange for direct billing to the Alaska Conference on the basis of a number rather than by name by contacting Treasury. Coverage for this option will be consistent with the current and applicable employee medical coverage policy.

2960 MOONLIGHTING *NAD X06;05*

Conference employees shall refrain from any side lines, business or activity, either denominational or extra-denominational which has the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned.

Salaried employees who anticipate receiving additional remuneration beyond their salary on a regular basis for services given, in connection with denominational or extra-denominational assignments, shall do so only with the full prior knowledge of their respective employing organization and where appropriate, on the basis of a written agreement.

2970 STIPEND EMPLOYEES

All employees on other than regular, full-time employment with the Alaska Conference shall agree to a written “statement of understanding” approved by the Alaska Conference Executive Committee and/or Conference administration before beginning their work. This includes bi-vocational pastors, task-force volunteers, Bible workers, summer

interns, student missionaries, retirees, or any other individuals receiving stipends and/or other assistance from the Conference or entities within the Conference.

2980 STIPEND EMPLOYEES HEALTH CARE

Health care coverage is the responsibility of the stipend employee.

2990 DEATH OF EMPLOYEE WHILE IN DENOMINATIONAL SERVICE

NAD Y25

When an employee dies while in service, the surviving spouse receives certain benefits which are continued for two months from the date of the employee's death.

Continuation of Employee Remuneration

When an employee dies while in denominational service, the surviving spouse is eligible to continue receiving the deceased employee's remuneration for five months.

Hospitalization and Comprehensive or Family or Spouse Medical

The surviving spouse shall continue to receive hospitalization and comprehensive family or spouse medical coverage for six months to the extent that the deceased employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s) as defined in the Health Care Assistance Policy for the NAD.

Tuition Assistance for Dependent Children of Deceased Employee

The surviving spouse shall continue to receive tuition assistance for all dependent children until the end of the current school year to the extent that the deceased employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s) as defined in NAD Y 24 Tuition Assistance for Children of Employees.

3100 MINISTERIAL EXPECTATIONS

This section sets forth the basic expectations of a Biblical, pastoral ministry in this conference. Pastors may be confronted at times by unrealistic or even conflicting expectations by different groups in the church, community, family and even of themselves. In attempting to define pastoral expectations, it is hoped that some of the stress that pastors feel, in endeavoring to be everything to everyone, will be reduced.

This document is not intended as a “check-list” nor is it comprehensive, for it would be impossible for every situation and detail to be covered. Rather, it is a concise outline of most of the basic elements present in a balanced approach to ministry.

The most basic expectation is that a pastor is a spiritual person with a strong commitment to Jesus Christ. From that commitment all ministry flows. Each pastor is unique and should have the freedom and encouragement to reach fulfillment and joy in ministry. The call to ministry is a call to faithfulness.

Personal Spirituality

- An intentional, daily devotional experience.
- Demonstrate an intentional plan for spiritual growth.

Family Life

- Average one day off each week.
- In addition to vacation, take two to three Sabbaths per year to visit another church, pastoral family, or to simply get away as a family.
- Schedule time each day for interaction with your family- in worship, recreation and meals.
- Take regular vacation according to policy.

- Recognize the influence of a supportive family as a significant impact in the success of ministry, even though members of the family are not responsible for ministry.
- Enroll children in a denominational school. Other alternatives need consultation with Conference administration.
- Exercise good personal financial management.

Personal and Professional

- Devote several hours of study each month on material not specifically directed to sermon preparation.
- Participate in a local ministerium and, if possible, in a local area professional group.
- Participate in vigorous exercise on a routine basis.
- Demonstrate an integrated understanding of the health principles of the church.

Preaching/Worship

- The proclamation of God's Word, centered in Jesus Christ, should be the main focus.
- Maintain doctrinal and hermeneutical soundness in all sermons.
- Preach up-building rather than destructive or judgmental sermons, feeding the flock.
- Deliver sermons in an interesting, creative and motivating manner.
- Spend adequate study and preparation time each week to ensure an appropriate worship experience.
- Plan a preaching schedule at least one quarter in advance with varied styles of sermons, meeting the congregation's felt needs, and with the pastor preaching regularly.

- Invite into the pulpit loyal, Seventh-day Adventist members known to be in regular standing. Exception is made for government officials who may, on special occasions, be invited.
- Other exceptions, or clarification, are handled in consultation with Conference administration.

Pastoral Services

- Maintain a regular and systematic program of member visitation both by the pastor and through caring people who have the skills to visit in homes.
- Maintain scheduled and published office hours.
- Provide spiritual counseling and/or referral for members' crisis situations.
- Be available for crisis situations at any time of the day; however, reasonable limitations must be maintained on routine matters to protect pastors and their family from inordinate intrusions.
- Develop a plan, in consultation with local church leadership, to reclaim inactive members.
- Process redemptive discipline following Church Manual guidelines.
- Nurture youth involvement and assimilation in the church.
- Maintain sensitivity to groups with special needs, e.g. elderly, disabled, single parents.

Church Growth

- A personal involvement in soul winning will model a passion for people, not because of being paid for a job, but out of love for Christ.
- Provide leadership toward church growth.
- Involve members in spiritual gifts identification, equipping, training, organizing, and discipling, including an on-going program of personal Bible studies.

- Provide some form of “sowing/reaping” focus annually, which gives people the opportunity to accept Christ and join the Seventh-day Adventist church, conducted annually in each church.
- Track Sabbath morning attendance. Give special emphasis to keeping in touch with people rather than just numbers, watching the trends and understanding the reasons for any significant changes.
- Plan regular, baptismal Sabbaths as a focus of your evangelistic outreach.
- Maintain a current, active interest list.

Administration

- Lead the church in establishing short term and long-range objectives.
- Plan a yearly calendar including boards, harvest focus, programs and other important events.
- Lead the local church in establishing an annual budget.
- Attend necessary administrative meetings of the church and the constituent school(s).
- Work in harmony with the actions of the local church board, school board, and the Conference Executive Committee. If any conflict arises, counsel with Conference administration.
- Maintain awareness of information contained in communications from the Conference, implementing the necessary items in an appropriate manner in the local church.
- Report to the Conference through established systems of accountability. Insure that the clerk’s and treasurer’s reports are submitted in a timely manner.
- Negotiate role expectations with the local church board annually; utilize an evaluation process periodically.

Professional Ethics

- Live in harmony with the fundamental beliefs of the Seventh-day Adventist Church.
- Be faithful in returning tithe.
- Avoid borrowing money from church members and/or accepting large gratuities from individual church members.
- Be honest and fair in all business relationships.
- In harmony with Biblical principles, be loyal, in word and action, to colleagues, leadership and the policies of the Seventh-day Adventist church at all levels. If problems arise, follow the Biblical and church established conflict resolution procedures.
- Attend the ministerial meetings called by Conference leadership.
- Give full energy to the ministry. NAD Working Policy states: "Conference and institutional employees shall refrain from any side lines, or activity, either denominational or extra-denominational, which has the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned. --Y 06 05

3200 ORDINATION TO THE MINISTRY *NAD L45; L65*

Inasmuch as ordination to the ministry is the setting apart of the person to a sacred calling, not for one local territory alone, but for the entire church, it needs to be done with wide counsel. Generally speaking, a worker is not considered for ordination until he has had four or more years of satisfactory experience in the field and the required time at the seminary.

The following plan is the proper procedure, except in special cases where serious delay would result:

1. Conference administration shall arrange for a preliminary examination of the prospective candidate and his ministry.
2. The matter of ordination is then taken under careful consideration by the Conference ordination committee.

3. Upon approval by the Alaska Conference Executive Committee, the name of the candidate is submitted to the NPUC for final approval.

For additional information, a detailed policy on Ordination of Ministry is available through Conference administration.

3300 PROFESSIONAL GROWTH

Pastors are granted \$750/year for professional growth. This amount can be used for travel, lodging, registration fees or supplies. Prior approval must be obtained.

3310 CONTINUING EDUCATION FOR MINISTERS

To fulfill a need for continuing education of the ministry in the Alaska Conference and to make education opportunities available to all on an equitable basis, the following policy was adopted by the Conference committee:

Short-term Local & Self-Study Courses

A. *Approved Study Programs:*

- Evangelistic field schools
- Union and/or GC sponsored pastor targeted seminars (i.e. preaching, theology, pastoral skill development).
- University extension schools
- Short-term seminars in local colleges and universities
- Class work in local colleges and universities (limited to three hours credit per year)
- Correspondence courses
- On-line courses/seminars

B. *Eligibility:*

All requests for the preceding study program are to be made in writing to the Alaska Conference Administration through the

ministerial office prior to enrollment. Any study program approved must be in definite correlation to the needs of the minister in his work.

M.A./D.Min. Financial Policy

For pastors enrolled in an approved master's or doctoral degree program, the Conference will reimburse two-thirds of tuition and full transportation costs to the class site. The pastor will be responsible for one third of tuition and for fees, books and board.

3400 MINISTERIAL ASSISTANTS

When a ministerial intern, task force worker, or assistant pastor is assigned to a church or district, he/she is to work under the direction of a senior pastor in counsel with the Conference president. The senior pastor is to assist and train his assistant in the various lines of pastoral and evangelistic work.

The assistant will look to his/her senior pastor for counsel on routine matters, and when there is a major item to go to the Conference, it will go through the supervising pastor. However, this expectation does not prohibit an assistant from counseling with the Conference officers on personal and private matters or items pertaining to denominational and Conference policies.

3500 BIBLE WORKERS

Bible Workers are Adventist laity who sense their call of God to work for the Lord in a local church and are assigned by the local church to assume responsibilities in a specific role of training and giving Bible Studies. A Bible Worker is an official church representative, assuming the same spiritual leadership role as an elder or other leader in the church. A Bible Worker may work at "tent-making" as did Paul, but like Paul, his/her heart is dedicated to serving Jesus Christ in a church setting.

Expectations

A Bible Worker is hired by the local church through the Church board, however he/she is directly responsible to the Pastor, as the Pastor is the position he/she will interact with most often. In addition, he/she must be amenable to receiving counsel from Conference officers and is responsible for adhering to the policies of the Alaska Conference, the NAD and the GC. These policies are defined in the Church Manual and the Minister's Manual.

The Bible Worker is responsible for the role within the church to which he/she is assigned and should be willing to speak at services as requested.

The Church board and the Pastor should help the Bible Worker establish a clear vision for outreach. There should be specific soul-winning projects for planting the seed, nurturing growth of the young plant, and reaping the harvest. Members should be trained and enlisted in specific soul-winning assignments.

Budget & Funding

A viable budget should be established for the Bible Worker by the church and an effective stewardship program promoted to encourage members to faithfully support the Bible Worker fund. Other specific subsidies at the Conference level may be available and other special offerings can be collected to help.

While a Bible Worker may work in the public or private sector in addition to the monthly dollar stipend given by the church to help with expenses, any fiscal agreement must be in writing from the Church board before it is in effect.

Requirements

A specific requirement of the Bible Worker is that he/she must be a believer and supporter of the 28 fundamental doctrines of Adventism. He/She is expected to be balanced in both theology and preaching.

The Pastor will require monthly reports from each Bible Worker and may choose to present them to the board. Completed reports are to be submitted in a timely manner by the 19th of each month.

The Bible Worker is not authorized to baptize candidates, perform marriage ceremonies or ordain elders and deacons. If the Bible Worker has in the past been ordained as a Adventist minister, he/she may perform these ordinances unless his/her ordination has been annulled. If this has happened, the rites of the church may not be performed.

Summary

In summary, a Bible Worker must meet the following:

- A Bible Worker is one who is hired for a specific role of training members and giving Bible studies. These financial considerations do not include benefits such as health coverage, retirement or education subsidy.
- The Bible Worker shall be constrained to part-time employment and shall be required to carry emergency health insurance.
- The Bible Worker is offered a flat dollar amount for help with expenses. That Bible Worker is not to solicit additional remuneration from the local church or its members.
- Such individuals are encouraged to have a second job in the community to supplement their income, but are not required to do so.
- They are required to submit monthly progress reports to the overseeing Pastor and/or Church Board.
- The local Church board is asked to have a performance review on a regular basis.
- The Bible Worker must support and practice the principles outlined in the *Seventh-day Adventist Church Manual*.
- They must live and teach the *28 Doctrines of the Seventh-day Adventist Church*.

- They must sign a Bible Worker agreement with the Church Board. A sample of this form can be found on page 15 of this section.

3550 BIBLE WORKER CONFERENCE SUBSIDY

Purpose

The purpose of a Bible Worker is to facilitate the work of the church members and Pastor by initiating and follow-up with Bible studies to individuals in preparation for an evangelistic series by the church. In conjunction with the Pastor, the Bible Worker will train and support church members in leading people to Jesus and membership in the Adventist Church. The Alaska Conference wants to support these efforts as much as possible; therefore the following subsidies are available on a first-come first serve basis.

Hiring Protocol

The Bible Worker must be credentialed by the Adventist church and have received approved training in his/her area of calling. They must also have recommendations and references as to their experience in working in a church setting.

Conference Seed Money Subsidy: 2007-2008

The Alaska Conference has designated an additional matching grant of \$1000.00 per month for a maximum of 12 months to help in establishing a full-time Bible Worker in a church. These funds are as available in the yearly budget and are available to a church who meets the criteria of assistance in funding a full time Bible Worker.

3600 PARSONAGE EXCLUSION *NAD X 20;05*

The Internal Revenue Service provides a tax-free parsonage allowance exclusion for ministers. The amount that can be excluded is limited to the lowest of the following three options:

1. Maximum amount voted by the Executive Committee.

2. Fair rental value of a fully furnished parsonage plus utilities.
3. Actual expenses.

Unless a smaller amount is requested by the employee, 80% of the maximum exclusion is prorated and recorded monthly on the employee's payroll voucher. When preparing a tax return, actual parsonage expenses for the year are compared with the Parsonage Allowance reported on the employee's W-2. Any unused portion must be reported as taxable income. Any portion of actual expenses that exceed the allowance reported on the employee's W-2, that also meets the criteria listed in the previous paragraph, may be reported as a reduction to taxable income on the employee's tax return.

The employee assumes all responsibility for the actual expenses reported for the year. The maximum amount of the parsonage exclusion allowance is annually adopted at the December Executive Committee meeting.

3700 TRAVEL, PASTOR IN-DISTRICT

Pastors in districts where churches and companies are not connected by a road system will need to access commercial air or ferry transportation. In such districts, air/ferry travel budgets will be established based upon the following provisions:

- a. A pastor may travel by air or ferry to his outlying churches a maximum of 22 times per calendar year, which averages two times per month less one month for vacation.
- b. The pastor's spouse and, where necessary, children living at home may accompany the pastor a maximum of 11 times per calendar year.
- c. Two additional trips shall be allotted for the pastor to use only in cases of true emergency. If, under usual circumstances, more emergency trips are needed, the pastor will consult with administration before embarking on such trips.

- d. Tickets for routine trips must be purchased well in advance at the lowest available rates. Last-minute tickets for emergency visits may be exceptions to this rule. In some instances, pre-purchase of multiple tickets may provide additional savings.
- e. Costs for air/ferry travel which exceed the provisions of this policy shall be borne by the pastor.

This policy has been established both in the interest of budgetary control and pastoral effectiveness. To aid in achieving these goals, pastors are encouraged to make a few, longer visits to outlying churches rather than very short, frequent ones.

3710 ABSENCE FROM DISTRICT

When a minister is assigned to a church or a district he/she should feel called there to serve the needs of the people at all times. If, for vacations or other purposes, the pastor finds it necessary to be out of his/her district overnight or longer (other than for Conference-called meetings) he/she should clear this absence with the President or Executive Secretary and receive in writing approval for such absence.

All church matters and/or invitations to perform a service for members in another district must be processed through the currently assigned pastor and written permission obtained from the Conference. Assignments outside of the conference must always be negotiated in consultation with Conference administration.

3720 TRAVEL ALLOWANCES

See Section 2800 - 2830

3800 SABBATICAL, PASTORAL

This sabbatical plan is designed to provide a break from the common pressures inherent to pastoral ministry and to reward tenure in the Alaska Conference.

Eligibility

An ordained pastor with a minimum of four preceding years in the Alaska conference may apply for:

- A. Up to three weeks if they have less than seven years of pastoral service.
- B. Maximum of six weeks with a minimum of seven years of pastoral service.

Note: minimum of four years between sabbaticals.

Provisions

- Sabbatical may include travel, study, research, and/or continuing education.
- Sabbatical leave shall be taken as a single block of time and may be linked with a maximum of four weeks of vacation for a total of SEVEN weeks leave from the district.
- Sabbatical leave will include full pay, benefits and service credit.
- The provisions of this policy shall be authorized, for each individual, at the discretion of the Executive Committee.
- Application shall be made to Conference administration on the *Pastoral Sabbatical* form at least six months prior to the planned sabbatical.
- The pastor shall communicate sabbatical plans to the church board after Conference approval.
- No more than one sabbatical may be taken within a four-year period and Sabbatical time can not be accumulated.
- A sabbatical may not be taken in the same year as a mission trip or within four years of retirement or in conjunction with any termination or retirement process.
- Approval is subject to the logistics of finances, calendar considerations, (Camp Meeting, etc.) and prioritization according to productivity and Alaska Conference tenure.

- Pastoral coverage of the district during a sabbatical is the responsibility of the Pastor, however the Conference will assist in covering the district by accepting speaking appointments during the sabbatical.
- The Pastor shall receive round trip air transportation at the lowest published fare or equivalent from the Pastor's district in Alaska to Seattle.
- A written report is due within 30 days of the Sabbatical, detailing how the study/time enhanced your ministry.

4100 APPROPRIATIONS

Description of a Reaping Event

All reaping series must cover all the major doctrinal points of the Seventh-day Adventist church as well as build a solid platform for a clear understanding of the Plan of Salvation. They are designed as a final call for conversion of souls after preparation by other events. Evangelism funds are restricted to reaping series only and do not include, sowing or nurturing events.

Full Message Public Evangelistic Reaping Series by NPUC or NAD Guest Evangelist

A full message reaping series consists of 15 or more continuous meetings using a designated NPUC or guest evangelist. This will be available to those churches who have turned in their budget with emphasis on having prepared one year in advance of the public meeting. This includes reaching out to their community and maintaining an active interest list. **Voted 1/9/11 ACEC*

Conference Subsidy: Eligible for up to 75% reimbursement of expenses, while the sponsoring church will be responsible for a minimum of 25% of associated costs of the series. Maximum of \$18,000 Conference subsidy per church district, (except citywide campaigns).

Full Message Public Evangelistic Reaping Series by Alaska Pastor (guest speaker or local district)

A full message reaping series consists of 15 or more continuous meetings using a designated Pastor within the Alaska Conference. This will be available to those churches who have turned in their budget with emphasis on having prepared one year in advance of the public meeting. This includes reaching out to their community and maintaining an active interest list.

Conference Subsidy: Eligible for up to 75% reimbursement of expenses. The sponsoring church will be responsible for a minimum of 25% of associated costs of the series. Maximum of \$10,500 Conference subsidy per church.

Partial Message Public Evangelistic Reaping Series by guest Evangelist, Alaska Pastor, or lay leader

A full message reaping series consists of 14 or less continuous meetings or any “ShareHIM” series.

Conference Subsidy: Partial evangelism series: Maximum of \$1,000 Conference subsidy for series 7-14 days in duration. (One subsidy per church per event). Maximum of \$500 Conference subsidy per church for series less than 7 days (one subsidy per church per event) with payment made to the sponsoring church.

General Guidelines

Requests for evangelism appropriations shall be submitted to the Conference President at least 90 days in advance, and then upon approval, all Conference advances for evangelistic endeavors are charged to a public effort account. For all reaping series, 50% of the Conference portion may be requested as an advance. The remainder will be provided after the income and expense report has been reviewed and receipts submitted. At the conclusion of the meetings, all income and expenses, from whatever source, must be reported in accordance with the following guidelines:*

1. Income and expense figures must be reported on forms furnished by treasury.
2. Evangelism funds must not be mingled with personal funds, but shall be handled by the local church treasurer.
3. Offering deposits must be listed separately. Offering monies must be deposited as received. Expenses must not be paid from the offerings in cash.
4. All other income must be listed and each page properly balanced.

5. Expenses must be listed separately according to dates and items. For each entry there must be a substantiating receipt or voucher attached. Unless supported in this manner, the entry will not be recognized by treasury.
6. Any balance of funds should be returned to the Conference with the final report.
7. The final report shall be made within 30 days after the close of the meetings.
8. The sponsoring church is held responsible for all funds until proper accounting of income and expenses is made.

* Note: Other than the evangelism advance, all monies are paid upon

Bible Worker Subsidy

The Alaska Conference will assist the local church with the support of a Bible Worker with up to \$500 per month for a maximum of 3 months prior to and including a full-message evangelistic series conducted by an approved NPUC or NAD Evangelist. Applications will be prioritized according to availability of funds and how the Bible Worker would fit into the overall church evangelistic culture and plans.

Equipment Subsidy

Pastors and administrators who conduct a full message reaping evangelistic series of at least 15 meetings or more in duration will receive an equipment subsidy of \$500 (one series per year). To qualify for the subsidy, approval must be obtained from Conference administration before the series is begun and then paid only upon receipts submitted for actual equipment.

Media Evangelism Follow-up

It is expected that all Voice of Prophecy, Faith for Today, It Is Written, Breath of Life, and Search interests shall be faithfully followed up by our pastors.

Follow-up information should be submitted to the Conference office via the monthly Pastor's Report and careful records kept by the district pastors. Every effort should be made to encourage, baptize, and fully establish all such interests.

4200 PUBLIC EVANGELISM BUDGET REQUEST FORM

Please refer to the end of this section for a sample of the Budget Request form. Forms can be accessed on-line at the Conference website, www.alaskaconference.org under Forms and Publications, Pastors tab.

4300 EVANGELISM EFFORT REPORTING

All evangelism funds must be accounted for separately within the local church accounting structure, and never mingled with the employee's personal funds. Whenever possible, expenses should be paid by check.

Within 30 days after the conclusion of a series a report must be submitted to Conference Treasury on forms provided by the Ministerial office. Churches not submitting reports will be ineligible for further evangelistic funds. Budget requests for future series will be considered after expense reports have been properly filed with Conference Treasury from all previous campaigns.

Evangelism Budgets Equal To Or In Excess of \$10,000

The report must list expenses separately by date, item and check number with a receipted invoice or voucher substantiating each entry. Unsupported entries will not be recognized. Each offering is to be listed separately by corresponding date in the offering column. All gifts, including conference and church appropriations, are to be included as income. No special offering shall be taken at evangelistic meetings that directly benefits an employee or team.

Evangelism Budgets Under \$10,000

A one-page report accounting for income and expenses is to be submitted on an Evangelism Request form to the Ministerial Department within 30 days of the conclusion of the series.

4400 SPECIAL OFFERINGS

When a special offering is announced in our churches, it is clearly understood that the entire offering including the contents of the special envelope if one is provided as well as all loose money received will be applied to the credit of the special offering of that day.

4500 FOREIGN EVANGELISM SERIES

Each individual who conducts a foreign evangelistic seminar may be eligible for an Alaska Conference subsidy to offset travel expenses according to the following conditions:

- a. It is hosted by the Adventist Church in the country where it is held and it must be sponsored by an official church supporting organization,
- b. Both the foreign and at-home series must be a full-message series of at least 15 presentations,
- c. The individual requesting the subsidy commits to present a full-message at-home seminar,
- d. The at-home seminar may receive funding from the Alaska Conference evangelism fund of up to \$1,000 per church per event. An official evangelism budget request must be filed with the Conference administration to be considered. Refer to *Evangelism—Appropriations* for specific allocation information.
- e. Participating individuals may collaborate on a joint meeting where the speaking responsibilities are shared.
- f. The at-home meeting must be held in an appropriate venue.

The seminar speaker may receive a \$500 travel subsidy and those supporting may receive a \$250 subsidy.

See the end of this section for a sample of the Foreign Mission Trip Subsidy Request Form. Forms can be accessed on-line at the Conference website, www.alaskaconference.org under Forms and Publications, Pastors tab.

4600 ADOPT-A-VILLAGE MISSION

Each church is encouraged to adopt a village in the Alaska Conference. Subsidies are available for building improvement, Vacation Bible School or other similar spiritual development programming. A continued contact with the village is encouraged throughout the off season as well.

The church must file a written request via the form below. Every eligible request will be granted \$500 per request. Only one subsidy per village, per calendar year is available.

If two churches share the participation, they also will share the Conference subsidy. Authorization from Conference administration must be obtained prior to beginning village ministry. This is to coordinate potentially conflicting mission trip plans.

Please refer to the end of this section for a sample of the Adopt-A-Village Subsidy Request form.

4700 ARCTIC MISSION ADVENTURE

Arctic Mission Adventure is a program to fulfill the gospel commission of Jesus Christ to make disciples of all nations, and specifically those Alaska Native peoples of Northwest Alaska. Our goal is to see the Seventh day Adventist church in villages such as Ambler, Bethel, Gambell, Savoonga, Selawik, Shungnak and Togiak grow into dynamic, vibrant centers. Each of these villages has a SDA church and parsonage, and our goal is to have each one filled with enthusiastic workers.

The Alaska Conference would like to recruit mission minded people to relocate in these villages. We are looking for people who can support themselves financially and yet be leaders in the local Adventist church, ministering, serving, training and empowering the Alaska Native people to live the gospel and lead their own people to Christ. These mission minded people would need to plan on staying for an extended period of time in order to meet the people where they are and lead them to a more healthy, wholesome life-style. There is an application process for those interested in working in these villages.

The Alaska Conference has an ongoing promotion campaign to raise funds for a small stipend towards the support of these dedicated village workers.

See www.arcticmissionadventure.org for more information.

Alaska Conference

ADOPT-A-VILLAGE MISSION SUBSIDY REQUEST

Alaska Conference of Seventh-day Adventists

6100 O'Malley Rd, Anchorage, AK 99507 | 907-346-1004 | Fax: 907-346-3279



PERSONAL INFORMATION		
Date of Request:		
Requesting Church:		
Address:		
City:	Zip:	Phone:
Contact:		Phone:
MISSION TRIP INFORMATION		
Village Served:		
Estimated Number of People Served:		
Scheduled Meeting Dates:		
Nature of Ministry:		
Team Leaders:		
1. Name:	Phone:	
Address:		
2. Name:	Phone:	
Address:		
3. Name:	Phone:	
Address:		
Team Members		
Name:	Phone:	
Name:	Phone:	
Name:	Phone:	
Name:	Phone:	
CONFERENCE ADMINISTRATION APPROVAL		
(must obtain 2 of 3 signatures below before traveling)		
VP FINANCE		DATE
VP SECRETARIAT		DATE
PRESIDENT		DATE

Alaska Conference

PUBLIC EVANGELISM SUBSIDY REQUEST

Alaska Conference of Seventh-day Adventists | 6100 O'Malley Rd,
Anchorage, AK 99507 | 907-346-1004 | Fax: 907-346-3279



EVENT INFORMATION (see reverse for Evangelism Policy)		
Date of Request:		
City:	Population:	
Type of Venue: <input type="checkbox"/> Church <input type="checkbox"/> Hall <input type="checkbox"/> Other:	Seating Capacity:	
Opening Date:	Ending Date:	Total Meetings:
EVANGELIST SPEAKER:		
ESTIMATED EXPENSES		
Rental of Venue (Hall, Auditorium, Theater)		\$
Postage (Handbills, Envelopes, Mailing)		\$
Media (Newspaper, Television, Radio)		\$
Special Invitations		\$
Follow-up Materials		\$
Signs		\$
Musicians (please indicate):		\$
Office supplies, miscellaneous printing, mailing		\$
Bibles		\$
Promotional Items (Gift Books, Literature)		\$
Travel (Car Rental, Airline Tickets)		\$
Accommodations		\$
Children's Program		\$
Other:		\$
		\$
TOTAL ESTIMATED EXPENSE		\$
INCOME		
Church Contribution		\$
Meeting Offerings		\$
Conference Assistance		\$
TOTAL PROJECTED INCOME		\$
APPROVAL		
CHURCH BOARD CHAIR or TREASURER		DATE
PASTOR		DATE
CONFERENCE OFFICIAL		DATE

**Alaska Conference
FOREIGN MISSION TRIP SUBSIDY REQUEST**

Alaska Conference of Seventh-day Adventists | 6100 O'Malley Rd, Anchorage, AK
99507 | 907-346-1004 | Fax: 907-346-3279



PERSONAL INFORMATION		
Date of Request:		
Applicant:		
Address:		
City:	Zip:	Phone:
Home Church:	Email:	
FOREIGN MISSION INFORMATION		
Place of Foreign Meeting:		
Scheduled Meeting Dates:		
Sponsoring Organization:		
Address:		
Phone:		
Organizational Contact:		
Hosting Conference/Mission:		
Address:		
Phone:		
Conference Contact:		
Place of Local Meeting: (Town, Village)		
Dates of Local Meeting:		
LOCAL CHURCH BOARD APPROVAL		
CHURCH BOARD HEAD or TREASURER		DATE
PASTOR		DATE
CONFERENCE ADMINISTRATION APPROVAL (must obtain 2 of 3 signatures below before traveling)		
VP FINANCE		DATE
VP SECRETARIAT		DATE
PRESIDENT		DATE

5000 | CONFERENCE & CHURCH POLICIES

5100 BOARD OF EDUCATION

The Conference Board of Education shall be a sub-committee of, and authorized by, the Conference Executive Committee to administer the operation of the Conference K-10 school system.

The function of the Conference Board of Education shall be to implement, extend, and detail policies and plans for the Conference school system as outlined in the Conference Board of Education working policy and the North Pacific Union Education Code, and to recommend to the Executive Committee individuals for employment as the educational staff of the Alaska Conference and any changes in status of any Alaska Conference school.

The Superintendent of Education shall bring a report to the Executive Committee at the next scheduled meeting after each Board of Education. The Board of Education shall meet a minimum of two times each calendar year.

The office of education shall recommend members for the K-10 Board to the Executive Committee for appointment.

The board membership shall consist of the following:

- Conference president* or designee, chair
- Superintendent of Education, secretary
- Executive secretary*
- Treasurer*
- Union Conference Director of Education*, or designee
- Four members selected from the Conference Executive Committee.
- *Serving ex officio

5150 CHURCH SUPPORT OF SCHOOLS

Christian education is an integral part of the Seventh-day Adventist Church. All Alaska Conference churches within a constituent school district are required to give financial, functional, and moral support to a local school. The principles of school operation include a systematic plan of financial church subsidies. The amount of financial subsidies is determined by the local school board and/or constituency and is usually based on church membership, church attendance, tithe, and the number of students in attendance at the school.

Companies or churches that choose to be out of compliance with this policy may not be eligible for Revolving Fund loans or Conference appropriations.

5200 CHURCH OFFICERS LISTS

The Conference office requests a list of the new officers, with their addresses and telephone numbers, as early as possible for inclusion in the Conference Directory and for revision of departmental mailing lists.

5250 CONFERENCE CHURCH

The Conference church is primarily a holding mechanism for the membership of those in companies. Under unusual circumstances, members who are isolated from a body of believers and, by reason of distance, are unable to attend a local church, may submit a request. It is not intended for the aged or infirm who live within a reasonable distance of a local church. Requests should be made through the church clerk where membership is currently held.

5300 HONORARIUMS

We acknowledge that the giving or receiving of business gifts can easily inject ulterior considerations in our work and employment relationships. Therefore the use of gifts, payments, or honoraria as incentives or rewards for a particular course of action is

unacceptable. We will not offer gifts, favors, payments, or other forms of reward directly or indirectly in exchange for a specific gain or action.

Wedding and funeral honorariums may be retained by an employee provided the Conference is not charged for travel or other expenses connected with such ceremonies. It is understood that members of the Seventh-day Adventist church are not to be charged for their services.

It is not only objectionable but also unprofessional for an employee to solicit donations or gifts for himself/herself or for personal equipment from churches or individuals.

5350 GLEANER POLICY

Subscriptions

The North Pacific Union *Gleaner* is mailed to members of the Seventh-day Adventist church in this Union without charge even though the member may take up residence outside the North Pacific Union territory. The Conference pays the cost of the subscription.

When a name is removed from membership a *Gleaner* subscription blank will be sent the member to assist him/her in subscribing to the *Gleaner* if he/she wishes to do so. The prevailing subscription rate will apply.

Members not receiving the *Gleaner* should ask the church clerk to check their Family Unit Record form to be sure the *Gleaner* box on the form is marked appropriately.

Publication

The *Gleaner* is published on a monthly basis. Submissions for the *Gleaner* are to be made to the editorial office at the NPUC or to the Alaska Conference Communications Department.

Advertising

Advertising is accepted as a service to members in the North Pacific Union Conference. The *Gleaner* reserves the right to refuse any

advertisement, especially ads not related to the needs and practices of the church.

5400 GUEST SPEAKER GUIDELINES

God's work should be carefully safeguarded by responsible leadership at every level of organization. One reason for licensing and credentialing employees in the church was and is to protect the churches from unauthorized or unprincipled individuals having access to church pulpits to appeal for funds or present teachings not in harmony with the Seventh-day Adventist church. This point is defined in NAD Policy P40 10.

In this age of easy and rapid transportation and with the proliferation of persons wishing access to Adventist pulpits--many of whom are not licensed or credentialed ministers--the above NAD policy should be followed.

Conference, Union, Division or General Conference personnel currently employed need not be cleared by anybody other than the pastor for a speaking appointment in an Alaska Conference church.

Church members, requesting for their church one that has not been authorized to speak, are to follow these guidelines:

- Speaker requests are taken to the church board of elders.
- Upon approval by the elders, a request for an unauthorized speaker in the local church is sent to the Conference Administrative Council for approval.

"1. *Use of Pulpit*--Ministers and church officers should not grant the privilege of the pulpit to persons who have no written recommendation from the conference." NAD Policy P 40 10

5450 JURY DUTY

Whenever an employee of the Alaska Conference is requested to serve as a member of a jury, the Conference will continue to pay full salary and allowances during the time of the employee's absence.

Employees may retain their jury pay checks.

5500 TOUR SOLICITATION

The North American Division policy in regard to overseas tours and the solicitation for these tours shall be adhered to. *See NAD Policy FG 05 40.*

Employees shall not promote, via advertising or solicitation, any domestic or international tours unless authorized to do so by the local church board and the Conference Executive Committee.

5550 MARRIAGE CEREMONY GUIDELINES

Alaska does not require a minister to register or post bond before performing marriages.

In counseling young people wishing to be married, keep in mind that there may be a waiting period from the day of application for the marriage license. The couple must be 18 and present picture identification, such as a driver's license.

Only a licensed minister is authorized by the Alaska Conference to perform the functions of the ordained minister or local Adventist church elder (including marriage ceremonies) for members of the churches or companies to which he/she has been assigned.

Statement of Purpose

There are few ceremonies more enjoyable for pastors and churches than the Christian wedding. Such weddings bring lasting, treasured memories for friends and families. A spirit-filled wedding service is an honor to God and a joy to His people. The Christian wedding ceremony is also an important opportunity for the pastor and local church community to be of special service to the members of God's family.

The Alaska Conference upholds the principles of courtship and marriage outlined in the Seventh-day Adventist Church Manual. In

order to safeguard the conscience of all individuals and to facilitate appropriate processes in dealing with marriage requests, the following guidelines are intended for use by the pastors and churches of the Alaska Conference:

Responsibilities Regarding Wedding Requests

- It shall be the responsibility of all pastors to review the marital fitness of all.
- When a pastor is considering a request to officiate in a wedding to be held in an Adventist church or other church property, the respective church board shall be notified for approval of such at the earliest convenience.
- When one or both of the requesting marital participants are not active members of the pastor's local church, the pastor is to obtain verification of membership and moral suitability from the requesting participant's home pastor and/or church head elder.
- If questions of fitness for a marriage remain unresolved, the pastor shall consult with the appropriate church boards and, if necessary, bring the matter to Conference administration for consultation.

Marrying An Adventist To A Non-Adventist

Pastors receiving requests to marry an Adventist to a non-Adventist should carefully advise the couple of the potential turmoil and difficulty they might encounter by such a union. It is important that pastors and churches give prayerful thought and consideration in handling such requests so as not to needlessly offend should they decide to turn down the request.

Should pastors and/or churches, after proper review, feel that circumstances are such that it is in everyone's best interest to still become involved in the marriage of an Adventist and a non-Adventist, the pastor and/or church may proceed with the marriage only if the local church board has approved the request. The pastor concerned shall be required to counsel with Conference administration regarding such a decision prior to the local church committing itself to the

hosting of the wedding. Pastors and churches shall not become involved in any wedding between members and non-members unless both wedding participants are professing and practicing Christians.

Having individuals drop their membership only for the purpose of getting married in an Adventist Church is highly discouraged.

When pastors are asked to officiate in weddings involving only non-members, the wedding ceremony is still to be performed within the context of a Christian wedding.

Safeguarding the Wedding Service

Pastors and church boards shall require that there is appropriate premarital counseling and post-marital nurture with the prospective wedding couple.

All churches shall have a written wedding policy approved by the local church board and it shall be given to the inquiring wedding party at the onset of any wedding request.

It shall be the responsibility of the officiating pastor to ensure that local wedding policies are followed.

5600 SOLICITATION OF FUNDS *NAD P40*

No church, institution or self-supporting enterprise, without special counsel and arrangement, is to plan work requiring solicitation of funds from outside its own territory. Any solicitation within its own territory shall be in harmony with local, union and General Conference policy.

For the protection of churches from unauthorized teachers, fraudulent and unofficial solicitation, the following principles and methods are recognized:

- Ministers and church officers should not grant the privilege of the pulpit to persons who have no recognition or recommendation from the Conference.

- No permission shall be granted to solicit funds either publicly or privately without such recognition.
- Literature for solicitation purposes shall be provided only to responsible persons
- All funds contributed for any cause in response to appeals shall be passed through the regular channels of the church.
- No authority is granted employees in the cause representing special interest in one part of the field to solicit help for that work in any other part of the field, or in any other conference, without arrangement by the Conference officers and written authorization.
- Conference and church officers shall take such steps as may be necessary to prevent unauthorized or illegal public solicitation.

5650 PRIVATE/LEASED AIRCRAFT *NAD C65*

There are occasions when the work and mission of the Alaska Conference may be significantly enhanced by the use of leased or private aircraft. Examples include:

- a. Travel to remote destinations where commercial service is infrequent, cost-prohibitive, or simply unavailable.
- b. adequate and timely pastoral or administrative coverage where it is dependent on private air transportation.

To achieve these objectives, Conference administration may, at its discretion, enter into lease or rental agreements for the use of aircraft. Because of the high costs of aircraft operations and the significantly increased liability exposures associated with their use, due care must be exercised by observing the following guidelines:

Pilot Requirements

- **Category I:**

All pilots, employees or volunteers who fly for or on behalf of the denomination, except as provided in Category II or III below, shall meet one of the requirements under a, b, or c below:

- a. If the pilot holds a private pilot certificate, but does not hold an instrument rating, the pilot shall meet the requirements of (1) through (5) below.
- b. If the pilot holds a commercial pilot certificate, but does not hold an instrument rating, the pilot shall meet the requirements of (1) through (6) below. Carrying passengers during day Visual Flight Rules is approved. Night flying is not approved.
- c. If the pilot holds a commercial pilot certificate and instrument rating, the pilot shall meet the requirements of (1) through (6) below:
 1. Has been duly authorized by the employing organization receiving volunteer service, or on whose behalf flights are made, subject to the approval of the chief pilot of the NAD or his/her designee within the preceding 24 calendar months.
 2. Holds a current medical certificate appropriate to the pilot certificate held.
 3. Has at least 50 hours in class of airplane (e.g., multi-engine land, single-engine sea) and 25 hours in make and model of airplane to be flown (i.e., Cessna 172, Piper Twin Aztec).
 4. Has insurance as required by the denomination (See C 65 30).
 5. Has adequate training or experience for the geographical area where operations are conducted (i.e., mountain flying, density altitude, traffic density, unique local weather conditions, etc.).

6. Has at least 200 hours of flight time, including 50 hours of cross-country. When operating under Visual Flight Rules, the pilot shall be current, having three hours in flight and three takeoffs and landings in the airplane within the previous 60-day period.

- ***Category II:***

A denominational employee who is employed professionally as a pilot or who pilots an airplane on a regular basis shall meet the following minimum requirements.

- a. Has been duly authorized by the employing organization, the organization receiving volunteer service, or on whose behalf flights are made, subject to the approval of the chief pilot of the NAD.
- b. Holds a current commercial pilot certificate with instrument rating.
- c. Holds a current airman's second-class medical certificate or its equivalent.
- d. Has, when restricted to carrying passengers under Visual Flight Rules only, at least 500 hours of flight time as pilot in command, including 100 hours of cross-country flight time; 25 hours of night flight; and at least three hours in flight and three takeoffs and landings in the airplane to be flown within the previous 60-day period.
- e. Has, when approved to carry passengers under Instrument Flight Rules, at least 1200 hours of flight time as pilot in command with a minimum of 500 hours of cross-country flight time. Seventy-five hours of actual or simulated instrument flight time, 50 of which were in actual flight; and have six hours actual or simulated instrument flight time (three hours in actual flight) and six instrument approaches during the previous six-month period.
- f. Has in addition to "d" above, when flying at night under Instrument Flight Rules at least 100 hours of night flying time.

- g. Has 50 hours in class of airplane to be flown (e.g., multi-engine land, single-engine sea), and 25 hours in type of airplane to be flown.
- h. Has an initial denominational pilot checkout and has a proficiency flight check which meets denominationally-approved standards every six months.
- i. Has insurance as required by the denomination (see C 65 30).

- ***Category III:***

All pilots, employees, or volunteers who pilot an airplane either part-time or full-time in bush conditions shall meet the following requirements:

- a. Meet all the requirements of Category II, items *a* through *i*, above.
- b. Have a denominational mission pilot checkout and orientation.
- c. Have an Airframe and Power Plant License or the Aircraft Maintenance Engineer License if the assignment is to an area where maintenance facilities are unavailable.

Rental of Aircraft

If aircraft are rented by denominational organizations or by denominational employees for use in denominational service, the following requirements shall be observed:

- a. Rental shall be authorized by the employing organization.
- b. The pilot shall be qualified to operate the type of aircraft rented.
- c. The pilot shall be qualified to fly under the existing flight conditions.
- d. Any denominational employee who serves as pilot of the aircraft shall be covered with a broad-form accident policy with minimum limits of \$50,000 and endorsed for coverage as a pilot or crew member.

- e. Aircraft insurance shall meet the applicable minimum insurance requirements established by this policy.

Privately Owned Aircraft

Denominational organizations and/or employees making use in denominational service of a privately owned aircraft, registered in the name of another individual or organization, shall assure themselves that the aircraft is operated and insured in accordance with the provisions of this policy.

Aircraft owned and/or operated by independent (self-supporting) church-related organizations or groups are considered to be classified with privately owned aircraft in the application of this policy.

Aircraft Equipment & Maintenance

- **Equipment**

All denominationally owned or authorized aircraft shall be equipped to meet local government requirements in the area where they are being operated. Even though not required by local regulations, all denominationally owned or authorized aircraft shall be equipped with the following:

- a. An emergency locator transmitter beacon.
- b. Sufficient instrumentation for navigation and communication in accordance with safe operational procedures in the area where the craft operates.
- c. Survival equipment, including first-aid tools and fire extinguishers, the list of specific equipment to be determined by each authorizing organization.

- **Maintenance**

Maintenance schedules for air frames and engines shall meet local government requirements, as well as the requirements of manufacturers and official bulletins. The maintenance schedule in all cases is to include a regular 100-hour inspection.

The maintenance of denominational aircraft shall be performed and certified by a qualified and approved maintenance shop or mechanic. If the aircraft mechanic is a denominational employee, he/she shall meet the following requirements:

- a. Have an approved aircraft mechanic course or an equivalent apprenticeship program.
- b. Possess a current Aircraft and Power plant certificate or the Aircraft Maintenance Engineer License.

Aviation Training

An employee or spouse of an employee may request financial assistance for aviation training. A compelling benefit to the Conference must be demonstrated (e.g., the coverage of a pastoral district made feasible or greatly enhanced).

The Alaska Conference Executive Committee makes the final decision on requests for aviation training. If approved, the following assistance is granted:

Primary (private license)	50%	\$1,500 cap
Advanced (instrument) 70%		\$3,500 cap
Advanced (commercial) 70%		\$ 700 cap

The total reimbursement will be amortized at \$100 per month, with the balance payable in full by payroll deduction if employment is discontinued before all funds are amortized.

Employee-Owned Aircraft

A pastor who chooses to use his own aircraft in the conduct of official duties within his district may report such use on his monthly workers' report. In the case of in-district destinations connected by a road system, the monthly vehicle mileage allowance (see the policy entitled "Mileage Allowances") will be deemed sufficient to cover such use. In the case of in-district destinations not connected by a road system, the Conference will reimburse the equivalent of a commercial airfare. The

frequency of such trips shall be governed by provisions of the policy entitled “Travel: Airline/Ferry Budgets.”

To qualify for reimbursement under the preceding paragraphs, the employee must meet all other provisions of this “Private/Leased Aircraft Usage” policy and must present to Conference administration annual proof of \$1,000,000 liability insurance with the Alaska Conference of Seventh-day Adventists named as an “additional insured.” Because denominational liability minimums are set much higher than considered necessary for private owners, the Conference maintains “excess” liability coverage from \$1,000,000 to \$50,000,000.

From time-to-time, occasions arise when the use of employee-owned aircraft outside district boundaries is an efficient, cost-effective alternative to commercial travel. In such instances, an employee may seek advance approval for limited use of his/her aircraft. As a general rule, authorized use shall be limited to those occasions when other modes of transportation are more costly, severely time-prohibitive, or unavailable. The Conference’s chief pilot, in consultation with treasury, shall determine authorized uses under the provisions of this policy. A reimbursement rate shall be agreed upon at the time such authorization occurs.

5700 CONFERENCE ASSISTED PROJECTS

It is the responsibility of Treasury to manage Conference financial resources within the parameters of denominational policy, Executive Committee actions, and approved budgets. To achieve that goal, reasonable budgetary controls must be devised and implemented.

One area requiring particular attention is that of conference or region-wide projects which are primarily supported by Conference funds. Given the potential for significant cost overruns, and the inability of Conference administration to simply shunt those costs to other entities, it is prudent for treasury to participate in the planning and implementation of major projects.

When a project requiring major funding is initially approved by the Conference Executive Committee or administration, and a governing structure is put in place (i.e., council, committee, workgroup, or individual), the designated leader of the project shall consult with the Conference treasurer concerning budgetary oversight. The treasurer shall ascertain, based on this conversation, the level and type of treasury involvement deemed most appropriate. Among the available options are:

- a. requesting the appointment of a project treasurer
- b. requiring a detailed, pre-implementation project budget
- c. requiring an end-of-project accounting of all financial transactions
- d. requiring a periodic accounting of all transactions
- e. requesting periodic consultations between the project leader and the Conference treasurer
- f. periodic attendance at planning and implementation meetings
- g. regular attendance at all project meetings
- h. other participation as deemed appropriate under the circumstances
- i. some combination of the preceding options.

The treasurer may delegate his/her budgetary control function to other individuals, either employees or volunteers, at his/her discretion.

6000 | CHURCHES PROPERTIES

6100 FORMING A NEW COMPANY

The following criteria and procedures shall be utilized in establishing a new church company within the Alaska Conference:

1. **Membership**: There shall be a minimum of 20 baptized members.
2. **Leadership Required**: Company leadership, at minimum, shall be a designated elder, treasurer, clerk, adult Sabbath School leader, and children's Sabbath School leader.
3. **Financial Base**: The following criteria shall be evidence of a solid financial foundation: (a) the number of giving units shall be at least ten; (b) the tithe shall be at least \$20,000 per year; and (c) there shall be sufficient offerings to cover local expenses.
4. **Evangelism**: Specific plans shall be developed for conducting two evangelistic events during the first year, one led by laity and one led by ministerial personnel.
5. **Intent to Become a Church**: A plan shall be articulated for becoming a church within a specified period of time (see criteria below).
6. **Official Action Required**: Church company status shall be granted only by formal action of the Alaska Conference Executive Committee.
7. **Start-Up Appropriation**: Once approved, a new church company may request 75 percent of its meeting place rent, for three months, as start-up assistance from the Conference.

6200 FORMING A NEW CHURCH

The following criteria and procedures shall be utilized in establishing a new church in the Alaska Conference:

1. **Membership**: There shall be a minimum of 35 baptized members.
2. **Leadership Required**: The proposed church shall meet all leadership requirements outlined in the Seventh-day Adventist Church Manual.
3. **Financial Base**: The following criteria shall be evidence of a solid financial foundation: (a) there shall be a tithe base of at least \$30,000 per year; (b) offerings shall be sufficient to support all local needs; (c) there shall be an established building fund; and (d) there shall be an adequate plan to provide Adventist education for the church's young people.
4. **Evangelism**: The first year's evangelistic plans shall be presented to the Conference committee.
5. **Official Action Required**: Church status shall be granted only by formal action of the Alaska Conference Executive Committee.

6300 BUILDING GUIDELINES

When a local church or school anticipates a building need, it should request a meeting with the Treasurer to discuss all aspects of the project. At such meeting the detailed policy on church and school building will be presented and explained in detail.

Copies of the Church and School Building Policy are available, upon request, from the Treasury office.

6400 BUYING/SELLING REAL PROPERTY *NAD P15; 65*

All local church and school properties are held in the name of the Alaska Conference. It is therefore necessary to follow the following guidelines when executing any property transfers.

Property acquisitions and improvements are often necessary for the advancement of Adventism in Alaska. However, because of the significant financial and other obligations which is incurred, careful,

meticulous planning and monitoring is warranted. All conference-related churches and schools shall utilize the following procedures and criteria in planning for land and facility acquisitions or for major improvements to existing properties:

Overall Process

1. The church or school board appoints a building committee.
2. The building committee prepares a *needs assessment*.
3. The building committee reports findings to the board which appointed it.
4. The church board recommends a plan of action to the church in business session. In the case of a small school supported by one church, the school board recommends a plan of action to the church board which, in turn, recommends a plan of action to the church in business session. In the case of a consolidated school supported by multiple churches, the school board, after soliciting and considering feedback from the constituent church boards, recommends a plan of action to the school constituency in official session.
5. If the church in business session or consolidated school in official constituency session votes to pursue a building project, it presents its request (with *all* required documentation) to the Conference administration for consideration.
6. The Conference administration sends the church's or school's request to an appointed building subcommittee for analysis.
7. After analysis and investigation of the request, the subcommittee makes a recommendation, through administration, to the Alaska Conference Executive Committee.

6500 REAL PROPERTY INSURANCE

The Alaska Conference handles the insurance coverages for churches, schools, community services centers and church or school-owned vehicles. Arrangements to add or delete vehicles or buildings should be made by contacting Treasury. The local church or school will be billed

for its premiums as indicated by the master policy issued to the Conference.

Fire and Extended Coverage: Adequate insurance shall be carried on all denominational properties for perils of fire and extended coverage on "all risks" basis. It is recommended this coverage be on a "replacement cost" basis for buildings and contents. All buildings must be covered from commencement of construction.

Boiler and Machinery Coverage: It is recommended that churches or schools operating either low or high-pressured boilers and central air conditioners or refrigeration units should obtain adequate coverage in the form of special boiler and machinery insurance. Please contact the Conference Insurance Director.

Evangelistic Equipment: All electronic equipment is to be insured by a floater policy. Individually owned pieces of evangelistic equipment are the owner's responsibility when not being used in Conference functions.

Fidelity Bond: Church assets are protected by utilizing a commercial blanket fidelity bond. Employees who have committed prior acts of theft or dishonesty are not covered under fidelity bonds.

6510 LOSS CONTROL

Conference management recognizes that Loss Control is an essential ingredient in the church's work for humanitarian, economic and legal reasons.

Management has dedicated itself to providing the active leadership and support necessary to develop and maintain a successful Loss Control program with these objectives:

- Provide a safe and healthful work environment for all employees.
- Minimize the risk of human and economic losses resulting from unnecessary personal injury and property damage.

- Insure the security, protection and well being of personnel, property and vehicles of the Conference.
- Comply with all existing safety and health laws that apply to the work place.

The success of the Loss Control program requires full and earnest cooperation from each employee. Loss Control must be considered a vital part of every job in the Alaska Conference.

6600 CONFERENCE HOUSING

Employees who live in Conference-owned housing should keep treasury informed of needs for upkeep and repairs. Minor items, such as repairing faucets and light switches, should be taken care of by the employee, who may then send receipts for materials to treasury for reimbursement.

Emergency items, such as repair of a furnace or pump, should also be ordered and cared for by the employee, who may send the paid receipts to treasury for reimbursement, or arrange with the vendor(s) to bill the Conference.

A request for items of major expense which are not of an emergency nature, such as painting, redecorating, remodeling, and general repairs, *must* be presented to treasury for authorization *before* the work is begun. Failure to do so may result in a denial of a reimbursement request.

Employees who rent from the Conference are expected to keep properties clean and looking respectable. Unsightly items (such as junk cars, scrap iron, discarded lawn mowers, etc.) must be discarded by the employee at his/her expense. All yards should be free from clutter, and proper storage should be obtained if the parsonage does not prove large enough for one's belongings.

Rental rates are set by Administration and change from time to time as circumstances and market conditions fluctuate. Rates may be different for the three areas of the state: Western, Southeast and the Road

System. Employees with cats or dogs will pay \$20 per month above the normal charge.

Failure to adhere to the policy items mentioned above may result in the employee being asked to vacate the premises.

6700 CAMP TUKUSKOYA

Camp Tukuskoya is available for use by local church entities and community organizations. In an effort to guard against potential liabilities and recover operational expenses the following policies will apply:

- a. Each requesting group must have designated persons in charge of camp start-up/shut-down, boat operation (Valco skif), waterfront safety, and First Aid/CPR.
- b. Wintertime use requires alternate water sources and toilet facilities since the camp does not have all-weather well and septic capacity.
- c. All user groups must leave the camp in a clean-ready to use condition, with boat gas, and any other consumables replaced. It is very important that no food be left in the facility because it becomes an attractive nuisance to rodents large and small.
- d. A daily use fee of \$3 per/person to cover cost of utilities, propane, repair, and upkeep plus a security deposit of \$200 will be received from each community user group. Local Adventist churches and Pathfinder groups will be exempted from the security deposit payment.
- e. Each user group will be billed for repairs deemed beyond normal wear and tear. (For example, boat propellers, broken windows, damage to watercraft.)
- f. Groups are welcome and encouraged to make improvements and repairs to camp buildings and grounds while enjoying the premises. A list of work projects will be provided upon request. Substantial work completion may be accepted in lieu of user fee payment.

- g. All uses of the camp must be scheduled and approved in advance with the Conference treasury department.

6710 PALMER AUDITORIUM

During the off season the auditorium is used for storage of various Conference vehicles, boats, materials, and other assets. Other individuals have use of the available space on a first-come, first-serve basis. Due to the increased investment for improvements and upkeep on the camp meeting property, it has been suggested that rental fees be received for individual rental use of the auditorium.

The following policy will apply:

- a. Conference assets have priority.
- b. Space will be rented on a first-come, first-serve basis.
- c. All individual users acknowledge that there is no stated or implied Conference liability against theft, fire, flood, or damage of any or all kinds. A rental agreement must be executed and a copy retained in the Conference files.
- d. A rental fee of \$20 per month for boats or cars that do not exceed 20 feet in length. Boats, motor homes or other recreational equipment that exceed 20 feet in length will pay a rental fee of \$1/foot/month. Electrical use will be an additional charge.
- e. A key will be given to each person approved for access.
- f. In the event personal property needs to be moved for any reason, every reasonable effort will be made to contact the property owner before the property is moved.
- g. Rental space contacts are the Conference Secretary or Treasurer.

6800 GUEST ROOM USAGE

To provide convenient, cost-effective lodging for its official functions and duties, the Alaska Conference owns and maintains seven guest rooms in the lower level of its headquarters building in Anchorage.

In recent years, the demand for guest rooms has risen substantially, accompanied by conflicting expectations and frustrations. This policy establishes eligibility criteria, describes the reservation process, specifies rental rates, prioritizes availability, and outlines expectations associated with the use of Conference-owned guest rooms.

Eligibility Criteria

As previously mentioned, Conference guest rooms are intended to directly serve the needs of the organization; they are *not* intended for general public use. Consequently, those seeking to arrange accommodations *must* meet the following criteria before reservations are made or keys issued:

- a. Be a member of the Seventh-day Adventist Church
- b. Be at least 21 years of age.

Even though an inquirer may meet the preceding criteria, Conference administration reserves the right to deny eligibility for any reasons it deems compelling.

Reservations

Reservations shall be made in advance, on a first come-first serve basis, by phone or in person, with administrative staff. Call or visit between 8:30 a.m. and 5:30 p.m., Monday through Thursday. Staff shall apply the priority guidelines spelled out below.

Failure to reserve a guest room well in advance may result in disappointment. Hour-time personnel are not expected to be available for making reservations or providing maid services outside of normal office hours.

Room Rates

Room rates for regular occupancy are \$85 per night (or \$510 per week) from May 15 through September 15 and \$60 per night (or \$360 per week) from September 16 through May 14.

Priority Use

There are times during the year when the demand for guest rooms clearly exceeds the supply. When demands conflict, priority shall be granted in the following order:

1. Pastors' and/or teachers' meetings
2. Conference Executive Committee meetings
3. Official guests of the Conference (speakers, seminar presenters, visiting pastoral candidates, etc.)
4. Employees, and their immediate families, who are stationed more than 50 miles from Anchorage and are visiting for medical or other reasons.
5. Official guests of local churches (evangelists, Bible workers, etc.)
6. Paying church members from within the Alaska Conference
7. Paying friends and/or relatives of Conference employees
8. Paying church members from outside the Alaska Conference
9. Other uses as may be approved by administration.

Priority order may be modified at the sole discretion of reservation staff if requests for usage are not made in a timely manner and commitments have already been made.

While adhering to the priority guidelines, staff will make every reasonable effort to accommodate multiple uses which may overlap. This may mean partial accommodation on some occasions, when a guest is asked to relinquish use of a room for a day or more, in the midst of a scheduled time block, to accommodate a higher priority need.

Expectations for Use

Occupants of Conference guest rooms shall observe the following expectations for use:

- a. At least one occupant in each guest room must be 21 years of age or older.

- b. Pets are not allowed in the building.
- c. The use of tobacco, alcohol, and drugs is not permitted.
- d. Guests must respect the rights of others at all times, while giving special attention to appropriate decorum after 9:00 p.m. and during the Sabbath hours.
- e. Daily maid service is *not* provided and no guest rooms will be cleaned during Sabbath hours. Guests requiring additional towels or other items shall contact the Conference office during normal business hours.
- f. Laundry facilities may be made available upon request.
- g. Any mechanical, electrical, or other failures, as well as any damage, unexplained noises, or other symptoms of impending failure shall be reported to the Conference office as soon as practicable.
- h. Check-in time is 3:30 p.m. or later; checkout time is 12:00 noon.
- i. Payment may be made, if required, in the Conference office upstairs during normal business hours. At other times, payment may be placed in an envelope with the keys and left on the desk. *The door should be locked when the premises are vacated.*

Occupants may forfeit their eligibility if they repeatedly fail to comply with the expectations outlined in this section.

General Considerations

From time to time, employees and/or Executive Committee members are invited to special functions at the Conference office or must visit Anchorage to conduct authorized Conference business. Employees and/or committee members thus engaged may request lodging in the office guest rooms for the duration of their authorized visits. In addition, on a space-available basis and with advance arrangements, they may stay up to two additional days, free of charge, for purposes of shopping, medical appointments, etc. Any time beyond the two days will be charged at regular rates.

Employees living outside Anchorage and the Mat-Su Valley who may wish to spend vacation time in the vicinity or are laying over to catch

subsequent flights, can request up to two weeks' stay annually, at no charge, subject to space available. Advance application is required at the time a vacation request is submitted.

Rooms are also made available to employees under certain unusual circumstances—prescribed visits to Anchorage for medical treatment, and transitions while moving in or out of the Conference are two examples. On such occasions, special rates may be negotiated.

Because many employees and Conference committee members choose to stay with friends or family while in Anchorage, we cannot assume that you will be staying in the guest rooms. In other words, if you plan to visit for the reasons listed above and will need a guest room, please personally call and make the necessary reservations.

You may freely encourage Adventists friends and family members from places afar to contact treasury as well. Other than for the official uses described in this policy, regular room rates will be charged.

There are many occasions during the course of a year when the guest rooms are fully occupied. While the Conference does not advertise guest room availability, word has spread throughout the “lower 48” and indeed the world! To avoid disappointment, advance booking is strongly encouraged.

A Final Request

Office personnel have been occasionally surprised and amazed by the depth of feeling elicited when employees or members request a room and learn that nothing is available. With a limited number of rooms available, the Conference simply cannot accommodate every need at every moment. When and if staff occasionally fails to meet your need, your courtesy and understanding are solicited and appreciated.

