

# **Working Policies of the Southern New England Conference**



**34 Sawyer Street  
Lancaster MA 01523**

**version 2022b**

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# **Buildings and Properties**

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Church & School Appropriation for Capital Project  
Related NAD Policy Number: SNEC AB

Date Adopted: 01/01/09

\*Church and institutional projects which have been approved by the Association Board may be eligible for monetary assistance from conference operating funds, in the amount of ten percent (10%) of net project costs. Requests for this appropriation are not automatic, and are subject to the following guidelines:

1. Appropriations are for capital projects only, and not for minor renovations, refurbishing, or maintenance projects.
2. In the case of land acquisition, the appropriation is given based on total project costs including land, only at the time construction begins, not at the time of initial land purchase.
3. Appropriations are calculated on the net cost of a building project after deducting amounts, if any, received from the sale of former church or school buildings or vacant land.
4. Appropriations apply only to actual costs or funds expended and do not include the value of volunteer labor.
5. Appropriations are granted for actual labor, materials, and equipment costs specifically associated with the capital project, and not for costs of feeding work crews, purchasing decorative items, etc.
6. Appropriations are granted subject to the availability of funds. In tight budget years, or when there are too many requests within a short time period, the request may be added to a waiting list and will be accommodated on a first-come, first-served basis.

\*See Church and School Building Projects guidelines.

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Church & School Building Projects  
Related NAD Policy Number: S 05 42

Date Updated: Nov 18, 2018

This Policy Covers:

## **Building Authorization**

Building and financial plans for church and school projects shall be submitted for approval according to the following plan (amount exclusive of land):

1. Projects exceeding \$250,000 shall be approved by the conference committee and/or association board.
2. Projects exceeding \$3,000,000 shall be approved by the union committee and/or association board.
3. Projects exceeding \$6,000,000 shall also have the approval of the North American Division Building, Borrowing and Blueprints Committee and NADCOA. This shall be done in the early planning stage in order that the North American Division departments involved may be consulted regarding specific requirements.

\*Seek Counsel from Higher Organizations



Churches or schools contemplating either purchase or construction of a building shall be cautioned against undertaking financial obligations which would embarrass the membership. When, for any reason, a congregation decides to buy or build a new church or school home, its current facility should not be sold or vacated until provision is made to house the congregation or school family. In all building projects, local conference and union committees shall give careful counsel, taking into consideration the size of the congregation, its financial strength, and the location of the building.

\*See SNEC Association Board: Building Renovation and Property Purchase Review Policy.

\*Building Renovation and Property Purchase Review Policy of the Southern New England Conference Association of Seventh-day Adventists

Because the SNEC holds legal title to all real estate acquired and developed by its Congregations (the "projects") and SNEC Administration has attained experience in acquiring and managing the remaining sixty-five percent 65% is made. In the case of construction, the work shall proceed and obligations shall be incurred only as funds are available. Land that has been paid for may be considered at cost as part of the required thirty-five percent 35% of the total project.

However, SNEC believes that each Congregation prefers to retain a high degree of local autonomy with respect to conducting its operations. While SNEC Administration will attempt to ensure that a Congregation has comprehensively considered all aspects of the Project, SNEC does not indemnify or hold a Congregation harmless from any unforeseen consequences of the Project. Since the acquisition and operating costs of a Project are the Congregation's responsibility, it is critical that the Congregation become actively involved in the development process. The Congregation must conscientiously review SNEC's recommendations and complete its own due diligence prior to committing to a Project. This includes (but is not limited to) engineering, architectural, testing and legal work. The intent of this form policy is to clarify for the Congregation as to the role of the SNEC Association as well as the local congregation in regard to Projects and purchases.

In order to avoid any misunderstanding in this regard, we are requesting that each Congregation present this Policy Statement to its Governing Board at the inception of each Project and execute and return as indicated below. Any questions or comments should be directed to the SNEC Treasurer or Association Secretary. Thank you for your cooperation and understanding.

Acknowledged and Agreed to by vote of the Governing Board of  Church

On the  day of , 20.

By:

Its:

#### Cash Requirements

In the purchase or building of church (or school properties), commitments shall not be made or building operations commenced until thirty-five percent 35% of the entire cost of the building, including initial furnishings, is available in cash or in readily convertible assets, and provision satisfactory to the authorizing committees for securing the remaining sixty-five percent 65% is made. In the case of construction, the work shall proceed and obligations shall be incurred only as funds are available. Land that has been paid for may be considered at cost as part of the required thirty-five percent 35% of the total project.

#### Construction in Stages

In cases in which it is practicable to occupy church buildings before the contemplated project is entirely completed, authorization may be given for construction to be undertaken in stages, provided the project has been approved by the authorizing committee with the provision that construction will not proceed except as funds are available.

#### Borrowed Funds

In cases where it is deemed advisable, a church may be authorized to borrow up to sixty-five percent 65% of the cost of completing the current stage of its building project, provided a definite program for the liquidation of the loan has been approved and underwritten by the local and union conferences concerned within the time period specified by this policy, (NAD Working Policy, P 15 65)

#### Borrowing Limits

Where organizations cannot finance major capital projects from existing funds, borrowing may be authorized up to the following limits: local church up to the equivalent of three hundred percent 400% of its average annual tithe for the past three years. Thirty-five percent 35% of the project cost in local church assets will be on hand at the start of the project. Exceptions up to five hundred percent (500%) may be voted by the Association Board (NAD Working Policy, P 15 60).

#### Procedures

The Southern New England Conference of Seventh-day Adventists is interested in co-operating with congregations and school constituencies in this field in developing representative church and school buildings in areas where new facilities are needed. To this end, the Association Board has developed the following guidelines for the benefit of the conference and the church or school contemplating construction.

Note: Do not sign any document without authorization of Association Board Committee.

1. When purchasing land or building, all property is to be titled in the name of the Southern New England Conference Association of Seventh-day Adventists, 34 Sawyer Street, So. Lancaster, MA 01561.
2. Before finalizing plans for starting construction, the church or school should submit two complete sets of building plans or preliminary working drawings to the conference treasury (also Education Superintendent for schools) for study and approval by the Association Board, together with a tentative schedule for construction.
3. The complete financial plans for paying for the costs of land and buildings should be submitted to the conference on forms available from the conference treasurer. The following should be considered when completing financial plans:
  - A. Total cost of project to include land, building, initial furnishing, interest on funds to be borrowed, etc.
  - B. Amount of cash on hand should not include any assets that are not readily convertible into cash. Also, volunteer labor should not be included.
  - C. The amount of funds to be borrowed shall not exceed 300% percent of the annual tithe or thirty-five percent 35% of the total cost of the project, whichever is less. Loan repayments may be for a term of up to a maximum of twenty (20) years.
4. Subject to funds being available, the amount of conference participation may be computed at ten percent (10%) of building and land costs (\*see below for conference participation on eligible and ineligible items), less the amount received from sale of formerly

owned property, if any. The conference normally makes its appropriation at the time a building is constructed rather than when the land is purchased.

5. The building project should be begun after notification has been given by the conference of approval by the necessary committees of both building and financial plans.

6. Notification of approval of building, and financing plans does not mean that conference funds are immediately available. On large projects it may be necessary for the conference to pay annual installments over a number of years.

7. The accumulated conference funds assigned to a specific building project may be made available to the project when the local church or school has raised its portion of funds (other than the amount of an approved loan), and the building project has progressed to the extent that the funds are necessary.

8. In applying for the final conference appropriation for a building project, a summary of costs must be submitted to the conference treasurer listing the actual amounts. The final appropriation may be adjusted by Conference Committee action so that total conference appropriations cover ten percent (10%) of total reported actual costs of approved items.

#### Expenses Eligible for Conference Participation

The conference normally participates only in building and land costs which represent a cash outlay and which are considered to be a part of the permanent salable, capital investment. The following expenses are included under ordinary circumstances: (See "Church & School Appropriations for Capital Project.")

1. Purchase of land
2. Legal fees necessary for title search
3. Cost of land survey, if needed
4. Architect's fees
5. Actual cost of labor (not donated labor) and materials for construction
6. Builder's risk insurance until structure is occupied or completed
7. Utilities during construction
8. Landscaping, grading, and permanent planting of grass, trees and shrubs
9. Parking lots, driveways, and sidewalks
10. Street curb and gutter improvements if required by codes
11. Well, if necessary
12. Onsite waste disposal or municipal waste disposal
13. Utilities installation
14. Pews and matching pulpit furniture
15. Built-in cabinets
16. Carpeting and other floor covering when called for in building plans
17. Built-in public address system

#### Expenses Ineligible for Conference Participation

The conference does not participate in expenses which are not a basic part of the construction project, or which do not represent a cash outlay. The following expenses are typical of those not eligible for conference participation:

1. Furniture, such as desks, chairs, movable cabinets, tables, etc.
2. Donated labor
3. Equipment such as typewriters, computers, printers, copy machines, etc.
4. Fund-raising and promotional expenses
5. Taxes
6. Interest
7. Portable public address systems

8. Draperies
9. Pianos, organs, or other musical instruments.

Any questions or special requests regarding building projects may be directed to the Association Board through the Conference Association officers.

### Things to Consider

Past experience reveals a number of important things to consider when a new church or school building project is contemplated:

1. Build for no less than two times the current church membership.
2. Allow for future building expansion when considering property and floor plans.
3. Build to fit the local community (e.g., a million dollar glass cathedral won't last in a high vandalism area).
4. Local building codes usually require one parking space for every four seats in the sanctuary (e.g., a church seating 200 requires at least 50 parking spaces, but check the code to be certain).
5. If purchasing property to build on, please check all of the following:
  - a. easements
  - b. drainage
  - c. utility fees
  - d. building requirements
  - e. building setbacks
  - f. utility availability
  - g. zoning
  - h. fire zones and classifications
6. Decide on the type and number of spaces and amenities required:
  - a. number of adult and child classrooms
  - b. number of rest rooms
  - c. community services room
  - d. Pathfinder activities room
  - e. youth chapel
  - f. kitchen
  - g. spire
  - h. baptistry
  - i. choir loft
  - j. 2nd floor
  - k. interior finish
  - l. exterior finish
  - m. security system
  - n. mother's room
  - o. fellowship hall
  - p. storage
  - q. basement
  - r. type of sanctuary (peaked roof, round, modest, etc.)
  - s. landscaping
7. Determine the financial capabilities of the church or school. Most churches contribute approximately one quarter to one half of tithes given for building fund retirement.

8. Consider other fixed costs for the new facility, such as utilities, insurance, and upkeep.
9. Allow for cost overruns of at least 10-20% percent.
  - a. Having property paid for before building. (optional)
  - b. Know how much can be borrowed without hurting tithes and other offerings.
  - c. Be prepared to come up with 35% cash of total project.
  - d. Consult several leading institutions keeping in mind interest rates.
10. Remember pianos, organs, classroom chairs, tables, and other furnishings.
11. Have solid financial planning which includes:
  - a. Having property paid for before building. (optional)
  - b. Know how much can be borrowed without hurting tithes and other offerings.
  - c. Be prepared to come up with 35% cash of total project.
  - d. Consult several leading institutions keeping in mind interest rates.
12. Be prepared to give detailed financial statements to:
  - Lending institutions
  - The Southern New England Conference
  - The builder/contractor
13. Choose a general contractor to work with on all phases of the construction including the preparation of plans, etc.
14. Choose a general contractor whose base of business is organized in the state where the construction is to be done, who will work with a professional architect authorized to provide an official state stamp of approval necessary for the town to issue a building permit in most areas.
15. Obtain a contract with the general contractor which provides for a guaranteed cost for the project on the basis of a "turn-key" job.
16. The contract should include a schedule of values for those portions of construction work which you think might be performed by volunteer labor on the part of church members and friends. Those providing volunteer help on plumbing and electrical must be licensed to do that type of work.
17. Talk to as many contractors (and customers) as feasible before choosing one. Try to find a customer who has not been satisfied with their work so that you can discover the pitfalls. Learn their weaknesses and strengths and plan to work with him accordingly.
18. Require contractors to provide copies of their:
  - a. current Workers' Compensation policy
  - b. liability policy showing the church/school and conference as additionally insured
  - c. contractor's license.

#### Church & School Major Renovation and/or Acquisition

Property acquisitions and improvements are often necessary for the advancement of Adventism in Southern New England. However, because of the significant financial, legal, and other obligations which may incur, careful, meticulous planning and monitoring is warranted. All conference related churches and schools shall utilize the following procedures and criteria while planning for land and facility acquisitions or for major improvements to existing properties:

## Overall Steps in the Process

1. The church or school board appoints a "facility committee." (The committee's official name is not critical and may be chosen to suit the particular project to which it has been assigned.) The pastor must present to the church board the \*Building Renovation & Property Purchase Review Policy.
2. The church pastor, school board chairperson, or facility committee chairperson contacts the conference and requests a copy of the Checklist for Congregations/Schools Wishing to Acquire or Renovate a Facility. This policy and the checklist constitute a guide for the facility committee as it pursues its work.
3. The facility committee prepares a needs assessment, analyzes options, and reports its findings and recommendations 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 major property acquisition or improvement project, the church pastor and/or school board chairperson sends a "letter of intent" to the conference association board secretary, with copies to the conference president and treasurer. The letter of intent shall include all documentation specified in the Checklist for Congregations or Schools Wishing to Acquire or Remodel a Facility. The conference administration reviews the church's or school's request then forwards it to an appointed facility subcommittee for analysis.
6. After analysis and investigation of the request, the subcommittee makes a recommendation, through administration, to the Southern New England Conference Association Board.
7. The association board secretary communicates the response of the board to the respective church or school.

## Outline of Issues to Be Examined

A number of significant issues deserve scrutiny as a property acquisition or renovation project is considered. Most of these issues will be examined as steps 2 and 3, outlined above, are undertaken.

The key question is this: Is the church or school interested in: (a) purchasing raw land, with a future time frame for building; (b) buying an existing property; (c) constructing a new facility on land already owned; or (d) undertaking major renovation of an existing building? The answer determines which of the following issues must be explored; and, depending upon the nature of the proposal, expenses may be incurred in the initial stages for a project that is never actually realized.

## Minimum Considerations

The following items constitute minimal considerations as the project proposal is developed.

1. If land acquisition is contemplated:
  - a. Soil testing (test holes)

- b. PERK test if septic and/or well will be required
- c. Drainage evaluation
- d. Current zoning status
- e. Proper road access
- f. Availability of utilities (telephone, electric, gas, water, sewer, refuse, etc.)
- g. A critically important hazardous waste inspection (asbestos, buried fuel tanks, etc.)
- h. Title search (restrictions, covenants, encumbrances, rights-of-way, etc.)
- i. Adequate size for needs (building, parking, landscaping, recreation, etc.)
- j. Location (central to potential users, public visibility, appropriateness of surroundings, impact on property value, etc.)
- k. Future plans for surrounding area (examine city and/or state master plans, engineering plans, eminent domain, issues, etc.)

2. If a new building or major renovation is contemplated:

- a. Needs assessment (consider issues in section 1, particularly items d and i above.)
- b. Adequate building plans to accommodate present and future facility use
- c. Handicap access
- d. Plans approved by the Southern New England Conference Association Board before implementation.
- e. Approval of plans by fire Marshall and local building officials
- f. Building permits
- g. Insurance (materials, accident, liability, etc.)

3. If buying an existing building:

- a. Existing zoning requirements or change of use (city, borough, state).
- b. Code requirements for usage (capacity, sufficient parking, restricted uses, etc.)
- c. Title search (restrictions, covenants, encumbrances, rights-of-way, etc.).
- d. Building inspection by a professional architect (structural soundness, compliance with code, handicap issues, fire safety, etc.).
- e. Appraisal (awareness of current market value)
- f. A critically important hazardous materials inspection (asbestos, buried fuel tanks, etc.).
- g. Other considerations as dictated by needs assessment.

## Financial Matters

The following financial data shall be made available to conference administration and, in turn, the assigned building subcommittee, for evaluation prior to association board approval. Subsequent to approval, the subcommittee will monitor and report on costs as the project proceeds.

1. Southern New England Conference audit of church or school financial position, including:

- a. Tithe base
- b. Local church giving patterns for past 18 months
- c. Accounts payable and/or receivable
- d. Funds on hand as a percentage of total cost
- e. Funds needed to complete the project
- f. Capacity to meet loan payments if borrowing is necessary

2. Completed Revolving Fund loan application, and ability of church or school to meet requirements.

3. Cost of completion (contractor's cost – replacement value, and detail of how figures are derived).

4. Statement of proposed work schedule:

- a. Anticipated starting date
- b. Anticipated completion date
- c. Concurrent availability of funds

5. Anticipated operating costs:

- a. Utilities
- b. Insurance (construction, property, liability, etc.)
- c. Maintenance (repairs, carpet/drape cleaning, janitorial services, etc.)

Construction Phase

At minimum, the following issues shall be considered as they relate to the construction phase of the project:

1. Plans and specifications prepared and stamped by professional insured architect and engineer.
2. Written construction contracts between the church or school and contractor(s) and subcontractor(s) which specify:
  - a. Time frame for completion
  - b. Dollars to be spent
  - c. Precise nature of work to be accomplished
  - d. Schedule for payment
  - e. Performance bonding
  - f. Proper contract administration
3. Contract(s) reviewed by conference administration, a facility subcommittee, and a qualified attorney or other professional before execution.

Indemnification

Despite their best efforts to assure proper counsel and review of the facility proposals presented to them, the Southern New England Association Board and its officers cannot guarantee that their advice to local churches and schools, and the resulting decisions, will always be sound. This is true largely because the board and its members generally possess little first-hand knowledge of the local situation and must rely on second-hand reports and information in rendering their decisions.

It is understood, therefore, that a local church or school will acknowledge this limitation to the association board in writing before proceeding with its approved project. Building Renovation Property Purchase Review Policy forms may be obtained through the conference treasury office.

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Conference Participation in Major Projects  
Related NAD Policy Number: SNEC AB

Date Adopted: 01/01/09

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.

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Project Financial Management

Date Adopted: 02/04/18

All financial activity with suppliers and contractors for acquisitions, capital transactions, and additions to Southern New England Conference Association (SNECA) buildings will be processed through the SNEC treasury department. Prior to project commencement, all locally held funds and financed (borrowed) funds are to be transferred to the Treasury Department.

When a project requiring major funding is initially approved by the conference executive committee, association board 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:

1. Requesting the appointment of a project treasurer.
2. Requiring a detailed, pre-implementation project budget.
3. Requiring an end-of-project accounting of all financial transactions.
4. Requiring a periodic accounting of all transactions.
5. Requesting periodic consultations between the project leader and the conference treasurer.
6. Periodic attendance at planning and implementation meetings.
7. Regular attendance at all project meetings.
8. Other participation as deemed appropriate under the circumstances.
9. Some combination of the preceding options.

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

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Parsonage Rentals — Please See "Employees — Parsonage Rentals"

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Parsonage Sales to Employees — Please See "Employees — Parsonage Sales"

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Property Insurance

Related NAD Policy Number: S 60 15

Date Adopted: 01/01/09

All church, school and conference property is titled in the name of the Southern New England Conference Association of SDA, Inc. All properties are insured under a self-insured program with General Conference Risk Management Services (GENCON). Substantial premium discounts are realized by insuring through our own denominational insurance company. The conference obtains coverage on behalf of all local entities and then bills each organization its share of the total premium. Property insurance is generally renewed in early spring of each year; the premium charge generally appears on local church and school

statements in March.

It is the responsibility of each local entity to inform the conference treasury of any new facilities, additions or modifications, purchase of high-value contents, installations of sheds or storage units, demolitions, sales — in other words, any events which may result in a change of insured value. Off-site equipment that may require special property coverage, such as television/radio towers or transmitters, needs to be specifically listed. Cancellation of all or a portion of the policy should be made when property is sold or destroyed. Contents coverage is necessary for those renting facilities from other organizations, and may include losses due to the theft of offerings.

Claim forms are available from treasury and should be requested immediately upon discovery of damage or loss. Be certain to complete all forms in their entirety and submit them to the conference in a timely fashion. There is a 30-day deadline for reporting that must be met. If the loss appears to be under \$1,000, attach all required documents and pictures of the damage, if any. If the loss appears to be over \$1,000, GENCON may assign a local property adjustor to assist in determining the extent of loss and arranging for repairs and/or replacement.

Please call treasury if questions arise concerning the nature and/or cost of property coverage, or if there are questions regarding a claim.

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#### Roof Replacements

Date Adopted: 02/04/18

Under the capital improvement policy, SNEC's ten percent 10% subsidy will be offered for roof replacements provided the total roofing project conforms to the following specifications:

Roofing projects will require evaluation by a registered architect and/or qualified roofing contractor at the discretion of the Southern New England Conference Property Committee.

A scope of work, drawings and specifications will be provided by the evaluating architect and/or qualified roofing contractor.

All work is to be executed by a licensed and insured roofing contractor.

All contract awards, contract terms, payments terms and change orders, as well as payment requisitions and closeout administration, is to be supervised and approved by the project architect and the SNEC property manager.

Roofing patches or repairs will not be considered for 10% SNEC subsidy.

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#### Revolving Fund — Atlantic Union Conference Related NAD Policy Number: S 26

Date Adopted: 01/01/09

##### Purpose of the Revolving Fund

The Atlantic Union Conference Revolving Fund is approved by the General Conference of Seventh-day Adventists and managed by the Atlantic Union Conference Association of Seventh-day Adventists. Its purpose is to make loans available to conferences, churches and schools for financing capitol projects. It was established to provide financing for church projects at a reasonable interest rate and to provide an investment vehicle for trust funds.

##### How to Invest in the Fund

At the present time the interest rate on loans is 7% percent, while the fund pays depositors

an annual interest rate of 3.5% percent, which is compounded on a quarterly basis. All deposits are accepted on 30-day demand notes. Given the objectives of the fund, depositors are encouraged to invest for the long term (i.e., more than a year) and not view the fund as a short-term savings account.

Members of the Southern New England Conference can invest in the Revolving Fund in two ways:

1. Funds covered by a trust agreement with the Southern New England Conference Planned Giving/Trust Services Department; or
2. Funds sent directly to the Revolving Fund at the Atlantic Union Conference office.

The Southern New England Conference makes no representation to its members concerning the long-term viability or performance of the fund. Interested parties should contact the fund managers for additional information.

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## Second Mortgage Plan

Related NAD Policy Number: Y 21, SNEC AB

Updated 24 Sept 2017

### Purpose of the Parsonage Second Mortgage Plan

Due to the high cost of housing in Southern New England and the frequent inability of ministerial staff to afford the monthly payments associated with home ownership, the conference has developed a parsonage second mortgage plan to assist those who would like to purchase and own their homes. This policy also helps relieve a burden on the association for managing and maintaining a large number of parsonages.

### Eligibility for the Plan

Since the original intent for purchasing conference parsonages was to provide housing for pastors, departmental directors and conference officers; the parsonage second mortgage plan applies only to these categories of full-time employees. An applicant who owns other real estate of material value will be deemed ineligible for this plan. However, an applicant who owns real estate may appeal to the committee and present reasons why that property cannot or should not be sold, and the committee may grant a loan if it is deemed that circumstances warrant. A local church pastor is encouraged to purchase a house within his church district. Property shall be for primary residency.

### Determining Purchase Price

If an employee wishes to purchase a conference-owned parsonage, two written, certified appraisals must be obtained — one by the pastor, with him bearing the cost, and the other by the association, at its cost. The purchase price shall be the average of the two appraisals, less the normal real estate broker's commission as established by the association board (see Example 1(a)). Should the two appraisals have a disparity of greater than 5% percent, a third certified appraisal will be obtained and the average of those three appraisals shall serve as the purchase price (see Example 1(b)). The cost of the third appraisal shall be shared on a 50/50 basis, after both parties have agreed and selected a third certified appraiser.

If an employee desires to purchase a non-conference-owned dwelling, the negotiated purchase price will be the basis for evaluation for any second mortgage funds. The employee shall present to the committee an appraisal in support of the negotiated purchase price.

### Processing Requests for Second Mortgage Funds

All requests for second mortgage funds shall be considered by the association board on an individual basis. Consideration will be given to the following:

**Availability of Funds** — Second mortgage loans shall be subject to availability of funds.

**Amount Loaned** — A loan up to \$50,000 may be granted to an employee purchasing a home. Under no circumstances may the Association loan be more than \$50,000 to an employee under this plan. Only after written request and approval of the Association Board may an amount greater than \$50,000 be granted.

**Interest Rate** — The interest rate on the mortgage shall be calculated by multiplying the net profit from the sale of the house times the percentage of the original purchase price the Conference loaned the employee. Net gains will be calculated as the difference between the original purchase price and the adjusted sale price (sales price less a reasonable broker's commission and normal closing costs) and less 75% percent of approved capital improvements. If the employee believes that a capital improvement will increase the value of the property more than 75% percent of its cost, the employee may present evidence of this to the committee which may increase the percentage rate, but not to exceed 100% percent of the cost. This request shall be made before the improvement is started.

**Principal Payments** — No monthly payments will be required.

**Down Payment** — The purchaser shall put down at least twenty percent (20%) of the purchase price as the down payment. The purchaser shall use substantially all the equity received from the sale of previous houses, less a reasonable amount for furnishing the new home or approved capital improvements. The down payment shall be in addition to closing costs, which shall also be paid from the employee's personal funds, and shall not be included as part of the first mortgage.

**Capital Improvements** — For those individuals who receive second mortgage funds, and want to make capital improvements of more than \$1,000, and desire to be reimbursed, they must have written approval of the Association Board in advance of the expenditure. (Refer to legal agreement for definition of procedures). Capital expenditures for which prior approval was not obtained will not be considered in the interest calculation.

**New Construction** — On new construction, second mortgage funds will be disbursed on the same basis or formula as the bank's construction loan.

**Property Insurance** — The purchaser agrees to keep the property insured at current market value, with the Association listed as a second mortgage holder, and a copy of such submitted to the Association annually. This proof of coverage should be sent to the following address: SNEC/Association Secretary, PO Box 1169 South Lancaster, MA 01561. The insurance binder must name the Southern New England Conference Association of Seventh Day Adventist, PO Box 1169, 34 Sawyer St., South Lancaster, MA 01561 its successors and assignees, as they may appear, for the amount of the first and second mortgage and/or statement that the insurance covers 100% percent replacement cost. Your insurance agent must be notified by you of the need to send this document to SNEC annually, typically at the renewal of the policy.

**Transfer or Termination of Employment** — The purchaser agrees to the following when he is no longer in conference employment or when transferred out of the Southern New England Conference or when he moves from the house:

1. Put the property up for sale with a Licensed Broker within 15 days of his decision to transfer, change employment, move from the house, or of the Conference Committee's decision to terminate employment.

2. No interest will be charged on the mortgage note payable during the first year after the employee's decision to move, transfer, change employment, or of the Conference Committee's decision to terminate employment. If the house has not been sold within three months of the time it has been placed on the market, the asking price of the house must be reduced to a maximum of 100 percent of the appraised value as determined by a certified appraiser. After six months the asking price must be reduced to a maximum of 95 percent of the appraised value, and after nine months the asking price shall not exceed 90 percent of the appraised value. If the house remains unsold for more than a year the situation must be reviewed regarding the asking price on the house and interest charges for the mortgage.

3. If the employee chooses not to sell the house, under any of the above conditions, the second mortgage will be considered due and payable within 60 days of the end of employment. Interest will be calculated on the note based on the average current market value of the house as determined by two certified appraisals less a standard real estate broker's commission. The Conference will pay for one of the appraisals and the employee shall pay for the other appraisal. Should the two appraisals have a disparity of greater than 5% percent then a third certified appraisal will be obtained and averaged. Then the average of the three appraisals shall serve as the purchase price (see Example 1(b)). The cost of the third appraisal shall be shared on a 50/50 basis, after both parties have agreed and selected a third certified appraiser.

4. First Right of Refusal: As per a separate recorded contractual agreement, when an individual has a second mortgage under this plan the Association shall have the first right of refusal to purchase the property. Should the Association exercise its option to purchase, the sale price shall be established on the same basis as outlined in paragraph 3 above.

#### 5. Illustrations:

Example 1(a) Purchase of Conference-owned Parsonage (2 appraisals within five 5% percent)

(1)	1st appraisal	=	\$117,000
(2)	2nd appraisal	=	\$123,000
(3)	Average	=	\$120,000
(4)	Less 5% (sales commission)	=	-6,000
(5)	Purchase Price	=	\$114,000
(6)	Pastor's minimum down payment is (10% x \$114,000), plus all normal purchaser's closing costs.	=	\$ 11,400
(7)	2nd mortgage(Association)	=	\$50,000

Example 1(b) Purchase of Conference-owned Parsonage (with 3 appraisals necessary)

(1)	1st appraisal	=	\$124,000
(2)	2nd appraisal	=	\$110,000
(3)	3rd appraisal	=	\$120,000
(4)	Average	=	\$118,000
(5)	Less 5% (sales commission)	=	-5900
(6)	Sales Price	=	\$112,100
(7)	Pastor's down payment is (10% x \$112,100), plus all normal purchaser's closing costs	=	\$ 11,210
(8)	2nd mortgage (Association)	=	\$ 50,000

6. Sale of the House at a Loss: If the employee realizes a loss from the sale of the house, this amount of the second mortgage is to be repaid to the Association. An exception to this policy will be granted if an employee with a second mortgage is asked by the Conference to move within the Conference, NAD X 20 06. The cost of the reduction may be shared

between the employer and the employee at an agreed upon ratio on an individual basis.

7. If an employee sells his house to another employee and no broker's commission is involved, it is recommended that the standard broker fee be deducted from the appraisal values in determining the sales price.

This policy is not all inclusive and does not void any other legal agreement, be sure to read and understand your contract. The terms of the contract supersede this policy.

*It Is Expressly Understood and Agreed That the Participation of the Southern New England Conference Association of Seventh-day Adventists in this Transaction Is That of a Lender Only. In the Event the Property Is Sold for a Sum less than the Current Purchase Price or less than the Aggregate Sums of All Mortgages, the Borrower Is Responsible to Pay the Southern New England Conference Association of Sda the Face Value of the Promissory Note in Full, Except in the Case of a Pastor Being Asked to Move Within the Conference, in Which Case Any Losses Will Be Split on the Same Basis as Gains as Noted in #6 Above.*

*This Agreement Between the Parties Is That of Lender and Borrower and Does Not Represent a Co-ownership or Partnership Relationship.*

The employee should seek qualified counsel as to legal and tax consequences of any of the transactions relating to this policy, including the tax implications of gains and losses at the sale of the house, and the interest if the house is sold at a gain.

#### Summary

Purchase Price	
Conference Owned House	Average of appraisals broker's commission included in appraisals
Non-Conference Owned House	Negotiated Purchase Price

GAIN USED IN CALCULATING INTEREST PAYMENT AT SALE		
Sale to Conference	Adjusted Sales Price Minus: Original Purchase Price Equals: GAIN	Average of appraisals for broker's commission included in appraisals, less 75% of approved capital improvements
Sale on Open Market	Adjusted Sale Price Minus: Original Purchase Price Equals: GAIN	Sale price minus broker's commission paid less normal closing costs paid less 75% of approved capital improvements.

Title to Church & School Properties

Related NAD Policy Number: FEA 05 20, S 05 46

Date Adopted: 01/01/09

Local churches and schools can be subject to significant fluctuations in constituent base and/or financial health; and, unfortunately, they may from time-to-time experience rivalry or dissension among members. In a few instances, an individual or small group of individuals, who may or may not have been instrumental in obtaining or maintaining a church or school property, have sought to override the will of the majority membership with

respect to property matters. In general, churches and schools are more likely to “come and go” through the years than is the conference.

Given these and other potential issues, both structural and legal, denominational policy has long required that the titles to local church and school properties be held in the name of the Southern New England Conference Association of Seventh-day Adventists. Titles to these properties should not be held by individuals or trustees. All property titles, tax bills, and related records should reflect the address of the conference association (i.e., 34 Sawyer Street, South Lancaster, MA 01561), rather than the home address of a pastor or church member.

Some local constituents may express concern that placing “their” properties in the hands of the conference association can jeopardize local control and ownership. The conference fully recognizes its “trustee’s role” in this regard, and will take no action with respect to the disposition or use of local properties without first receiving instruction and counsel from the duly authorized board of the church or school in question. In other words, even though local properties are titled in the association’s name, they are perceived as belonging, in the truest sense of the word, to the local church or school.

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Weddings: Use of SNEC Properties — See “Conf. Headquarters & Gen. Policies — Weddings”

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## **Child Protection**

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Child Abuse Issues & Reporting  
Related NAD Policy Number: E 81

Date Update: Nov 18, 2018

### **Rationale**

The Seventh-day Adventist Church has a commitment to nurture and protect children who become involved with conference-sponsored or approved programs. This policy is designed to help members and employees within the Southern New England Conference understand the parameters of abuse and neglect, when this abuse and neglect should be reported, and the procedures to follow in making a report.

### **Who Should Report**

According to the law, the following professionals are mandatory reporters:

Pastors, Chaplains, physicians, medical interns, hospital personnel engaged in the examination, care or treatment of persons, medical examiners, psychologists, emergency medical technicians, dentists, nurses, osteopaths, chiropractors, podiatrists, public or private school teachers, educational administrators, guidance or family counselors, day care/child care workers, social workers, probation officers, clerks/magistrates of district courts, foster parents, fire fighters, police officers, child care resource and referral agencies, child care food programs.

This term also includes any person in charge of a medical or other private or public institution, school, or other public facility or his/her designee who has been notified by a member of his/her staff of a case of suspected abuse or neglect. In such cases, the person in charge, and not the staff member, is required to report.

Additionally, the conference encourages all persons involved at any level with children’s services to be aware of the guidelines for abuse and neglect and to report incidents they suspect. These people would include: pastoral teams, including assistants and interns; Bible

workers; Adventurer/Pathfinder leaders and volunteers; Adventist Youth leaders; Sabbath School teachers and superintendents; all conference personnel; church elders, deacons, and deaconesses; music leaders; vacation Bible school leaders, teachers, and volunteers; and/or any church member who is entrusted with responsibility for a child's health and welfare.

#### How Child Abuse & Neglect Are Defined by Law

Physical abuse: is non-accidental injury to a child, regardless of motive, that is inflicted or allowed to be inflicted by a caretaker, or any act that causes or creates a substantial risk of harm to a child's well being. Examples of injuries that may result from physical abuse include:

1. Bruises, cuts, lacerations, a discoloration, breakage or tear of the skin tissues.
2. Head injuries, including those which may not be visible from the outside.
3. Burns or scalds, evident as reddening, blistering, or charring of tissue through application of heat (fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.)
4. Injuries to bone, muscle, cartilage, or ligaments, which includes fractures, dislocations, sprains, strains, displacements, hematomas, etc.
5. Poisoning, by introducing to the body, unless under medical direction, any substance which temporarily or permanently impairs the functions of one or more organic tissues — this includes the inappropriate use of controlled substances, prescription medications, over-the-counter medications, and alcoholic beverages.
6. Electrical shock.
7. Death.

Sexual abuse: regardless of explanation, includes all contacts and interactions in which a child is used to sexually stimulate or gratify another person, and includes, but is not limited to:

1. Exposing oneself before a child.
2. Exposing the genitals of a child.
3. Kissing a child in an intimate manner.
4. Sexual harassment, including invasive or coercive verbal or visual suggestions to engage now or later in sexual activities
5. Touching or fondling the breasts or genital areas.
6. Forcing, allowing, or permitting a child to watch pornographic or sexual activities.
7. Rape, sodomy, or sexual penetration with a foreign object.

Neglect: includes failure by a caretaker, either deliberately or through negligence, to take actions necessary to provide a child with shelter, minimally adequate food, clothing, medical care, supervision or other essential care, as well as physical dependence of a child upon an addictive drug at birth. Minimal standards of appropriate care include the following:

1. A sufficient quantity and frequency of nutritious food must be made available to each child based on his/her age and needs; and, depending on the child's age, be prepared for



and fed to him/her.

2. Clothing and footwear must be appropriate to the size of the child and to the climate and environmental conditions.

3. Adequate shelter includes protection from weather elements, access to drinking water, sanitary facilities, heat as necessary and adequate space for sleeping. Children must be protected from environmental hazards that include, but are not limited to, broken glass, bare wiring, gas leaks, accessible containers of household poisons, unsafe conditions, rotten food, human or animal feces, infestations, etc.

Serious emotional injury: means an extreme condition such as a severe state of anxiety, depression, or withdrawal.

Abandonment: occurs when the parent or caretaker leaves a child with another person and fails to reclaim him/her. This includes parental failure to provide truthful information about his/her own whereabouts or failure to establish a legal guardian or custodian for the child.

Where to Make a Report

If you suspect a child is being is the victim of physical abuse, sexual abuse, neglect, serious emotional injury, or abandonment please contact your state Department of Children & Families. Each state provides a 24-hour hotline.

Remember a report is not an established fact of guilt, but rather a request for assessment of the safety and condition of a child.

How to respond to a child who reports abuse to me?

Believe the child if she/he reports sexual abuse. It is rare for a child to lie about any type of abuse, especially sexual abuse. So, tell the child that you believe them and that you are going to contact people who can help.

Stay calm because overreacting or getting upset may cause the child to feel like they are upsetting you or did something wrong and then withdraw or recant the allegation.

Respect the privacy of the child. The child will need to tell their story in detail later, so don't press the child for details.

Remember, you need only suspect abuse to make a report.

Don't display horror, shock, or disapproval of parents, child, or the situation.

Don't place blame or make judgments about the parent, suspected abuser, or child.

Do not try and handle the situation yourself.

Steps to report abuse

Report the situation to your state Department of Children & Families.

Call the nearest office of the children's protective service for your state. Ask for the protective screening unit. Describe the situation of possible abuse or neglect to the social worker. Be prepared to give the social worker identifying information about the family as well as specific facts or information you have about the suspected abuse or neglect. If you are a mandated reporter you must also give your name, address, and phone number. Do not inform the family that you have made a report of abuse or neglect if you think it would increase the risk of the child.

The social worker will determine whether there is reasonable cause to believe that the child is being abused or neglected according to state laws. If reasonable cause exists, another worker will be assigned to investigate the report. If the situation is deemed an emergency, the investigation will be undertaken within 24 hours of receipt of the report; all other reports are investigated within approximately ten days. Investigations may include a home or school visit, during which the social worker meeting with the child and the caretaker.

Report a church situation to your pastor. Report a school situation to your principal. The pastor or principal will notify the conference administration of the situation.

#### Connecticut

The Connecticut Department of Children & Families (DCF) provides a 24-hour Careline number to report suspected or known abuse or neglect: 1-800-842-2288.

#### Massachusetts

The Massachusetts Department of Children & Families (DCF) provides a 24-hour Child-at-Risk Hotline to report suspected or known abuse or neglect: 1-800-792-5200. Alternatively, to make a report from 9:00 a.m. to 5:00 p.m. on weekdays, call the DCF office nearest you.

#### Rhode Island

The Rhode Island Department of Children, Youth and Families (DCYF) has a 24-hour child Abuse Hotline number to report suspected or known abuse or neglect: 1-800-742-4453.

#### Hiring and Retention of Employees

To mitigate the possibility of hiring or retaining individuals who may prove to be a danger to children, the SNE Conference and all its subsidiary entities shall adhere to the following:

All SNEC employees — current or potential — who have been adjudicated as guilty or culpable for any offense, at any time, involving the sexual abuse, physical abuse, or neglect of a child will not be retained nor hired.

All new hires shall not be considered finalized until the prospective employee has satisfactorily completed a CORI (Criminal Offender Record Information), SORI (Sexual Offender Record Information), and Sterling Volunteer screening and training.

Current employees must complete these screenings every three (3) years. Equivalent criminal background checks must be completed for any State or territory where the applicant or employee resided for at least one month outside of Massachusetts.

In order to effectuate this policy of protecting all children, any guilty or culpable adjudication for any crime of violence, such as but not limited to assault, battery, abuse or neglect, or other crimes involving force or neglect against any person, shall require the employee or applicant to provide certified documentation of the original charge regardless of any subsequent plea or reduction in charges.

#### Church Offices & Positions

No adjudicated offender of child abuse in any form shall be elected or appointed to a church office which entails the possibility of unsupervised access to children.

#### Other Requirements

The Southern New England Conference recommends that all persons working with children, in any capacity, acquaint themselves with materials and literature that will inform them about detecting, reporting, and relating to potential child abuse. In addition the Southern New England Conference employees are required to certify annually that they have reviewed

this policy and related materials provided to them. The conference will offer training and/or in-service opportunities to its employees with respect to child abuse issues. Background checks will be performed for all employees.

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Child Protection and Volunteer Screening  
Related NAD Policy Number: FB 20

Date Adopted: 11/23/14

## Child Protection and Volunteer Screening Policies for Children and Youth Ministries

### 1. Objectives

a. The Seventh-day Adventist Church has a moral and civil duty to protect the children and youth entrusted to its care. The local community also has an expectation that the church will provide a safe haven for children who participate in its ministries.

b. The church is committed to providing safe worship and educational environments to help children and youth learn to love and follow Jesus Christ.

"Church should be a safe place to bring our children. Everyone involved in work with children who are minors must meet all Church and legal standards and requirements."  
(*Church Manual*, Edition 18, pages 168-169.)

c. Jesus placed a high value on the protection of children (Matthew 18:1-6); therefore, child protection is an essential element in all church-sponsored children's activities.

**2. Volunteer Selection and Management** — The work of volunteers is essential to the successful accomplishment of the Church's mission and ministry. The management policies and procedures employed to supervise the work of volunteers must be consistent with the mission of the church or school and must support its successful achievement.

#### a. Selection and Screening of Volunteers

i. It is the responsibility of the local church and/or school to select, screen and manage trustworthy individuals to fill volunteer positions in ministry for children and youth activities.

ii. In selecting individuals for volunteer positions, only persons who support the mission of the organization should be recruited.

iii. The church shall adopt a practice that no adult will be considered for a volunteer leadership role in a church-sponsored ministry or activity until he/she has held membership in the congregation or has been known by the organization for a minimum of six (6) months.

iv. All volunteers are required to participate in a screening procedure that will include a signed Volunteer Ministry Information Form, names of three (3) personal references and a criminal background check wherever possible. Individuals who submit incomplete forms will not be considered for a volunteer position.

v. Background screening should be completed before the volunteer is allowed to serve.

vi. All volunteer leaders, regardless of their previous experience, shall submit to the screening procedure provided by the Southern New England Conference. The volunteer screening procedure should be updated for each individual every three (3) years

vii. The local church or school is responsible for the cost of implementing these screening procedures. The local conference may provide financial assistance at their discretion.

viii. It is the duty and responsibility of the church to maintain all volunteer information on a confidential basis at all times.

b. Supervision of Volunteers

i. Failure to comply with the established volunteer guidelines and code of conduct will result in the volunteer being asked to terminate participation in the ministry.

ii. All allegations of inappropriate conduct involving a minor will be promptly investigated by the leadership of the church. The church will respect the rights of all parties involved in the alleged incident and treat all matters concerning the situation discreetly, confidentially, and in accordance with local child abuse reporting laws.

iii. Appropriate corrective action — discipline, counsel, or removal from ministry - will be taken when necessary.

c. Orientation and Training of Volunteers

i. Provide all volunteers with an understanding of the ministry's mission and the expectation the church has for its accomplishment in a safe and abuse-free manner.

ii. Explain and provide in writing the expectations, code of conduct, and rules to be followed by volunteers in relation to supervision and interaction with children and youth. Reaffirm that alleged incidents of child abuse will be investigated and reported to authorities in accordance with local law.

iii. All volunteers will be required to participate in educational courses on child abuse (physical and sexual) and the necessary steps to be taken to prevent the occurrence of child abuse incidents.

iv. Training should include instructions on appropriate methods of physical contact to affirm children.

**3. Exposure to Liability** — Child Protection is a corporate activity in the Southern New England Conference. The exposure to liability in one entity (Group, Company, Church, School, etc.) exposes the whole SNEC organization. It is necessary that all entities in the organization — all organized groups, church companies, and churches are required to have all volunteers participate in the Sterling Volunteer training and screening.

Groups who refuse to use the Sterling Volunteer training and screening services risk having their group status terminated by AdCom.

Companies who refuse to use the Sterling Volunteer training and screening services risk having their Company status terminated by the SNEC Executive Committee.

Churches who refuse to use the Sterling Volunteer training and screening services risk having their Church status terminated by the SNEC Executive Committee, and ultimately the next duly called SNEC Constituency meeting.

In addition, if there is a child protection incident in a local church which refused to use the Sterling Volunteers screening and training, then that local church will be required to pay for their own legal bills. And if a court awards a victim a monetary award the local church will pay the award. This may include the Southern New England Conference Association selling the church's property and building to pay the award.

**4. Ministry to Sex Offenders within the Church** — The Church has a responsibility to provide worship opportunities and ministry to individuals who have previously engaged in inappropriate sexual conduct or physical abuse involving children or youth. When an

offender wishes to be actively involved with the Church the following practices will be followed:

- a. The individual agrees to attend adult Sabbath School, worship services, and other church related activities on a chaperoned basis and will not interact on a personal basis with any child under the age of eighteen (18).
- b. The individual will not be allowed alone in any building on church premises where activities involving children under the age of eighteen (18) are being conducted.
- c. If a child in the congregation approaches the individual on church premises or in public during a church sponsored activity the person will politely and immediately excuse themselves from the situation.
- d. The local church pastor and elders will meet personally with the individual and enter into a five-year covenant agreement that outlines the expected conduct to be followed at all times while on church premises or while involved in a church sponsored activity.

#### SNEC Driving Policy — Employee & Volunteer

Driver Record/Qualifications — All drivers shall be properly licensed and comply with all federal, state and/or provincial laws for the class of vehicle being operated. The recommended age for drivers shall be twenty-one (21) years with a minimum allowable age of nineteen (19) years old. The driving record (motor vehicle record) of each driver shall be obtained from state/provincial records and reviewed by the child protection coordinator on a regular basis.

Drivers shall have an acceptable driving record during the previous three years with not more than two traffic citations and/or an accident that results in a conviction of a misdemeanor or criminal charge while driving. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position. Individuals may re-apply to drive three years after the listed citation/conviction(s) date(s).

#### SNEC Volunteer DUI Policy

An individual that has a DUI offense or has been ordered to attend an alcohol education program will not be eligible for a volunteer driving position. He/she can be considered to serve with children's or youth ministries as a non-driver starting three years after the conviction date and will need to provide a written recommendation from their local pastor in support of their volunteer role.

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## **Conference Headquarters & General Policies**

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Administrative & Governing Boards  
Related NAD Policy Number: B 05-15

Edited: 22 May 2022

#### The Executive Committee

The Southern New England Conference of Seventh-day Adventists is an unincorporated, non-profit organization that acts as the operating body for the church in Connecticut, Massachusetts, and Rhode Island. It "shall pursue the mission of the Seventh-day Adventist Church within the doctrinal guidelines adopted by the General Conference of Seventh-day Adventists in its quinquennial sessions" (Constitution, Article V, Section 1).

"The Committee is delegated the authority to act on behalf of the Delegates between

Meetings, subject to the authority of the Delegates, and periodically accountable to them. The Committee shall transact all necessary business which may properly come before such a Committee, and as may be more specifically set forth in the Constitution and Bylaws, except for actions specifically reserved exclusively for Meetings. All actions of the Committee shall be in harmony with the actions, resolutions and/or directives enacted by the Delegates, with the beliefs and practices of the Seventh-day Adventist Church as defined in the Church Manual, with the Working Policy of the Division, and with the actions and guidelines adopted and approved by the General Conference in its periodic sessions.” (Bylaws, Article V, Section 4).

“The Committee shall consist of twenty-five (25) members (twenty-four (24) if the Secretary and Treasurer of the Conference is one individual). The executive officers of the Conference and the chairman of the Constitution and Bylaws Committee shall be members of the Committee. The President of the Union, or his designee, shall be a member of the Committee. Not more than eleven (11) members of the Committee shall be Conference employees. Not more than five (5) members of the Committee shall be Conference-employed pastors of churches or church districts. Each member of the Committee shall hold membership in a church. The membership of the Committee, and its subcommittees and other subordinate organizations shall, as far as is practicable, be representative of the demographic composition of the Conference as regards geography, gender and ethnicity.” (Bylaws, Article V, Section 2).

The intent of the word gender as used in the bylaw is to reference a person's biological sex.

#### The Association Board

The Southern New England Conference Association of Seventh-day Adventists is a legal corporation registered in the Commonwealth of Massachusetts. It is governed by a Board of Trustees and, under the direction of its officers (i.e., president, association secretary or clerk, and treasurer), engages in the following activities:

1. Holds title to all properties in the conference, including those in the possession of local churches and schools.
2. Handles property tax issues, including filings for tax-exempt status.
3. Maintains property and liability insurance for all properties and assists conference entities in preparing and filing claims.
4. Oversees the purchase, management, and/or disposal of major assets owned by the conference and its subsidiary entities.
5. Provides a service to members in preparing their estates in behalf of their families and the Lord's work under the direction of an Association Trust Officer. The various tools used are: Provides counsel to members, under the direction of an association trust officer through wills, revocable and irrevocable trusts, endowments, and annuities.
6. Reviews, approves, and subsidizes major capital improvement projects proposed by individual churches and schools within the conference.
7. Processes and recommends loan requests to the Atlantic Union Revolving Fund (see “Atlantic Union Revolving Fund” for details concerning eligibility criteria, rates, etc.).

#### Standing & Ad Hoc Committees

The Executive Committee and Association Board may establish, within the bounds of the constitution, standing and ad hoc committees to assist in guiding the work of the conference. Such committees function within clearly delineated terms of reference and

report in a manner and frequency prescribed by the board which created them.

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#### Administrative Officers

Related NAD Policy Number: B 55

Date Adopted: 01/01/09

The administrative officers of the Southern New England Conference are the president, executive secretary, and treasurer, each of whom is elected by the conference constituency at its regular quadrennial session. Vacancies in any of the administrative offices which occur between sessions are filled by action of the conference's executive committee.

The president directs all phases of conference work in harmony with the actions and counsel of the executive committee. He presides at conference constituency sessions as chairman of the executive committee, and performs such other duties as pertain to his office.

The executive secretary keeps minutes of the proceedings of constituency sessions and the executive committee, maintains correspondence with employees and lay members throughout the conference, and performs such other duties as pertain to his/her office. In the absence of the president, the executive secretary is the next ranking officer.

The treasurer receives all funds of the conference and disburses them in harmony with the policies of the General Conference, Atlantic Union, and actions of the executive committee. The treasurer renders financial statements and reports at regular intervals as may be desired by the executive committee. He/she also functions as conference office manager.

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#### Adventist Book Center

Related NAD Policy Number: FP 29

Date Updated: 11/22/15

The Adventist Book Center endeavors to maintain a complete supply of Seventh-day Adventist literature and health foods. This is your Adventist Book Center and we encourage you to channel all your purchases through them.

#### Church Accounts

All book and periodical purchases are to be paid in full upon receipt of the monthly statement. A 1.5% service charge will be applied to all balances over 30 days past due. Standing orders on Sabbath School supplies and other church materials are subject to cancellation if the account is over 90 days past due.

#### Employee Personal Accounts

These are to be paid in full upon receipt of a monthly statement, unless prior arrangements have been made with the ABC Manager. Should an account be more than 30 days past due, this amount will be deducted from the employee's payroll check. In the event that employment is terminated, the balance due shall be deducted from the payroll check unless other arrangements are made.

#### School Accounts

The policy is the same as for church accounts. However, a discount of 5% is granted on the initial text book order each year, provided that payment is made by September 25. Orders for additional school materials will not be sent if the account is over 90 days past due. Upon beginning a new school year the accounts must be paid in full from the previous year before the new supplies will be sent.

Store hours will be set by the ABC Manager and monitored by the ABC Committee.

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## Bailey Hall Utilization

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Bailey Hall is located behind the conference office and is reserved for conference departmental functions through the treasury department.

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## Camp Meeting

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

### Housing & Food Allowances

Full-time employees required attendance at camp meeting, and living far enough away to warrant housing close by, will be given the choice of one of three: (a) a dormitory room; (b) a trailer space; or (c) a tent with basic furnishings for the family.

Also, in lieu of regular per diem, camp meeting allowances are provided for all conference employees who are required to attend. The amounts are determined annually and are announced in an invitation letter sent to employees.

Allowances are provided for the employee, spouse, and dependent children for the actual days each member of the household attends camp meeting. No allowances are granted when the spouse or children of an employee work outside the campground and/or attend only evening meetings. Those attending camp meeting who live in town, or close enough to commute, will receive one-half of the food allowance.

A report form will be provided by treasury, and the food allowance will be paid in the next payroll check following receipt of the completed form.

### Camp Pitch/Strike

Lodging and meals will be provided during camp pitch/strike for the employee and assisting spouse and children. Personal guests and those outside of immediate family must take care of their own meals and lodging. For safety reasons, all children must be with their parents at all times except when they are assigned by the camp superintendent to work with another adult. No children under age 14 are allowed on vehicles — they must ride inside the cab. No youth under age 18 are permitted to work with hazardous equipment or in dangerous areas.

Mileage will be reimbursed to and from camp pitch and for one additional round trip after camp pitch to pick up family members, if they are not already in attendance.

### Camp Meeting Sales

All Camp Meeting sales are handled by the Adventist Book Center. Individuals, organizations, churches, and schools are not permitted to set up concession stands or sell on the campgrounds.

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## College Scholarship Fund

Date Adopted: 03/25/18

This program is designed for our membership who want to pursue a degree at a Seventh-day Adventist College or University in the North American Division and Antillean University.

### Student Eligibility

The Student or parent must be a member of the SNEC



The Student and/or parent must reside in the SNEC.

The Student must be enrolled/accepted in a bachelor's or associate degree program in an accredited Seventh-day Adventist college or university in the North American Division, or Antillean University. Masters or terminal degree program students are not eligible.

The student should must be a full-time student as defined by the institution.

The student must fill out an application each academic semester/quarter.

An individual student's eligibility is limited to Eight (8) semesters/twelve (12) quarters or graduation — whichever comes first.

There is no age requirement.

#### Distribution Details

Scholarship allocation will be determined by the number of qualified applicants set forth by this guideline per semester/quarter.

Scholarships will be paid directly to the school and not to the student. This distribution will happen once per semester/quarter.

The Education Department and Treasury Department will collaborate to receive the applications, determine the qualified applicants, communicate to the applicants, and make the financial distribution to the colleges and universities.

The total distribution amount shall be determined in the following manner. A total of 4% of the previous year's tithe shall be used for the Scholarship Fund. Half or two percent shall be reserved for investment. The remaining two percent of tithe shall be used for distribution to the educational institutions on behalf of the students. Effectively one percent will be used for the Fall Semester and the last percent for the Spring Semester. The amount received by any one student is the total funds available divided by the total number of qualified applicants.

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#### Conference Church Membership

Related NAD Policy Number: C 40Date

Adopted: 01/01/09

Isolated members should unite with the conference church, which is a body organized for the benefit of scattered believers who otherwise are without membership privileges.

Aged and infirm members who live adjacent to a local church organization should be members of that church. It is the duty and responsibility of local churches to minister to such members. Their memberships should not be transferred to the conference church, which is not designed to function in place of local churches.

Although conference administrators serve as officers of the conference church, they should hold their memberships in local churches where they reside. The conference church is, likewise, not intended to provide a church home for conference employees. Ministers, teachers, and other employees should unite with local churches in the communities where they reside.

The conference president is the presiding elder of the conference church, and the duties typically carried out by a church clerk and church treasurer are handled by the executive secretary and treasurer of the conference. Any business normally conducted by a local church and its board is, in the case of the conference church, conducted by the conference's executive committee. The committee also appoints delegates from the conference church to

attend officially called conference constituency sessions.

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#### Conference Guest Suites

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

The conference guest suites are located at Sawyer Street and consist of two units in two buildings in front of the conference office. They may be reserved for conference functions through the treasury department. Rental rates are determined by treasury and are communicated at the time reservations are made.

The primary use of the suites is for guests of the conference, which will be given priority over any other requests for use. Only an official church entity can make reservations. Due to licensing and tax issues involving "unrelated business income," individuals or entities renting the conference cabins must be connected with the church.

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#### Conference Office Hours

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

##### Working Hours

The Southern New England Conference office operates under a 38-hour work week.

##### Doors Open to the Public

Office doors are open to the public as follows:

- Monday through Thursday 9:00 a.m. - 5:00 p.m.
- Friday 9:00 a.m. - 12:00 noon

##### Office Worship

Morning worship is conducted at 8:00 a.m. each workday.

##### Holidays:

Refer to conference annual calendar for when days office will be closed.

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#### Church Services & School Operations Closure During Crisis Situations

Date Adopted: 22 March 2020

In the event of an emergency — local, state, or national — the Administrative Committee (AdCom) has the authority to mandate that church(es) and/or school(s) buildings close for programming, worship, instruction, and places of meeting. AdCom can modify the closures to match reasonable requests. This mandate can last up to three (3) weeks. If the closure needs to extend beyond three weeks then AdCom must receive the backing of the SNEC Executive Committee (ExCom).

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#### Gleaner — Atlantic Union

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

##### News Briefs

Southern New England Conference employees and local church communication directors are encouraged to submit news to the Atlantic Union Gleaner through the conference's communication department. These reports are then prepared for publication in the union

paper under the local conference's heading.

Baptisms, special services and events, evangelistic meetings, weddings, school activities, and any other interesting experiences growing out of the employee's ministry provide good articles for the Atlantic Union Gleaner. Close-up, good quality pictures of the event always increase interest in an article. Photos may be submitted as prints or in digital files.

#### Advertisements

Advertisements submitted for insertion in the Atlantic Union Gleaner should be submitted to the conference communication director for approval.

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#### Next Generation Teacher Education Major Sponsorship

Updated 20 Mar 2022

With no Adventist College/University within our Atlantic Union Conference our ability to encourage education majors to work in SNEC elementary and secondary schools is limited. SNEC has established financial sponsorship for a limited number of declared Education students. This sponsorship is done in exchange for the promise education major graduates would give SNEC two years of teaching service in one of our schools.

This sponsorship would be in addition to SNEC College Scholarship which is available to all full time SNEC college students.

#### Eligibility Requirements

The student must be a declared education major in the bachelor's program and be enrolled in an accredited Seventh-day Adventist college or university in the North American Division or Antillean Adventist University.

The Student or parent must be a member of SNEC.

The Student and/or parent must reside in SNEC.

The student must be a full-time student as defined by the institution they are enrolled.

The Education Major Sponsorship will be available to four students; two juniors and two seniors. Students must apply for this sponsorship prior to entering their junior year. SNEC will have no more than four sponsored students at any given time.

The sponsorship would be \$5,000 per semester/\$3,333 per quarter towards the student's tuition paid directly to the college/university. This financial sponsorship will last for no more than four semesters or six quarters.

This sponsorship will require an application and interview process. Applicant's will to provide their transcript and references. The SNEC Education department will be responsible for establishing objective criteria and executing this process.

A sponsored student demonstrating poor academic performance and/or poor character could be dropped from the sponsorship program. If a student is dropped from this program, or they themselves leave the program the SNEC Education department will fill the open spot through applications that were not approved.

Upon graduation the sponsored student agrees to work as a teacher in the Southern New England Conference for two school years.

Upon graduation the Southern New England Conference cannot guarantee employment. There are too many variables to be able to guarantee employment. Availability of teaching

spots, budgets, and local church school board preferences all limit SNEC's ability to guarantee employment. And if employed for one year the same variables could affect SNEC's ability to provide a contract for a second year.

If SNEC is unable to provide employment for a sponsored graduate the graduate does not owe SNEC anything. The graduate owes SNEC no time in service nor the returning of sponsorship tuition money.

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#### Personal Giving Plan

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

The Personal Giving Plan is designed to encourage systematic benevolence and to help organize and simplify certain financial gifts to support God's cause for a finished work in all the world.

The Conference Budget Offering is that portion of the Personal Giving Plan which is used for Evangelism and various development projects within the Southern New England Conference. The suggested giving guide is 1% to 2% percent of income.

Distribution of the Conference Budget offering includes Conference projects such as the following:

- 40% to Adult & Youth Evangelism
- 30% to Worthy Student Fund
- 30% to Church Building Subsidies

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#### Secondary Education Trust Fund

Related NAD Policy Number: SNEC SET FUND

Date Adopted: 01/01/09

In 1988 the Southern New England Conference established a Secondary Education Trust Fund intended to assist in supporting students in grades 9 to 12 attending Seventh-day Adventist operated schools. A minimum of fifty percent 50% of the interest earned from this fund will be distributed to the students' school accounts in the form of tuition grants, with the remainder of the interest being used to build up the fund in order to keep up with inflation.

These tuition grants will be made in addition to educational allowances for conference employees and three-way student aid for needy members' children.

To be eligible, the following condition must be met:

The student must reside in the Southern New England Conference area and be a member of and/or have parents or guardians who are members of the Southern New England Conference.

Distribution from the fund will be made directly to the appropriate academies by the end of April and November of each year, thus allowing the payments to be applied to the student's accounts before the final statement for the semester is sent to parents. Application for these funds should be submitted by the student, parent or church where membership is held, leaving ample time for the applications to be forwarded and received by the conference education department by the application deadlines of October 31 and March 31.

The amount of subsidy for students attending boarding academies shall be double that provided for students attending day academies.

If an application is received by the conference after the deadline, the Secondary Education Trust Fund Grant Committee may approve payment subject to availability of funds, to the late applicant's school account, of the amount which would have been given if the application had been on time. This payment will be made at the next distribution date, and will be in addition to the amount which the student is eligible for at the time of the next distribution. **No consideration will be given to requests relating to distributions more than six (6) months after the deadline date.**

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#### Statement of Mission

Related NAD Policy Number: A 05

Updated: November 2020

Vision: Growing the Kingdom of God

Mission: Inspiring, connecting, equipping, and supporting our church members, to make Disciples for Christ.

Core Values: Faith, Hope, Love

From this Mission Statement the Administration, Directors, Employees, Schools and Churches, ABC and Camp Winnekeag will develop plans, programming, policies, and budgets which will see this mission and vision fulfilled.

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#### Volunteer Lay Pastors (VLP)

Adopted: 22 March 2020

Introduction — In order to fulfill the SNEC goal of planting new churches, additional personnel are needed. This need can be met partially by using volunteers to assist regular pastoral teams. Volunteer lay pastors can perform a valuable service to the churches in the Southern New England Conference.

A volunteer lay pastor is an individual who has not been professionally trained for ministry, has not worked as a licensed or ordained/commissioned minister, and is not a ministerial retiree.

Volunteer Lay Pastors will follow denominational policies, and applicable state laws, and regulations.

#### Role and Function of a VLP

1. Purpose: The purpose of the VLP program is to provide pastoral assistance to a church, church company, or group under the oversight of a designated supervising pastor.
2. Focus: The specific function of a VLP depends on the needs of the congregation or group where the VLP serves. In consultation with the supervising pastor, the VLP needs to focus on areas such as preaching, conducting the Lord's Supper, visitation, evangelism, planning, and overseeing other church meetings and programs.
3. Teachings and practices: The VLP needs to know and follow the teachings and practices of the Seventh-day Adventist Church. This includes, but is not limited to, believing in and supporting the Fundamental Beliefs and following Seventh-day Adventist practices, such as faithful stewardship.
4. Reports to supervising pastor: The VLP reports to the supervising pastor. The supervising pastor will give leadership to the VLP by adhering to these guidelines, conference policies, and input from the conference ministerial director who is the conference coordinator of VLPs.

5. Ordained elder: The VLP must be an elected elder of the congregation (if it is a company or group, then of the sponsoring church). It is recommended that the VLP not serve as the head elder.

6. Relationship to head elder and other elders: The VLP functions under the direction of the supervising pastor and is an extension of the supervising pastor's ministry. In view of that relationship, the VLP needs to follow the policies and guidelines defining the relationship between pastor and elders. These policies and guidelines are stated in the Church Manual and amplified in the Minister's Handbook and Elder's Handbook.

7. Limitations of role: The VLP is not authorized to organize or disband churches, officiate in the ordination of elders, deacons, or deaconesses, or conduct counseling therapy. The VLP may participate in weddings, only as permitted by conference policy and applicable laws and regulations.

8. Baptizing: The VLP, who is also an ordained elder, may baptize as recommended by the supervising pastor and approved by the conference president, as stipulated in the Church Manual.

9. Church Board: As an elder, the VLP is a member of the Church Board. The pastor, according to the Church Manual, is the chair of the Board. The pastor has the authority to appoint an elder to serve as the chair and thus the supervising pastor may designate the VLP (who is an elder) to be board chair. The chairing of the Board by the VLP is at the sole discretion of the supervising pastor.

10. Tithe, offerings, and reports: The VLP will follow the denominational policies regarding the receiving of tithe and forwarding tithe and non-local offerings to the conference. The VLP will also work with the congregation to make certain reports, such as clerk and baptismal reports, are submitted to the conference.

11. Not a Path to Ministry: The VLP is a volunteer and recognizes that the VLP program is not a path to ministry. The path to ministry is outlined in NAD Working Policy and those wishing to enter full-time ministry need to follow it.

12. No remuneration: The VLP is not a conference employee and will not receive any compensation from the conference, congregation, or individuals for pastoral functions. The conference may arrange to reimburse the volunteer for travel and other approved expenses. Any such arrangements must be stated in the Condition of Volunteering form that will be signed by the conference and the VLP.

13. Denominational policies: The VLP needs to know appropriate policies and procedures (such as the Church Manual, Minister's Handbook, Elder's Handbook, and SNEC Working policies) and follow them.

#### Qualifications and Ethical conduct of a VLP

1. Theological: The VLP, under the leadership of the supervising pastor, will exercise great care to use resources that are in harmony with denominational teachings. This includes, but is not limited to, resources for sermons.

2. Background check: The VLP will undergo a background check as stipulated in the NAD and SNEC Working Policy.

3. Financial integrity: The VLP will neither solicit nor accept financial gifts from members or visitors.

#### The Conference and the VLP

1. Administrator of the plan: The conference is the administrator of VLPs. It is the responsibility of the conference coordinator to explain the VLP program to the volunteer, the supervising pastor, and the congregation.
2. Conference coordinator: The ministerial secretary, or designee, is the conference coordinator for VLPs.
3. Training and evaluation: It is the responsibility of the conference coordinator of VLPs to provide training and resources to the VLPs and supervising pastors. Initially the VLP shall receive a minimum of 20 hours training and thereafter at least 20 hours of training each year. Additionally, the conference coordinator, in consultation with the supervising pastor and congregation, shall conduct an annual evaluation of the VLP. If needed, the evaluation may be conducted more frequently.
4. Length of appointment: The conference executive committee appoints a VLP for a period of one year. With input from the supervising pastor and conference ministerial secretary, the appointment may be renewed. Either party may terminate the agreement with notice to the other.
5. Communicate with the congregation: It is the responsibility of the conference, along with the supervising pastor, to explain the role of the VLP and make certain that the VLP is properly introduced to the congregation.
6. Identification card: The conference will provide a completed identification card for each VLP.

#### The Division and the VLP—

1. Provide guidelines: The North American Division will provide and update, as needed, guidelines for the VLP program.
2. Advisory Committee: The Division will appoint a VLP advisory committee. The committee chair will be the division ministerial secretary; the secretary will be the division associate ministerial secretary who coordinates the VLP program.

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#### Volunteer Ministries Coordinators

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Given its limited personnel budgets, the Southern New England Conference relies on volunteer ministries coordinators to carry departmental responsibilities on a volunteer basis. The conference is anxious to equip these individuals with the knowledge and tools needed to effectively perform their duties.

Therefore, pastors or laypersons that carry officially recognized departmental responsibilities may request one trip outside the conference per year for professional growth or to attend departmental councils. If the trip is approved, all current policies regarding authorized special travel will apply (airfare and lodging reimbursement, per diem, etc.).

This policy does not preclude travel requests, as budgets permit, for purposes of carrying out specific departmental functions. Such requests must be lodged with conference administration well in advance of the proposed activity.

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#### Weddings

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 09/27/15

This policy outlines the principles of marriage ceremonies that may be held on properties

owned by, or marriage ceremonies held in facilities owned by the Southern New England Conference Association. The SNEC Association owns properties and facilities throughout the states of Massachusetts, Connecticut, Rhode Island, and New Hampshire.

The Southern New England Conference affirms the current Fundamental Belief of the Seventh-day Adventist Church in regard to Marriage and Family. All wedding ceremonies or associated wedding celebrations will support the Biblical truth of the union between one man and one woman.

Also, we will support all other relevant counsel in the most recent *Seventh-day Adventist Church Manual*, published by the General Conference of Seventh-day Adventists concerning the conduct of our pastors — ordained, commissioned, and licensed — in regard to marriage ceremonies.

The scope of this policy covers all SNEC Association properties, owned or leased — including, but not limited to — the buildings and property at 34 Sawyer Street in Lancaster, MA, Camp Winnekeag, the churches, and schools.

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## **Employee Related Policies**

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### **Adoption Expense**

Related NAD Policy Number: Y 26

Date Adopted: 01/01/09

Full-time employees may be granted assistance of 75% percent of the medical and legal expense and adoption agency fees incurred in the adoption of children, if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child.

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### **Bank Signing Policy**

Date Adopted: Nov 20, 2016

SNEC pastors will not be a signatory to any church bank or financial accounts. This will help maintain him/her from any perceived conflict of interest.

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### **Bereavement (Funeral) Leave**

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

An employee may request time off due to a death in the family. Your absence will be paid in full for up to (5) five business days if the deceased was an immediate family member. This includes a spouse, child, parents, grandparents of the employee, sister, brother, grandchild, parent-in-law, grandparents-in-law, brother-in-law, sister-in-law, stepparent, stepchild. Two of the five days are considered travel days in the event the relative lives some distance from the home of the employee. Exceptions to this policy may be requested of conference administration; any days granted beyond five will normally be considered vacation time or leave without pay.

Arrangements should be made with conference administration and local church or school leadership when an employee takes a bereavement leave.

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Camp Meeting — Please See "Conference Headquarters — Camp Meeting."

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Certain restrictions apply when employing children under age 18. As is the case with adult workers, all child employees must complete an I-9 form before beginning work and attach a photocopy of a document showing proof of age. Also, as is the case with adult "local hires," child workers must be placed on courtesy payroll with the conference. (Contact the treasury office for assistance.) Children must be paid minimum wage.

The strictest state or federal laws are summarized below:

Age	Approved	Disapproved	Times	Hours
	Cannot Employ			
14*	Food preparation; office or custodial work; pumping gas; selling	Using ladders or power equipment; cooking; manufacturing; loading, unloading, or operating vehicles	7 AM - 7 PM	School days: 3 hrs/day & 18 hrs weekly; Summer: 8 hrs/day & 40 hrs weekly
15*	Same as age 14		7 AM-9 PM	
16	All types except those on disapproved list	"Hazardous" duties; operating vehicles; using power saws, cutters, or heavy equipment; roofing; excavation	5 AM-1 AM	8 hrs/day & 40 hrs weekly
17	Same as age 16			

\*May require special work permit

The preceding laws do not apply to parents and children "working" at home. Also, children asked to tidy up a classroom or do gardening/raking, etc., as a part of an educational program are not considered employees and, therefore, these laws do not apply as long as time periods are reasonable. Restrictions on hazardous work apply for children, whether they are paid or voluntary workers.

There is a federal penalty of up to \$1,000 for each violation and \$10,000 for willful violation. Any fine is the responsibility of the local entity involved. Additional information can be obtained from the appropriate state department of labor or employment.

Any Conference worker by virtue of position is a representative of the church to the laity of our Conference and the general public. No position is exempt from holding the high standards of our church in a spiritual, mental, financial, moral, physical and social practice. ". . . But be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity" (1 Timothy 4:12); ". . . rather, that no man put a stumbling block or an occasion to fall in his brother's way" (Romans 14:13).

Spiritual — Time should be taken each day for prayer and Bible study, the reading of inspired literature and meditation.

Mental — Each worker must constantly seek for self-improvement in their professional responsibility. However, no full time worker should spend so much time in this pursuit as to detract from their current responsibilities.

Attitude — Often the attitude of church members toward the Conference and its administration, as well as the Lord's work in general, is quite largely a reflection of the worker's attitude. It is, therefore, expected that Conference workers be loyal to their employing organization.

Insinuations of doubt, unfavorable and unjust criticism are detrimental to the Lord's cause and should have no place in a worker's life. A sunny, cheerful Christian attitude can be reflected throughout the entire Conference if the workers possess such a spirit.

Personal Finance — The standards of the ministry in all things should be maintained on an irreproachable basis, in order that "the ministry be not blamed" (2 Corinthians 6:3).

Employees should arrange their personal finance budgets so as to live within their regular income, and where they do not succeed in so doing they should be advised to resign and take up some remunerative line of business outside of denominational employment. (NAD Working Policy, E 80 05)

Tithing — 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. Employees shall be informed that their tithing practices are subject to annual review. (NAD Working Policy, E 80 20)

Leaders to Set Example — All denominationally employed Seventh-day Adventists who have been issued a credential/license, members of union and local conference committees and institutional boards, church elders and other church officers are to recognize it as a principle of leadership in God's work that a good example be set in the matter of tithing. A person who does not live up to this standard disqualifies himself/herself from being continued as a church officer, denominational employee or committee member. (NAD Working Policy, V 05 15)

Not to Seek Gifts — Employees shall not in any way seek personal gifts from Church members. When it is necessary for them to discuss their financial affairs, this should be done with their employing bodies rather than with members of the church. Personal advances and check cashing should never be taken from the local church offerings.

To Pay Obligations — Employees who continually neglect or refuse to pay their just obligations shall be advised to take up some other line of work.

Transfer of Employees — Proper and satisfactory arrangements shall be made by employees for all financial obligations before transference to another conference.

Authorization for Study — While it is desired that every employee be encouraged to make continuous effort for self-improvement, no full time conference employees should take residence schoolwork, or any line of study that would make inroads upon time that should be given to their regular duties, without first making proper arrangements with conference administration. (NAD Working Policy, E 80)

Appearance — Workers should be careful to insure that their dress and physical appearance is appropriate for the situation, and is consistent with the church's standards and modesty.

Recreation — Recreation should be of an uplifting type that will help the worker be a more

valuable asset to the proclamation of the Gospel. Activities which are not consistent with the Christian lifestyle should be avoided. All functions sponsored by the church and Conference should be beyond reproach so as not to cause someone to stumble in their Christian experience.

Side Lines — Individuals elected or appointed to leadership positions have a greater responsibility “to 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” (NAD Working Policy, Y 06 05).

Those who are expected to work only for specific time periods on a regular schedule are exempt except that they must not spend Conference time on personal enterprises or deal in occupations outside of Adventist Christian standards.

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## Conditions of Employment

Related NAD Policy Number: E 85

Date Edited: 22 May 2022

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 Southern New England Conference strives to maintain a highly qualified staff. 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.

## Conditions of Employment

Employees of the Southern New England 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:

1. Church Membership — Membership in a Southern New England Conference church, and an unreserved commitment to its objectives, and a personal relationship with Christ.
2. Conflicting Interests — Avoidance of conflicting interest and personal enterprises for financial gain (see Conflict of Interest page).
3. Employment Documents — Completion of all necessary employment forms (e.g., I-9, W-4). Appropriate forms available from treasury.
4. Ethical Standards — Careful adherence to the highest professional and ethical standards in such matters as integrity and confidentiality.
5. Annual Certification — Completion of all certificates required by policy (e.g. Child Abuse, Sexual Harassment).
6. Loyalty and Unity — Every employee in the cause of God owes his complete loyalty to the Lord, to the church and its doctrines, and to his fellow laborers. A spirit of unity should characterize all relationships one with another. “Let brotherly love continue.” By word and action, employees should do all in their power to uphold each other’s hands.
7. Personal Conduct — Careful adherence to Bible teachings and standards of the church by exemplary personal conduct which would preclude:
  - a. Use of alcoholic beverages and tobacco.

- b. Illegal possession and/or misuse of drugs.
- c. Use of profanity.
- d. Immoral conduct: including but not limited to adultery, fornication, acts of homosexuality.
- e. Inappropriate emails and phone contact.

8. 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.

9. 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. Employees shall not in any way seek donations from churches or individuals for themselves or for personal equipment.

10. Service — Unreserved commitment and fidelity to Christian service on the part of all employees and to ordination/commission vows on the part of ministers.

11. Side Lines — 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 General Conference 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."

12. 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. Employees shall also be informed that their tithing practices are subject to annual review.

13. Support of Adventist Education — It is the privilege and duty of each conference employee to encourage every Seventh-day Adventist boy or girl to attend Adventist church schools. Local churches should be encouraged to assist worthy students who are financially unable to attend one of our elementary schools or academies.

Employees are expected to send their own children to our schools whenever possible, and should do all in their power to promote and improve the school curriculum, facilities, finances, personnel, and corresponding attitudes among the constituency. Christian education should receive the enthusiastic support of every conference employee.

#### Conflict of Interest

All trustees, officers, and employees of the Southern New England 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 dealings with third parties. 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.

#### Definition of a Conflict of Interest

A conflict of interest arises when a trustee, officer, or employee of the organization has such a substantial personal interest in a transaction or in a party to a transaction that it may

reasonably affect the judgment he/she exercises on behalf of the organization. He/she is to consider only the interests of the organization, always avoid sharp practices, and faithfully follow the established policies of the organization.

#### Potential Conflicts of Interest

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

1. 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.
2. 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.
3. Engaging in any business with or employment by an employer that is a supplier of goods or services to the organization.
4. 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.
5. Ownership or leasing any property with knowledge that the organization has an active or potential interest therein.
6. 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.
7. 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.
8. Making use of any confidential information acquired through employment by the organization for personal profit or advantage, directly or indirectly.

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#### Continuing Education

Related NAD Policy Number: L 33

Updated Sept 25, 2016

##### I. Continuing Education for Ministers

Continuing education (CE) is a specific planned program of study beyond basic formal education. It is not designed to replace any formal training of the Seventh-day Adventist ministry as described by the policy of the North American Division for higher education.

In addition to using other resources for profession development and enrichment SNEC pastors will use the Adventist Learning Community and its reporting system. The ALC reporting system records all Continuing Education efforts by the pastors. SNEC Pastors must achieve a minimum of two (2) Continuing Education Units per calendar year. Failure to meet the minimum CEU's could result in a restriction being placed on the pastor's use of continuing education funds during the next calendar year.

CE Guidelines:

1. It is available to pastors, departmental directors, teachers and officers of the Southern New England Conference.
2. The employee must have been in the employ of the SNEC for at least one year.
3. Reimbursement expense is up to a maximum \$500/year.
4. Reimbursable expenses may include but not limited to the following:
  - a. Fees, per diem and travel expenses associated with a one or two day professional growth seminar.
  - b. Books, CDs, etc.
  - c. Computer equipment or software that would enhance professional effectiveness of employee.

While it is desired that every employee be encouraged to make continuous effort for self-improvement, 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.

#### Short-term Local & Correspondence Studies

1. Approved study programs for Ministers:
  - a. Evangelistic field schools.
  - b. Union, NAD, and/or General Conference sponsored seminars.
  - c. University extension schools.
  - d. Short-term seminars in local colleges and universities.
  - e. Class work in local colleges and universities (limited to three hours credit per year).
  - f. Correspondence courses.

#### 2. Eligibility

All requests for the preceding study programs are to be made in writing to the conference administration prior to enrollment. Any study program approved must directly correlate with the needs of the minister in his/her work.

#### II. Continuing Education for Teachers

Refer to the Atlantic Union Conference Education Code for current policies regarding continuing education for teachers.

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#### CORI

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 11/14/10

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purpose, the following practices are procedures that will generally be followed.

- I. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the education materials made available by CHSB.

- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Southern New England Conference is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part (s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's Information Concerning the Process in Corrections a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the applicant, the Southern New England Conference will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Southern New England Conference may contact CHSB and request a detailed search consistent with CHSB policy.
- VII. If the Southern New England Conference reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in Section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not limited to the following:
- Relevance of the crime to the position sought.
  - The nature of the work to be performed.
  - Time since the conviction.
  - Age of the candidate at the time of the offense.
  - Seriousness and specific circumstances of the offense.
  - The number of offenses.
  - Whether the applicant has pending charges.
  - Any relevant evidence of rehabilitation or lack thereof.
  - Any other relevant information, including information by the candidate or requested by the hiring authority.
- VIII. The Southern New England Conference will notify the applicant of the decision and the basis of the decision in a timely manner.
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#### Credentials & Licenses

Related NAD Policy Number: E 05

Date Adopted: 01/01/09

#### Ministerial Employees — Ordained, Licensed, and Commissioned

1. Ministerial Credential — To ordained ministers.
2. Ministerial License — To un-ordained pastors, evangelists, and Bible teachers who are on the path toward ordination.
3. Commissioned Minister Credential — To associates in pastoral care; Bible instructors; General Conference, division, union, and local conference treasurers and departmental

directors including associate and assistant directors; institutional chaplains; presidents and vice presidents of major institutions; auditors (General Conference 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.

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

b. 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. Administrative Ministries Credential — To non-ministerial employee 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.

2. Administrative Ministries Licenses — To non-ministerial employees who are leaders with limited experience (less than five years).

3. 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 evangelist.

4. Missionary License — To employees with limited experience (less than five years) including regularly employed field, medical, educational, institutional and office employees.

#### Teachers

Candidates eligible for Ministry of Teaching credentials and licenses shall be reviewed and recommended by their respective employing boards (K-12 or college 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 inter-personal 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-timed 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.

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#### Duplicate Housing Expense

Related NAD Policy Number: Y 16 06

Date Adopted: 01/01/09

#### Initial Assistance

When an employee is moved from one location to another, and because of the conditions of his/her lease or failure to sell or rent the home, he is required to pay housing expenses both at his former location and at his new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions for up to three months.

#### Unusual Circumstances

In unusual circumstances when the employee has not been able to sell the home at his former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in the first paragraph was no more than 100% percent of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.

#### Extreme Circumstances

If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95% percent of the appraisal during this period.

#### Amount

When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 100% percent of the cost factor (housing/utilities) for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.

## Sharing of Loss on Sale

In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the duplicate housing allowance provided in X 20 06, items 1 through 4, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.

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### Employee Short-term Loan

Related NAD Policy Number: Y21

Date Adopted: 01/01/09

Employees who are experiencing difficulty in meeting a financial emergency, or who experience excessive medical or educational bills, may request a loan of up to \$4,000.00 the maximum allowed from the Conference. Repayment of the loan will be by payroll deduction and may not exceed a period of twelve (12) months. Interest will be charged at the same rate that the Atlantic Union Conference Revolving Fund charges for loans.

Should the employee terminate employment with the Conference, the balance of the loan will become due and payable in full at the date of termination.

All Employee Short-term Loans must be approved by AdCom.

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### Employee Survivor Benefits

Related NAD Policy Number: Y34

Date Adopted: 01/01/09

#### Employee Basic Life Insurance

All employers shall participate in the North American Division Basic Life insurance plan. This benefit is available to all full-time denominational employees, the spouse thereof and dependent(s) as defined in the Health Care Assistance Policy.

#### Benefit Provisions

Benefit Scale — The benefit shall be as follows:

Employee	\$100,000
Spouse	\$ 50,000 (Benefits reduced at age 70)
Dependent child	\$10,000
Stillborn	\$750

#### Funding

This benefit shall be provided at denominational employer's expense for employees of all organizations and institutions in the North American Division, except health care institutions, and for North American Division-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 expenses of the final illness and funeral as well as the needs of the survivors.

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Employment Eligibility for Conference & 'Local' Hires  
Related NAD Policy Number: IRS/SNEC EXCOM

Date Adopted: 01/01/09

The Immigration Reform & Control Act of 1986 requires the conference to complete and maintain an "Employment Eligibility Verification Form" (I-9) for all new employees. This verification is required irrespective of the status of the employee or the number of hours worked.

In the case of a "local" church or school employee, it may be necessary that the pastor, treasurer, or school principal act as an agent of the conference and personally observe and document eligibility before permitting that individual to begin work. The I-9 form must be completed in its entirety within three days of hire. The agent must verify the appropriate document in column A only, or two documents in columns B and C, noting expiration dates and identification numbers, if applicable. The completed I-9 must then be sent, along with a photocopy of the documents examined, a W-4, a payroll request form, and the first check, to the conference treasury office for processing. If the I-9 is incomplete in any respect (e.g., missing dates, ID numbers, or names), a delay in payroll processing will occur.

The law provides for significant monetary penalties in instances of non-compliance, so it is imperative that complete, accurate I-9's be retained for each employee. Government inspectors must be granted access to the files on demand. The conference will be fully responsible for the records of its own employees. If, however, a local church or school fails to comply with the law with respect to "courtesy payroll" employees, it will be billed for the full amount of any penalties incurred.

## Conference Does Not Sponsor or Assist "Local Hires"

### Reasons for the Conference's Position

The Southern New England Conference is always ready to assist our church members, whenever possible, within the parameters of law and the provisions of denominational policy. As a Christian organization, however, we possess moral and legal obligations to comply with Federal and state statutes and regulations. Failure to do so could jeopardize our church's ability to continue Adventist mission and witness in the communities we serve.

Therefore, it is the policy of the Southern New England Conference that all potential employees, whether conference, local church, or local school hires, meet I-9 eligibility standards before any employment promises are made and before beginning any work. All individuals being considered for "local" employment by churches, schools, and/or other entities within the conference must already possess the documentation required for employment eligibility in the United States. As a result of numerous legal implications, both with respect to Federal immigration laws, as well as Federal and state labor and employment laws, the conference does not sponsor or assist individuals being considered for "local" employment in their attempts to become eligible.

### Pastors & Church Members Not Authorized As Petitioners

No pastor or local church member within the Southern New England Conference is authorized to file or sign a petition, application, or other document citing the conference or any other Seventh-day Adventist Church entity as a petitioner for any individual seeking immigration benefits. This includes any and all petitions to the Department of Homeland

Security, the Bureau of Citizenship and Naturalization Services, or any other Federal or state government entity. The preceding expectation extends to all religious and employment-based petitions and applications for individuals seeking legal, permanent residence or non-immigrant visas (i.e., an R-1 visa) through a local church or school.

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## Equal Opportunity

Related NAD Policy Number: FEA 05 30

Date Edited: 22 May 2022

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 to build up the church. This position and its resultant course of action requires that all services and positions of leadership, at all levels of church activity\*, be open to all members on the basis of their qualifications.

The Southern New England Conference of Seventh-day Adventists is an unincorporated religious association with headquarters in South Lancaster, Massachusetts. Its territory covers the states of Massachusetts, Connecticut, and Rhode Island. Employment practices of the conference reflect religious preferences in harmony with the United States Constitution and related statutes.

The conference will accept applications from qualified men and women, ethnic origin, and the handicapped, and will afford all individuals equal opportunity in employment, appointment, promotion, salary, training, and other organizational benefits without regard to race, color, sex, national origin, ancestry, physical handicap, age, height, weight, marital status, veteran status, or physical handicap.

\* "All service and positions" as used in this statement refers to positions other than those requiring ordination to the gospel ministry (see NAD Policy C 50).

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## Ethical Foundations

Date Edited: 22 May 2022

### Our Mission

The Seventh-day Adventist Church mission is to proclaim to all peoples the everlasting gospel, in the context of the three angels' messages of Revelation 14:6-12, leading them to accept Jesus as their personal Savior, and encouraging them to unite with His church and prepare for His soon return. Within the scope of this mission, the Southern New England Conference office exists to lead the Church in being a witness for God's kingdom and in making disciples of Jesus Christ within the states of Connecticut, Massachusetts, and Rhode Island.

### Our Responsibilities

We are responsible first to God, our Creator. Individual and collective action must reflect His character and exhibit His love.

We are responsible to the communities in which we work and live and also to the world community. We accept the challenge to be exemplary individuals and corporate citizens. We support good works and charities. We encourage civic improvements, a better quality of life, security, health, and education for all.

We are responsible to our fellow church members. We accept accountability for sound leadership decisions and appropriate stewardship.

We are responsible to each other within the office complex. Every individual deserves to be

treated with dignity and respect; to have his or her role and contribution valued and affirmed; to function in a safe working environment; to experience an atmosphere of challenge, open communication, and contentment.

## Our Values

We value the Bible as the primary reference for life's direction and qualities.

We value excellence in all that we do.

We value ethical and moral conduct at all times and in all relationships.

We value creativity and innovation in the completion of our mission.

We value honesty, integrity, and courage as the foundation of all our actions.

We value the trust placed in us by colleagues and by the world church membership.

We value people as children of God and therefore brothers and sisters of one family.

## Ethical Responsibilities as Employer and Corporate Citizen

In pursuit of its mission, and while maintaining its responsibilities and adhering to its values, the Southern New England Conference operates under the following ethical guidelines:

**Equal opportunity employment.** Within the purview of laws permitting church membership as a condition of employment, and subject to denominational policies on positions requiring ministerial ordination, the Southern New England Conference will follow procedures to ensure equal opportunity of employment, remuneration, and advancement on the basis of job qualifications and performance.

**Equality, fairness and non-discrimination.** The Southern New England Conference will treat all individuals and groups with loving justice. It will not practice or condone discrimination with regard to race, national origin, sex, age, marital status, veteran status, or disability that does not prohibit performance of essential job functions.

**Compliance with laws of the land.** The Southern New England Conference will carry on its activities in compliance with the laws of the land provided these are not in contradiction to God's expressed will.

**Loyalty and fulfillment of contractual obligations.** The Southern New England Conference will fulfill the commitments it has entered into through authorized channels. Where misunderstandings arise regarding such commitments, the Southern New England Conference shall participate, with the parties concerned, in conflict resolution procedures within the organizations before seeking the help of the wider community.

**Atmosphere of safety and happiness.** The Southern New England Conference is committed to providing a work environment that offers physical safety and security. It also strives to encourage and promote genuine happiness through the realization that every employee is valuable and every task, no matter how routine or unnoticed, is a service to God. The Southern New England Conference will continue to integrate worship, work, and celebration in a manner that acknowledges wholeness in life and relationships.

**Respect for human dignity and individuality.** The Southern New England Conference affirms and respects the uniqueness of every employee. It recognizes that a person's value surpasses the worth of his or her contribution to the organization. It believes that communal harmony and corporate objectives are enhanced rather than compromised by the broad mosaic of personalities, talents, skills, and viewpoints dedicated to the honor of Jesus Christ. The Southern New England Conference shall strive for communication that is timely, truthful, open, candid, and kind.

## Ethical Responsibilities as Employees

We recognize that employment in the Seventh-day Adventist Church implies commitment to the organization's mission and concurrence with its responsibilities and values. We affirm that the employer-employee relationship grows within a reciprocity of mutual regard. Our reasonable service as employees includes the following ethical responsibilities:

Life consistent with church message and mission. While in the employ of the Southern New England Conference we will live in a manner consistent with the beliefs and values of the church. We will uphold, in word and conduct, the teachings and principles held and advanced by the Seventh-day Adventist Church .

Respect for church-owned assets. We will respect the property of our organization, including any intellectual property that is developed in the course of our employment. We will use the property, facilities, and resources solely for the benefit of our organization, unless otherwise permitted or when financial compensation for such use has been arranged.

Respect for colleagues. We will respect and uplift our fellow employees. We will refrain from intentionally placing another in a position of embarrassment, disrespect, or harassment. We will avoid all behavior that may be construed as sexually inappropriate. We will honor the privacy and guard the safety of others.

Efficiency and attention on the job. The hours of our employment shall be devoted to the work assignments entrusted to us. We will not use the employer's time for personal business or the advancement of personal interests unrelated to the work assigned by our supervisors. We will not deprive our employer by entering into other employment or activities which impair our performance for the Southern New England Conference while on the job. We will aspire to greater efficiency and the reduction of waste in time, effort, and resources.

Personal integrity in financial matters. We will not engage in theft or embezzlement of any kind including the misuse of expense accounts, falsification of time reports, or the misapplication of resources for which we are responsible.

Avoiding inappropriate influence. 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.

Maintaining an ethical environment in the workplace. We accept the obligation of maintaining ethical standards in personal life and in the workplace. We believe it is our personal responsibility to report, through established confidential channels, any behavior that is inappropriate or which undermines the ethical environment in the office complex. We are prepared to be held accountable by our supervisors and peers for professional conduct representing the moral and ethical values of the Seventh-day Adventist Church.

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Family & Medical Leave Act (FMLA)  
Related NAD Policy Number: E 83

Date Adopted: 01/01/09

The Family and Medical Leave Policy of the Southern New England Conference outlines the conditions under which an employee may request time off with or without pay for a limited period with job and accrued benefit protection.

Definition — FMLA leave is defined as an approved absence by an eligible employee for up to twelve weeks within a twelve month period under particular circumstances that are critical to the life of a family. FMLA leave may be taken for the following reasons:

1. Birth of an employee's child and to care for a newborn child;

2. Placement of a child with an employee for adoption or foster care;
3. Need for an employee to care for a dependent child, spouse, or parent who has a serious health condition;
4. When an employee is unable to perform the functions of his/her position because of a serious health condition.

**Eligibility and Leave Amount** — To be eligible for leave under this policy, an employee must have been employed for at least twelve months in total, and must have worked at least 1250 hours during the twelve month period immediately preceding the commencement of the leave.

All Southern New England Conference employees who meet the above eligibility requirements, regardless of worksite location within the United States, are eligible for family and medical leave. If medically necessary for a serious health condition of the employee or his/her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, the Conference may require the employee to transfer temporarily to an alternative position equivalent in pay and benefits, which better accommodate recurring periods of absence or a part-time schedule. Spouses who are both employed by the Conference and are requesting family and medical leave for the same qualifying event are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth, adoption, or placement of a child for foster care or for the care of a sick parent (but not a parent-in-law).

**Notification and Reporting Requirements** — When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide 30 days notice and make efforts to schedule leave so as not to disrupt Southern New England Conference operations. In unforeseen circumstances, 30 days of notification may not be possible; in such cases, as much prior notice as possible must be given. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work (generally every 30 days).

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Supervisor and Treasury receive notice.

**Medical Certification** — The Southern New England Conference will require medical certification to support a claim for FMLA leave due to an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. A copy of the medical certification form is available from Treasury.

The Conference may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Conference, at its own expense, may require an opinion of a third health care provider, approved jointly by the Conference and the employee.

An employee will need to obtain a job related "fitness for duty" certificate from the attending physician or health care provider prior to his or her return to work if the FMLA leave taken was based on the employee's own serious health condition.

**Paid and Unpaid Leave** — FMLA leave shall be unpaid. However, if eligible employees have accrued paid leave benefits under employment benefit plans or policies of the Southern New England Conference, the employee will be required to use those accrued benefits to provide compensation during all or any part of the twelve weeks leave. If the employee's paid benefits are exhausted, the remainder, if any, of the FMLA leave will be unpaid. The use of accrued benefits will not extend the duration of FMLA leave.

Status of Employee Benefits during Leave of Absence — While an employee is on leave, the Conference will continue the employee's health care benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee pays to opt-in eligible dependent(s) and/or spouse then while on paid leave the Southern New England Conference will continue to make payroll deductions. While on unpaid leave, the employee must continue to make this payment which must be received in the Treasury Office by the second pay period of each month (see pay day schedule). If the employee does not continue these payments, the Conference may discontinue dependent/spouse coverage during the leave period or will recover payments at the end of the leave period, in a manner consistent with the law.

Reinstatement — An employee who takes leave under this policy and returns prior to or upon expiration of his or her family and/or medical leave will be able to return to the same or an equivalent position.

The Southern New England Conference may choose to exempt certain salaries, (key) employees from this requirement and not return them to the same or similar position. Such key employees will be notified of their reinstatement rights upon approval of their request for FMLA leave.

Failure to return to work immediately following the expiration approved FMLA leave may be cause for termination of employment.

Procedure:

1. A Request for Family and Medical Leave of Absence Form must be obtained from Treasury and completed by the employee. This form should then be initialed by the supervisor and returned to Treasury who will forward the request to the officers or Superintendent of Education for final approval.
2. All requests for FMLA leave due to illness will additionally require the completion of the Certification of Physician or Practitioner Form which must also be returned to Treasury. The employee should return the form within 15 days of the request for FMLA leave or provide an acceptable explanation for the delay.
3. Treasury will inform the employee of the decision relative to the request for leave.
4. Once leave due to illness has been completed, the employee must obtain job-related certification from the physician or health care provider that the employee is able to resume work. This certification must be returned to Treasury.

Employees may be eligible for family and/or medical leave under particular state statutes. For example, female full-time employees in Massachusetts who have completed the Orientation Period may be eligible for up to eight weeks of unpaid leave for the birth or adoption of a child if certain conditions are met. Also, employees in Rhode Island who have been employed for twelve consecutive months may be eligible for up to thirteen weeks of unpaid leave during any two calendar years if certain conditions are met. Please contact the Conference Treasurer for more information regarding these other types of leave.

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#### Fidelity Bonding

Related NAD Policy Number: S 5

Date Adopted: 01/01/09

A blanket fidelity bond policy covers all employees and members, both in the office and in the field, who are duly authorized to handle money for the Southern New England Conference and/or its subordinate entities, including churches and schools.



To obtain affordable coverage, the policy excludes individuals who have committed prior acts of theft or dishonesty, so utmost care should be taken in the selection of persons who will handle church, school, or conference funds. Furthermore, the policy requires that in the case of a claim, the entity involved will cooperate with the insurer in its efforts to seek reimbursement from the individual(s) engaged in the dishonest act(s). This means, in all likelihood, that those individuals will be prosecuted through the ordinary process of law.

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#### Graduate Studies for Ministers — Guidelines/Policy

Related NAD Policy Number: U 15

Date Adopted: 05/31/15

To fulfill the educational requirements for continued theological studies for the gospel ministry in the Southern New England Conference, the following guidelines/policy would guard the process, subject to administration approval and budgeting availability.

#### Masters and Doctor of Ministry Programs

The Southern New England Conference may allow pastors to seek a Masters and Doctor of Ministry degree subject to the following:

1. All requests to pursue graduate studies (MAPMin, D.Min) should be submitted at least six (6) months in advance of approval by the Conference Administration (ADCOM).
2. A pastor shall not begin Masters or Doctor of Ministry program before obtaining the prior approval of the Southern New England Conference Administrative Committee, even if he/she is seeking the degree at his /her own expense.
3. The following are general prerequisites to be met for admission into the Masters/Doctor of ministry program:
  - a. The applicant has served as an employee of the sponsoring organization for a minimum of two years in the pastoral /evangelistic ministry
  - b. The applicant has made commendable progress in his/her past ministry.
  - c. Applicant must give a rationale, focus, and how the project will enhance local ministry (Doctor of Ministry) in a paragraph.

#### MAPMin Intensives

1. The applicant may take no more than 6 – 9 credit hours in one academic year so that he/she can devote appropriate amount of time for ministry.
2. Finances - Tuition, registration and allowances will be paid as follows:
  - a. Employee will be responsible for travel
  - b. The approved applicant will receive regular salary and allowances during this period.
  - c. Per diem allowance will be one half the daily travel (only when separated from family)
  - d. There will be \$50 allowance per intensive towards textbooks and syllabus.
  - e. Atlantic Union will pay the registration, tuition, and cost of dormitory.
  - f. Southern New England conference will pay graduation fee and travel.

## Doctor of Ministry

1. Southern New England Conference will sponsor three (3) doctoral students at time subject to availability of funds. All applicants after the three approved employees, will be placed on a waiting list.
2. The Doctor of Ministry degree may be pursued at the Seventh-day Adventist Theological Seminary at Andrews University or at another school approved by the Southern New England Conference. When a school other than Andrews University is chosen, the specific doctoral program and the school must both be approved.
3. The applicant must be an ordained minister of the Seventh-day Adventist Church.
4. The applicant must have a Master of Divinity or equivalent (as required by the Seminary)
5. The applicant must not other doctoral degree(s) and not be near completion of a doctoral degree in some other discipline.
6. Finances — Southern New England Conference will be responsible for the cost of registration and tuition, cost of dormitory (at single rate), graduation fee, travel and special per diem in the amount of one half of the daily travel allowance (when separated from family) The NAD policy requires the employee to be and ordained minister.
7. Upon completion of the program, employee will be obligated to serve the conference for two years.
  - a. If an employee drops the program (illness excepted) he/she will be responsible to reimburse Southern New England Conference 25% of the SNEC portion of the cost up that point.
  - b. When approved, applicants are expected to be responsible for 50% of the cost of the entire program
  - c. In case a call is placed for the employee before completion of the two years of service, the calling organization shall assume the employee/calling organization upon release.
  - d. If the call to service is outside the North American Division, this provision shall be waived.
  - e. Approved applicants will have up to 7 years to complete the program.

Doctor of Ministry and Masters from Non-SDA Institutions. The following financial guidelines will apply:

1. No travel and per diem allowance
2. Tuition and associated fees will be shared 1/3 by the conference and 2/3 by the employee.

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## Gratuities to Ministers

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Wedding and funeral fees may be retained by ministers, providing the conference is not charged for the travel expenses associated with the event. It is understood that members of the Seventh-day Adventist Church are not expected to pay for the services of a pastor.

The Southern New England Conference utilizes the services of Adventist Risk Management (ARM) to manage health care benefits for employees, as voted annually by the North American Division and published online in a document entitled Seventh-day Adventist Health Care Assistance Plan. Details pertaining to health care coverage can be found @ [www.adventistrisk.org](http://www.adventistrisk.org).

Employees must be full-time to participate in the plan. There may be a 90-day waiting period for all new employees not transferring directly to us from another denominational organization. In addition, there is a policy exclusion for pre-existing conditions. Deductibles and co-pays vary depending on the nature of services and the providers chosen.

A small premium is charged each month for participation in the plan. Current rates are \$20 per month for single employees, \$30 per month for an employee and spouse, and \$40 per month for an employee and his/her family. These amounts are subject to revision as costs continue to escalate.

Although the conference utilizes ARM to manage the plan, employees should know that the conference is self-insured. In other words, all reimbursements paid to providers by Adventist Risk Management are reimbursed 100% percent from conference funds. Therefore, any negotiated savings will be of direct benefit not only to the employee, but to the conference as well.

The conference subscribes to Blue Cross/Blue Shield a Preferred Provider Organization (PPO) agreement, which is one means of realizing savings. Employees are urged to consult the directory of participating doctors and hospitals or call the PPO for names of participating health care providers. If an employee chooses to utilize a health care provider not participating in the PPO agreement, this may result in increased costs, both to the employee and the conference.

Employees are advised to carefully read the latest edition of the Health/Care Assistance Plan booklet by going online to [www.adventistrisk.org](http://www.adventistrisk.org) and clicking on the health Care Assistant Plan document. There you will find full details concerning the health care benefits package. Contact treasury personnel if you experience difficulty in filing claims or have other questions.

#### Health Care Coverage

Full-time employees authorized to undergo rehabilitation programs, such as those offered at Weimar and elsewhere, will be granted medical coverage as follows:

1. The stated allowances in the Health-Care Handbook.
2. Fifty (50%) percent of the expense beyond stated limitations at the end of 12 months, provided the program is maintained and the stipulated and agreed-upon goals for weight and cholesterol levels are achieved.
3. An additional 50% percent at the end of 24 months under the same conditions as (2).

Accident or injury resulting from amateur or professional racing, or competition of any type using mechanized recreational vehicles; will not be covered under health-care policy. We therefore urge any employee or family member engaging in any such activity to obtain adequate, privately purchased insurance.

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#### Holiday Observance

Related NAD Policy Number: Y 15

Date Adopted: 01/01/09

Nine paid holidays are granted to employees each year and will be published annually in the official conference calendar, conference directory, and school calendar. Employees are encouraged to take full advantage of the approved holidays.

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#### Homeowner's Renter's Insurance

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

#### Personal Effects/Property Insurance

Every conference employee is strongly encouraged to purchase a homeowner's or renter's insurance policy, even if living in a conference-owned parsonage. Policies of this type help protect employees and their families with respect to personal liability and medical payments claims, as well as personal property losses.

Employees should contact an insurance agent of their choice to seek appropriate counsel and obtain appropriate coverage. Employees who do not feel the urgency of purchasing homeowner's or renter's coverage are advised that the conference does not carry insurance or budget funds to cover personal belongings in the event of a catastrophe.

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#### Hospitality Assistance

Related NAD Policy Number: IRS/SNEC EXCOM

Date Adopted: 01/01/09

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 and staying at the home of the employee. The guests' names and number of meals served must be submitted with the employee's monthly expense report.

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#### Housing Assistance

Related NAD Policy Number: Y 16

Date Adopted: 01/01/09

Beginning August 3, 2000, the Southern New England Conference adopted the provisions of the North American Division 2000 Remuneration Scales with respect to salary packages for all employees. As indicated on page 2 of that document, the special "housing allowance" of prior years is now contained within the basic remuneration package and cost-of-living allowance (COLA).

**Remuneration Rate** — The remuneration rate granted by the denomination to an employee includes a provision for housing. No additional housing allowances may be granted except as necessitated and explained in other Housing Policies.

**Denominationally-Owned Housing** — Housing provided by the denominational employee will be charged to the employee at current community rates or as specified by Committee action.

**Employee-Owned Housing** — When an employee purchases housing, he accepts the full responsibility involved in home ownership. The employee should, however, counsel with his employing organization as to the appropriate geographical area for his new home that will best serve his needs and the needs of the employing organization and church district.

**Parsonage Exclusion Allowance** — Where a parsonage allowance is granted to the employee

under existing government regulations, the maximum amount of the allowance shall be stipulated annually by the Conference Executive Committee.

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#### Indebtedness of Transferred Employees

Related NAD Policy Number: E 45 72

Date Adopted: 01/01/09

When an employee transfers to another organization and has outstanding indebtedness with the former organization, including health-care institutions, the following obligations are in effect:

##### Sharing of Information

The calling organization shall be responsible to obtain full information regarding the employee's financial responsibilities to the current employer. Any indebtedness information not communicated at the time of the transfer or within sixty (60) days of confirmation of the call will not be the responsibility of the calling organization.

##### Unamortized Moving Expense & Education Loans

The calling organization is responsible to assume unamortized moving expense, which includes preliminary trips, duplicate housing allowances, duplicate automobile licenses and fees, etc., educational loans, and unamortized educational expenses.

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#### Insurance Benefits for Employees

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Provided by Conference

##### Survivor's Benefit Plan (Basic Life Insurance)

This is a Conference provided plan for all full time employees to provide a benefit to the survivor(s) if an employee, their spouse or dependent child dies from any cause. For more information refer to the "Employer's Survivor's Benefit Plan" or contact the Treasury Department.

Short Term Disability — See Health Benefits

Long Term Disability Income Insurance — Covered by Conference

This policy is a voluntary insurance established to assure a continuing income when due to illness or injuries, an employee is no longer able to work. Please request the brochure and application from the Treasury Department.

Optional at Employees Expense

##### Accidental Death & Dismemberment

This policy is a voluntary insurance for the employee, spouse and/or children and is payroll deducted. The benefits accrue only if death is accidental, not due to sickness, etc. Please request the brochure and application from the Treasury Department.

##### AFLAC

This plan is in addition to coverage provided by the Conference under the Employer's Health Benefit Plan. Please request the brochure and application from the Treasury Department.

## Survivor's Assistance Fund for Employees (SAFE)

This policy is a voluntary insurance established to provide a benefit to the survivor(s) of an employee, their spouse or dependent child dies from any cause. The premium is payroll deducted. This plan is in addition to coverage provided by the Conference under the Employer's Survivor's Benefit Plan. Please request the brochure and application from the Treasury Department.

For complete information contact the Treasury Department.

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### Jury Duty

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Whenever an employee of the Southern New England Conference is called to serve as a member of a jury, the conference will continue to pay full salary and allowances during the employee's absence.

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### Lifestyle & Wellness Programs

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Employees, spouse, and/or their dependents may need to attend a live-in preventive health or health-improvement program, which offers health education with the goal of effecting lifestyle changes, thereby improving a health condition. If an employee wishes for conference financial assistance and/or "release time" from their normal duties, he/she must make a formal request prior to enrollment in the program.

In order to qualify, the applicant(s) must demonstrate a specific health need; and, unless extreme financial hardship is likely to result, the employee must attend the program with his/her spouse. Conference administration shall determine the merits of each request based on individual health needs, available funds, and the probability that the applicant(s) will follow the program after completion.

Approved applicants will be reimbursed 50% percent of program costs, up to a maximum of \$2,500 excluding travel. 50% of the employee's "time off" to attend the program will be considered vacation leave.

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### Magazine Subscriptions

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

The Southern New England Conference provides courtesy subscriptions.

Ministry magazine will be sent to all ministers, Bible instructors, members of the executive committee, physicians, and dentists who request it.

The Journal of Adventist Education will be sent to all teachers, as well as to those lay members listed above who request it in lieu of Ministry.

Contact the Ministerial Director or the Superintendent of Schools if you are not receiving the appropriate magazine and wish to be included on the mailing list.

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### Moving a Retiring Employee

Related NAD Policy Number: Y 23 10

Date Adopted: 01/01/09

An employee who has at some time during his/her denominational employment been moved at denominational expense, may be granted assistance in the form of reimbursement for actual moving expenses, or at employer's option, a cash settlement on moving expenses, when an actual move is made to the place of retirement according to the following provisions:

#### Retiree with Over Thirty Years Service

When the employee who has given thirty years or more of denominational service retires, the employing organization may arrange to pay the moving expense on a reasonable amount of household goods and pay transportation expense, including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of his/her choice in the North American Division.

#### Retiree with Under Thirty Years Service

An employee who has served less than thirty years may be paid a proportionately less amount. The amount of the moving expense reimbursement shall be decided by the employing organization.

#### Timing of Move

This arrangement is to be made within a period of five years after retirement unless some other definite arrangement is approved by the governing committee and is limited to one move only.

#### Division of Expenses

In cases where both spouses are denominationally employed at the time of retirement but by different organizations, the moving assistance to the place of retirement shall be shared equally by the two employers if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested.

#### Tax Obligations

The retiring employee shall be responsible for any tax obligation accruing due to such assistance provided.

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#### Moving Allowance

Related NAD Policy Number: Y 23

Updated 22 Mar 2022

#### Eligibility for Moving Allowance

When an employee is requested by an employing organization to move to a new location or a person is being called into denominational service, the employer may provide the following assistance:

1. An amount to cover freight/van charges and insurance.
2. Travel expense and a per diem as per current policy and one hundred percent 100% of the regular mileage allowance to move the employee's car or up to two cars for employee and spouse to the new field of employment.
3. A flat moving allowance to cover packing and other moving costs as follows:

Employee if single	16.75% of RMF
Employee with family	33% of RMF

4. Automobile Registration and Excise Tax — Employees who are called to another state and who are required to pay duplicate excise tax/sales tax, driver's license, registration, license plates, and inspection fees may report such expense on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.

5. Maximum Allowance — The allowance referred to in paragraphs b. and d. above shall be limited to two vehicles and two flat moving allowances per family even though both spouses are employed.

#### Sharing Moving Expenses

When calls are extended to a husband and wife to join two different denominational institutional organizations in the same area, the cost of moving shall be shared by the calling organization. However, when the initial call is for one spouse and the other spouse obtains employment, the organization that initiates the primary call shall be responsible for the full cost of the move.

#### Immigration Expenses

When the Southern New England Conference makes a call to a new employee incurring in legal expenses (for self or family) associated with obtaining a visa and/or residency in order to become lawfully employed in the United States, the Conference shall pay up to \$10,000 and amortize as moving expense.

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#### Moving Expense Amortization

Related NAD Policy Number: E 45 71

Date Adopted: 01/01/09

The moving expense of denominational workers shall be amortized as follows:

1. Any organization calling an employee who has rendered less than two years of service to the employing organization shall make 100% percent reimbursement for the employee's last move to the territory of that organization. In case the worker has rendered more than two but less than three full years of service, the reimbursement shall be 50% percent, and for less than four years, 25% percent. Any exception to this may be worked out on the administrative level.
2. If a ministerial intern who has entered upon field service is called between organizations, the above policy relating to the moving expense of regular employees shall apply.
3. It shall be the responsibility of the calling organization to ascertain whether there are any unamortized expenses pertaining to the employee being called.
4. In the case of employees called for service outside of the North American Division, employing organizations are encouraged to waive the provisions of this policy.
5. In the case of an employee being called from the General Conference, the principles outlined in paragraph 1 above shall be followed and applied to any move which has been made within the past four years involving a distance greater than 500 miles.

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#### Ministerial Assistant Protocol

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09



When a student pastor, ministerial intern, assistant pastor, task force worker, or bible worker is assigned to a church or district, he/she is to work under the direction of a senior pastor in counsel with the ministerial director and conference president. The senior pastor (i.e. area coordinator or ethnic coordinator) is to assist and train the intern in the various aspects of pastoral and evangelistic work.

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

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#### Moving Related Policies

Related NAD Policy Number: SNEC Guidelines

Date Adopted: 01/01/09

#### Reimbursed Expenses

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

Mileage:	Paid at special mileage 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.
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 \$25 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, move shall be at the employee's own expense.

#### Relocation Limitations

Only two automobiles will be relocated by the Southern New England Conference whether it is driven or shipped. A vehicle 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.

#### Moving Seminary Students

The conference assists sponsored seminary students with their moves to and from Andrews University Theological Seminary Berrien Springs, Michigan. Regular moving & allowance

policies apply.

#### Moving Expense

Date Adopted: Nov 18, 2018

The IRS now considers moving expenses/reimbursements as taxable income. SNEC will increase the moving reimbursement by 20% (twenty percent) to cover the additional taxes incurred by a voted employee move. This policy will include the moves of sponsored seminary students and retiring employees.

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#### Ordination/commissioning to the Gospel Ministry

Related NAD Policy Number: L 35

Date Adopted: 01/01/09

Because ordination/commissioning to the ministry is the setting apart of an individual to a sacred calling, not for a local conference alone, but for the entire church, it needs to be approached with wide counsel. The following procedure is to be followed, except in very special instances where unacceptable delay would result:

1. The matter of ordination/commissioning is first taken under careful consideration by the conference's ordination/commissioning committee. Generally speaking, a worker is not considered for ordination/commissioning until he/she has had four or more years of full-time, satisfactory experience in the field. In recommending a worker for ordination/commissioning, the committee takes into consideration the worker's call to ministry, spirituality, proven ability to win souls, his/her attitude and ability in the area of personal finance, his/her family life, and his/her general leadership ability.
  2. The ordination/commissioning committee presents its recommendations to the Southern New England Conference Executive Committee. Upon approval of the executive committee, the candidates' vitae are submitted to the Atlantic Union Conference Executive Committee for final approval.
  3. Appropriate ordination/commissioning services are planned and scheduled in consultation with the candidates. Such services often take place in conjunction with the conference's annual camp meeting.
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#### Parsonage Exclusion

Related NAD Policy Number: IRS

Date Adopted: 01/01/09

The Internal Revenue Service (IRS) makes available to self-employed, non-tax-withholding ministers a procedure whereby reportable earnings may be decreased by the amount of actual parsonage expenses allowable by the IRS or the employing organization, whichever is less.

To be eligible, the employee must provide the employing organization with an itemized list of total parsonage expenses. Special forms are provided annually for this purpose. Upon receipt of this information, adjustments will be made between the total parsonage allowance and the minister's taxable earnings prior to the issuance of a W-2.

The employee assumes all responsibility for the actual expenses reported for the year. The maximum amount of the parsonage exclusion allowance for the ensuing year is annually adopted at the November or December executive committee meeting.

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#### Parsonage Rentals

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

## General Provisions

Employees electing to lease a parsonage from the conference shall be governed by the following general provisions.

1. Tenants shall be required to sign a lease agreement and to make a security deposit equal to one month's rent, which may be paid through a payroll deduction plan arranged through treasury.
2. Tenants shall be responsible for all damage or breakage to property, beyond "normal wear and tear," whether caused by inadvertent, neglectful, careless, or intentional acts.
3. "Normal wear and tear" is understood to mean deterioration due to reasonable use of a facility during its expected service life.
4. Tenants are expected to keep property clean and in repair so as to properly represent the church in the community; and, upon moving, to leave the property clean and have all trash hauled away at the tenant's expense.
5. Tenants shall be responsible for all damage to property, including soiled carpets, as a result of keeping pets on the premises.
6. Tenants shall use caution in installing only a reasonable number of nails or other fasteners in all walls, making certain that the walls can be restored to their original condition upon moving. Care should be exercised to prevent damage to walls by crayons, pens, pencils, tape, etc.
7. Tenants shall give the association a minimum of thirty (30) days written notice before vacating the premises, unless approved otherwise by the conference executive committee.
8. Tenants are strongly encouraged to carry their own renter's insurance policy to protect their personal property from floods or water damage, theft, fire, or themselves, etc. from personal liability. The association carries property and liability insurance which covers itself, but not tenants or tenants' personal property.
9. The association attempts to provide housing with adequate facilities for most tenants, but it will not be responsible for purchasing and installing fences, clotheslines, bookcases, additional cabinet space, additional appliances, wood stoves, auxiliary heating or cooling equipment, etc.
10. Tenants may be reimbursed up to \$50 monthly, non-cumulative, for routine repairs according to the provisions of this policy. No personal labor will be reimbursed.
11. Tenants shall sign a statement at the onset of the lease authorizing the conference treasurer to withhold payment from their salary check or request payment for any damages beyond normal "wear and tear" or other failure to abide by this policy. If a dispute should arise over the validity of such a claim that cannot be settled amicably, a tenant may appeal to a committee comprised of the conference president, treasurer, ministerial director, and a layperson who is a member of the association board. This committee should be chaired by the conference president.

## Interior Maintenance

With respect to the interior of the parsonage:

1. Tenant shall keep all tile, such as in the shower stalls and bathrooms, free of mildew and make certain water is not left standing on the bathroom floor, which may cause deterioration.

2. Tenants shall under no circumstances do any painting, make any alterations to the property, or remove any items that were on the premises when they took possession without authorization from the conference treasurer or property manager.
3. Hardwood floors, if any, are to be properly maintained to provide as long a life as possible. The association normally will not provide funds for carpeting over finished hardwood floors. Floor coverings typically are replaced between tenancies as needed.
4. All new or replacement carpeting must be selected by the Property Manager. Neutral colors will be used so as to accommodate all furnishing color schemes.
5. Tenants are responsible to keep all appliances owned by the association in proper working order. The association will pay for needed repairs as approved by the treasurer or property manager.
6. The association will plan for repainting approximately every 5 years or as needed. It will attempt to do this repainting between moves to avoid inconvenience, additional expense, and risk of damaging the contents while the parsonage is occupied. When tenants are living in a house and repainting is desired at an interval other than the 5-year cycle, the association will pay for paint and tenants will provide the labor and painting supplies. Paint colors must be used which can be covered with one coat. The color and paint type must be pre-approved.
7. Carpets should be professionally cleaned not more often than once a year, with prior arrangement being made through the conference property manager.

#### Exterior Maintenance

With respect to exterior maintenance:

1. Tenants shall keep (at their own expense) lawns trimmed, sidewalks clear of ice and snow, shrubbery trimmed, gutters of a reasonable height free of leaves, and take precautions to assure that such activities do not create a safety hazard to themselves or others.
2. Tenants shall be personally responsible for the removal of all trash, both while living in the parsonage as well as when moving.
3. Tenants are responsible to keep the driveway sealed and repaired where applicable, with the cost of materials paid by the association and the tenant doing the sealing.
4. Tenants are responsible to notify the association of any deterioration that needs attention, such as a leaking or damaged roof, or exterior wood trim or doors that need painting.
5. Tenants shall be responsible for lawn care at their residence. The conference will reimburse up to \$75 annually for sprays and fertilizer applied to trees, shrubs, and lawn.

#### Winterization

With respect to preparations for winter:

1. Tenants shall take responsibility for winterizing the premises by shutting off water, draining pipes to all outdoor faucets, and removing garden hoses from "freeze faucets," thereby preventing freeze-ups and broken pipes in the winter. If a freeze occurs due to negligence, the tenant shall pay for pipe replacement and any resulting structural repairs. If the tenant is gone for an extended period of time, arrangements should be made to have

someone periodically check the residence to make certain no freeze-ups occur.

2. Adequate heating shall be maintained in the parsonage at all times to properly protect the house from winter freeze-up.

### Heating Systems

With respect to the use and maintenance of heating systems:

1. When association-owned housing is heated with fuel oil, it is required that upon moving tenants leave the tank full. If this is not done, the association will have it done at the previous tenant's expense. If the tank is not full when a new tenant moves in, the association will pay for it to be filled.
2. Tenants who burn wood are responsible for cleaning chimneys at least once every three years.
3. No changes are to be made to the heating system without prior approval of the association treasurer or property manager. No wood stoves are to be installed without prior approval. Check local fire codes for proper installation.
4. Tenants are responsible for an annual cleaning of the heating system and shall submit the bill to the association for reimbursement.

### Utilities

When a tenant moves into association housing, responsibility for utilities (e.g., oil, gas, electricity, water, sewer, and trash) should be transferred as of the date of occupancy or nearest possible date. When a tenant moves out, responsibility for payment should be transferred back to the association.

Contact should be made with the utility companies in advance of the moving date, so that a smooth transition can be made and the utilities will not be shut off. If they are completely shut off, resumption of service can be costly, to say nothing of the risks of potential damage to the property if it is left vacant for some time without heat or electricity.

### Insect & Pest Extermination

All costs for insect and pest extermination will be at the expense of the tenant, with the exception of termite extermination.

### Vacating a Parsonage

Expectations have been established for the physical condition of a parsonage when a tenant moves out. The house should be left clean and neat, and the following items specifically cared for when the parsonage is vacated:

1. Carpets thoroughly vacuumed.
2. Hard-surface floors clean and free of scuff marks.
3. Walls clean and free of crayon, pen, or pencil marks, etc.
4. Windows and mirrors clean.
5. Lavatories, bathtubs, showers, and commodes clean and free of all stains and soap accumulation.

6. Baseboards and window sills clean and cobwebs removed.
7. Storm windows and screens left in good repair.
8. Area around the outside of the house clean and free of trash.
9. Garage and storage areas free of trash and all trash removed from premises.
10. Lawn mowed.
11. Trees and shrubs trimmed.
12. All curtain rods and light bulbs left in place.
13. Stove, oven, and any other appliances clean.
14. If flea-prone pets are owned, a final extermination made.

Once these items have been cared for, an association representative will evaluate the parsonage with the vacating family when possible. If the premises are left in satisfactory condition, a return of the deposit will be authorized.

Understanding and reasonableness will be demonstrated. If a dispute occurs, the appeal process describe in the first section of this policy may be implemented.

\*Contact the conference Property Manager for Lease Agreement.

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#### Parsonage Sales to Employees

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

If an employee wishes to purchase a conference-owned parsonage with no financial assistance from the conference, and the association board agrees, the following provisions will govern the transaction:

1. The sales price shall be the average of two certified appraisals, one chosen and paid for by the employee and one chosen and paid for by the conference. If those appraisals have a disparity of greater than 5% percent, a third certified appraisal will be obtained and included in the average. The employee and conference shall jointly hire the third appraiser, agreeable to both parties, with each party paying 50% percent of the appraisal fee.
2. If the parsonage is purchased by a conference employee, the sale price shall be reduced by the normal real estate broker's commission (currently 5% percent).
3. As a condition of sale to the employee, the conference shall have the first right of refusal to repurchase the property, with the purchase price to be determined in the manner described in paragraph 1 above.
4. No credit shall be given to an employee for capital improvements while they own the parsonage.

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#### Pastoral Absences from District

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 26 July 2014

If a pastor plans to be out of his/her district for more than one night, he/she should notify a conference officer, head elder and/or ministerial director in advance for approval, giving

a location where he/she may be reached in case of an emergency.

It is especially important for pastors to be accountable, be present and participate in Sabbath services. Ministerial employees are allowed three (3) weeks for out-of-district ministry/speaking appointments which may include up to three (3) Sabbaths. A service request form from the inviting entity must be submitted to the conference secretariat's office prior to commencing and making travel arrangements. Unexcused absences from their districts may jeopardize employment.

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#### Pastoral Transitions

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

#### Introduction

The conference Executive Committee is charged by the constituency of the Southern New England Conference with the responsibility of calling, placing, transferring and recommending for termination of pastors. The conference Executive Committee may delegate this responsibility as it deems appropriate. Our conference Executive Committee has delegated this responsibility to the conference Personnel Committee.

Guidelines may vary due to the different types of pastoral moves:

1. Pastoral moves within the conference.
2. Pastoral moves from outside the conference into the conference.
3. Pastoral interns coming into the conference.

#### Procedures for Filling Pastoral Vacancies

(The order of these steps may vary depending on the circumstances. Some steps may be left out and others added.)

1. The Southern New England Conference administration/ministerial director will meet with church elders and/or church board to:
  - a. Secure background on church community.
  - b. Ascertain the strengths and weaknesses of the local church.
  - c. Discuss the desired qualifications and strengths of the next pastor.
  - d. Provide opportunity for elders/ church board to suggest names of prospective pastors and discuss suggested names from the conference.
2. Conference administration and/or ministerial director will gather names from various sources of pastors that seem best to meet the needs of the local church community. Reference of recommended names will be done by conference administration and/or ministerial director.
3. If the prospective pastor is from another conference or institution, the Southern New England Conference administration will follow the regular denominational procedure and request permission of the conference president to speak with the prospective pastor. The Southern New England Conference administration will talk with prospective pastors and ascertain their interest a move. The administration/Personnel Committee may interview prospective pastors.

4. The results of interviews and references will be shared with the Personnel Committee. The personnel committee extends a call to fill the pastoral vacancy.

5. Conference administration will then invite the “called” pastor to interview with the local church board. This will usually involve a weekend speaking appointment.

6. Administration will then seek the local church board’s confirmation of the call. For personal development, local church needs, and to preserve budget demands, the Southern New England Conference Personnel Committee must reserve the responsibility and authority to call and assign all local conference pastors.

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#### Payroll Processing

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Salaried and hourly personnel are remunerated every two weeks. Salaried employees are asked to submit monthly reports; hourly employees, every two weeks.

The mail typically takes from one to seven days to reach treasury. If a report is late, we process the basic salary package at the regular time, but hold the reimbursable expenses until the next pay cycle.

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#### Payroll Taxes

Related NAD Policy Number: IRS

Date Adopted: 01/01/09

Federal and state income taxes are withheld from each employee’s paycheck according to law. The amount withheld for federal income tax is based on the W-4 form signed and submitted at the time of employment. It is the employee’s responsibility to notify treasury immediately if there is any change in status or the number of exemptions.

The conference also participates in the Social Security program of the federal government and is required by law to deduct prescribed taxes from each employee’s paycheck. Social Security is, in effect, an insurance program entitling the employee and his/her family to certain benefits upon retirement or disability.

Ministers are considered to be self-employed for Social Security tax purposes, hence no deduction is taken. They are treated as employees for other tax purposes, however. Because of their self-employed status, ministers are responsible for making estimated tax payments on a quarterly basis. Ministers may arrange with treasury to have amounts voluntarily withheld, in lieu of submitting estimated payments to federal and state taxing authorities. It is the minister’s responsibility to ensure that the amount of voluntary withholding is adequate.

An annual statement of total earnings and deductions for taxes is issued to each employee in January.

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#### Per Diem Allowance

Related NAD Policy Number: NAD

Date Adopted: 01/01/09

Employees and/or their families shall be eligible for per diem when engaged in authorized travel and approved by conference administration outside their home territories or districts. Unless specifically designated otherwise (see Camp meeting Allowances, for example), per diem rates shall be those adopted on an annual basis by the North American Division.

For 2018, per diem rates are as follows:



## Traveling Alone

Full day (two or more meals purchased)	\$41.00
Half day (one or two meals purchased)	\$20.00
Fully entertained (no meals purchased)	\$13.00

## Family Travel

Full day, employee and spouse (two or more meals purchased)	\$58.00
Half day, employee and spouse (one or two meals purchased)	\$30.00
Fully entertained, employee and spouse (no meals purchased)	\$20.00
Each accompanying child (only during a move)	\$20.00

Per diem is provided in lieu of meal receipts and is intended to minimize the record keeping associated with business-related travel. Employees are encouraged to request per diem on their monthly expense reports with this intent in mind.

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## Personal Use of Denominational Property

Related NAD Policy Number: Y 07

Date Adopted: 01/01/09

Personal Use to be Avoided — Care should be exercised to avoid entering into any arrangements for use of denominational property which might tend to indirectly increase a denominational employee's regular income above and beyond that of other similarly employed individuals. Examples of this would include such as the regular private use of a denominationally owned vehicle or other denominationally owned property or the charging of below normal rental for denominationally owned housing.

Employees are asked to make arrangements with treasury for proper payment before making personal use of copiers, postage meters, the fax machine, etc.

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## Philosophy of Remuneration

Related NAD Policy Number: Y 05

Date Adopted: 01/01/09

### Objectives

The Seventh-day Adventist Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to all the world. The church employs many agencies to accomplish its spiritual task, but all of its several organizations (conferences, schools, health care institutions, food factories, publishing houses, radio and television ministries, Adventist Book Centers, etc.) have one central objective—the salvation of man. Because of this, every denominational employee has a responsibility to participate in the mission of the church.

### Philosophy

To provide a basis for the remuneration of various classes of employees a denominational remuneration scale has been adopted. The philosophy of this remuneration scale is predicated upon the fact that a spirit of sacrifice and dedication should mark God's workers irrespective of the position they hold or the department they represent. The work of the church, including every denominational organization, is a mission to which lives are dedicated rather than a business or commercial venture. The church remuneration scale does not always compensate its dedicated employees in monetary units commensurate with their talents, accomplishments, and contributions, but does provide employees with a modest living income, which gives recognition of responsibilities borne, preparation undertaken, professional attainment, previous experience, and years of service. In addition

to basic remuneration the Church has also made provision for certain allowances.

### Spirit of Sacrifice

The church believes that modesty and good taste with reasonable comfort will govern the lives of Christian workers. It recognizes that some areas of its work are more directly affected by economic factors outside of the church organization than are others, and by local economic conditions obtaining in different geographical areas.

The spirit of sacrifice on the part of the Adventist employees will be manifested not only by the level of their financial remuneration but also by the dedication of time and energy to the cause of God and humanity. Men and women to labor in the cause of the Adventist Church are to be employees of single purpose and allegiance. With Paul the great missionary of the early Christian church, they say, "This one thing I do."

### Commitment

The church philosophy of remuneration was developed on the scriptural and spiritual imperative, "Give us this day our daily bread." It is a plan which provides income for the needs of individuals who believe that God blesses the spirit of selfless service and who believe that the Seventh-day Adventist Church has a worldwide mission. The philosophy, from its inception, has anticipated that, in addition to the contribution of time and talent, a Seventh-day Adventist employee will also, from his modest remuneration, return a faithful tithe and make voluntary gifts to accelerate the proclamation of the gospel, and thus exhibit a further demonstration of faith and commitment. Because of this philosophy all denominational employees in the Seventh-day Adventist Church are regarded as church employees calling for commitment and sacrifice.

### Nondiscrimination

The Southern New England Conference has a basic policy of not discriminating as to remuneration on the basis of race, religion, sex, age, national origin or color. If considered in the light of these principles, the remuneration policy of the Seventh-day Adventist Church will be seen to be in harmony with the spirit of nondiscrimination, equal pay, and other requirements, as well as being in conformity to the teachings and beliefs of the church.

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### Resignation Notice

Related NAD Policy Number: E 45 80

Date Adopted: 01/01/09

If, for any reason, an employee finds it necessary to discontinue employment, he/she is asked to submit a written notification of intent to conference administration or human resource director at least two weeks prior to the planned date of departure. The final check will include earned salary and accrued vacation time.

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### Retirement Plan for Employees

Related NAD Policy Number: ARP

Date Adopted: 01/01/09

Beginning January 1, 2000, the North American Division instituted a new "defined contribution" retirement plan to replace its long-standing "defined benefit" plan.

A draft document entitled *Adventist Retirement Plan: Summary Plan Description* and a booklet entitled *The Adventist Retirement Plan . . . Bridging the Income Gap* have been distributed to each qualifying employee. Additional details concerning the "new" plan will be communicated, as they become available, to every employee.

## Eligibility Requirements

The Southern New England Conference is participating in the Seventh-day Adventist Retirement Plan. There are specified agreements and commitments that must be met to receive benefits. The plan provides to eligible participants' retirement benefits on obtaining an employee's normal retirement age. In order to be eligible for retirement benefits an employee must earn 10 full years of service credit. An employee who thus qualifies is vested. However, there are different rules for different retirement windows.

Also available are disability retirement benefits, surviving spouse benefits, medical benefits for you and your family after you retire, and a funeral allowance for you and your spouse. This program is non-contributory which means you do not pay any premium. However, after July 1, 2011 an employee may contribute to enhance the plan with the employer matching 100% percent of the employee's contribution up to 3% of gross salary.

### Service Credit

In order for an employee to be eligible for service credit the following General eligibility requirements are:

1. Twenty years of age (18 for service before 1981) or older.
2. An "eligible employee" is one who is eligible for employer contributions.
3. Employment by a participating denominational organization.
4. Contributions are based on vesting requirements.
5. Other more specific requirements and exceptions apply in certain situations. Please contact your HR personnel at the Secretariat's office.

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### Sabbatical for Ministers

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/12

### Ministerial Enrichment Program

All full-time ministerial employee (including pastors, evangelists, departmental directors and administrators) will be allowed up to a maximum of \$1,000 and a maximum of thirty (30) days to assist in educational enrichment/study/travel commonly called a "Sabbatical".

1. This policy applies only AFTER six (6) consecutive years of full-time service in the Southern New England Conference, and receives \$1,000 and a maximum of thirty (30) days to assist in educational enrichment study/travel.
2. An eligible individual must take advantage of the policy during the 7th year of employment or the program is forfeited.
3. No reimbursement will be paid in lieu of the policy if the individual chooses not to take advantage of the program.
4. A report describing the benefits received is required within two weeks of return.
5. Receipts need to be submitted to exclude this from taxable income.

### Parameters

1. A request to participate must be submitted to and approved by the Southern New England Conference Administrative Committee (AdCom).
  2. Proposed enrichment program must be educational, helping with your professional development.
  3. Travel is encouraged outside of the USA but it can be within the USA or the time can be spent in full time graduate study.
  4. The thirty (30) days must be taken either at one time or in two fifteen (15) day periods.
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#### Second Mortgage Plan — Please see Buildings: Second Mortgage Plan

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#### Service Records

Related NAD Policy Number: E 70

Date Adopted: 01/01/09

The conference secretariat office will maintain a service record for each employee. An employee may request a copy of his/her service record at any time; however, only written requests for service records shall be honored. The original record shall not be released to the employee, but remain in a secure office file.

Each employee shall be given a printed copy of his service record not less than biennially. Any employee who perceives discrepancies in his/her record may request the assistance of office personnel in documenting proposed changes. Secretariat will make every effort to verify the accuracy of information and keep records up-to-date.

If an employee transfers to another denominational institution, the original service record will be forwarded to the new employer, and a copy will be retained in conference files. If an employee terminates denominational service, the original record will be kept at the last place of employment.

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#### Sexual Harassment

Related NAD Policy Number: E 87

Date Adopted: 01/01/09

#### Expectations in Personal Conduct

Employees of denominational organizations are to exemplify the Christ-like life and should avoid all appearances of wrongdoing. They should not for one moment indulge in sexual behavior that is harmful to themselves or others and that casts a shadow on their dedication to the Christian way of life. In addition conference employees are required to certify annually that they have reviewed this policy and related materials provided to them.

#### Importance of Mutual Respect

Employees should respect and uplift one another. They must never place another worker in a position of embarrassment or disrespect 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.

#### Definition of Sexual Harassment

Title VII of the Civil Rights Act (1964), administered by the U.S. Equal Employment Opportunity Commission (EEOC), defines sexual harassment as follows:

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 sexual harassment may include, but are not limited to, the following:

1. Verbal harassment or abuse (e.g., degrading comments, propositions, jokes, tricks)
2. Subtle pressure or requests for sexual activity
3. Unnecessary or inappropriate touching of an individual (e.g., patting, pinching, hugging, repeated brushing against another individual's body)
4. 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.

#### Maintaining a Harassment-Free Environment

The Southern New England Conference of Seventh-day Adventists recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve, through prevention, this environment, 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 conference; and (2) developing appropriate sanctions and informing all employees of their rights to raise the issue of sexual harassment.

#### Processing Alleged Incidents of Sexual Harassment

Sexual harassment in the Southern New England 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:

1. 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 staff report to the treasurer. 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 initially be in verbal or written form; but verbal complaints should ultimately be reduced to writing.
2. The discussion shall 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.
3. 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.
4. The designated individual will talk confidentially with all involved persons and seek to determine whether an act of unwanted sexual harassment did occur. The person investigating the complaint shall keep information received in strictest confidence, except as necessary to further the investigation. The designated individual shall notify the officers of the conference when the investigation is complete. (If the complaint is lodged against an

officer of the conference, that officer shall be excluded from the notification and decision-making process.)

5. 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, discipline may range from a written warning, a copy of which is placed in the offending individual's personnel file, to immediate dismissal.

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

### Third-Party Reports

All employees of the Southern New England 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 Southern New England 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 he/she is 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.

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### Sick Leave for Exempt Employees

Date Adopted: Sept 25, 2016

#### Employees Who Are Covered

This Sick Leave Policy shall apply to exempt employees.

#### Sick Leave Hours Accrued

Sick leave time shall accrue based on 2.93 hours for a 76-hour (two-week) pay period (.03855 hour per hour worked). Regular part-time employees shall accrue sick leave time on a prorated basis. The accrual of sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave, but does not include overtime hours worked for exempt employees.

#### Division of Sick Leave Time

Up to sixty percent (60%) of the accrued sick leave time shall be available for short-term illnesses and medical/dental appointments for the employee, or the care of the employee's child, parent, parent of spouse. The balance shall be available for the employee's Short term illnesses, medical/dental appointments, extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.

#### Short-term Illness

The first three (3) work days of any illness or time off for medical/dental appointments shall be charged to the short-term sick leave bank.

#### Extended Sick Leave Time

1. Beginning with the 25th work hour of an employee's personal illness, regular

remuneration shall be continued for the duration of the 90 day elimination period for disability benefits.

2. To qualify for continued regular remuneration while ill, 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 provision of paragraph 1 above shall begin on the day of admittance to the hospital.

#### Exclusions

Extended sick leave does not apply to:

1. Any day during which an employee is entitled to cash benefits for temporary disability under Worker's Compensation or employer's disability laws.
2. 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.
3. The care of the employee's child, parent, or parent of spouse.
4. Any period when incarceration is the cause of absence from work.

#### 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.

#### 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. Any provision of the Family and Medical Leave of Absence policy shall continue until the employee has been released by his/her physician to return to full-time employment.

#### Pregnancy Leave

1. Provision: Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and Paid Leave policy. Eligible employees requesting pregnancy leave are to request Family and Medical Leave of Absence leave. Employees are expected to return to employment after six weeks. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician.
2. Remuneration: Beginning with the first day of pregnancy 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 leave. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the pregnancy leave.
3. Where government law dictates pregnancy leave policy, the employing organization shall observe those policies.
4. Post Leave Employment: An employee returning from pregnancy leave under the Family and Medical Leave of Absence policy will be entitled to reinstatement in her previous job or a job of equivalent pay, benefits, and other employment terms and conditions. Upon returning to work, it will be necessary to provide a doctor's medical release.
5. Paid and/or Unpaid Leave for the Birth or Care of a Child: Employees are entitled to up to twelve weeks of paid and/or unpaid leave for the birth or care of a child. However, once the physician has released the employee from medical care, should the employee wish to

continue Family and Medical Leave of Absence leave, any paid leave from the extended sick leave bank would be continued for six weeks.

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## Sick Leave for Non-Exempt Employees

Date Adopted: Sept 25, 2016

### Employees Who Are Covered

This Sick Leave Policy shall apply to non-exempt employees.

### Sick Leave Hours Accrued

Sick leave time shall accrue based on 2.93 hours for a 76-hour (two-week) pay period (.03855 hour per hour worked). Regular part-time employees shall accrue sick leave time on a prorated basis. The accrual of sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave, but does not include overtime hours worked for non-exempt employees.

### Division of Sick Leave Time

Up to sixty percent (60%) of the accrued sick leave time shall be available for short-term illnesses and medical/dental appointments for the employee, employee's child, parent, or parent of spouse. The balance shall be available for employee's extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.

### Short-term Illness

The first three (3) work days of any illness or time off for medical/dental appointments shall be charged to the short-term sick leave bank.

### Extended Sick Leave Time

1. Beginning with the 25th work hour of an employee's personal illness, the employee's regular scheduled pay shall be continued and charged to the extended sick leave time bank until those accumulated hours have been exhausted. This applies to employee only.

2. 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 provision of paragraph 1 above shall begin on the day of admittance to the hospital.

### Exclusions

Extended sick leave does not apply to:

1. Any day during which an employee is entitled to cash benefits for temporary disability under Worker's Compensation or employer's disability laws.
2. 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.
3. The employee's child, parent, or parent of spouse.
4. 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 1,000 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.

#### Alternative Plan

1. Organizations may combine the short-term sick leave, vacations, and authorized holidays into a Paid Leave Plan. Paid leave time begins to accrue from date of employment and is automatically accumulated into the employee's Paid Leave Bank. The maximum hours that may be accumulated is the equivalent of seven weeks, excluding holidays.
2. The Paid Leave Bank may be used for vacations, holidays, illnesses, or personal business. Discretionary time off should be prearranged in order to maintain continuity of service. At the time of termination, settlement will include unused time remaining in the employee's Paid Leave Bank.

#### Portability

At the time of termination or transfer, short-term sick leave may be paid to the employee. Accrued time shall not be transferred to the new denominational employer; however, extended sick leave may be reported to the new employer at the time of transfer. No payment is to be made to the employer or to the employee for extended sick leave hours.

#### 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. Any provision of the Family and Medical Leave of Absence policy shall continue until the employee has been released by his/her physician to return to full-time employment.

#### Pregnancy Leave

1. Provision: Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and Paid Leave policy. Eligible employees requesting pregnancy leave are to request Family and Medical Leave of Absence leave. Employees are expected to return to employment after six weeks. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician.
2. Remuneration: Beginning with the first day of pregnancy 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 leave. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the pregnancy leave.
3. Where government law dictates pregnancy leave policy, the employing organization shall observe those policies.
4. Post Leave Employment: An employee returning from pregnancy leave under the Family and Medical Leave of Absence policy will be entitled to reinstatement in her previous job or a job of equivalent pay, benefits, and other employment terms and conditions. Upon returning to work, it will be necessary to provide a doctor's medical release.
5. Paid and/or Unpaid Leave for the Birth or Care of a Child: Employees are entitled to up to twelve weeks of paid and/or unpaid leave for the birth or care of a child. However, once the physician has released the employee from medical care, should the employee wish to continue Family and Medical Leave of Absence leave, any paid leave from the extended sick

leave bank would be continued for six weeks after the birth or until the extended sick leave bank is exhausted whichever comes first.

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Social Security & Income Taxes for Ministerial Employees  
Related NAD Policy Number: IRS

Date Adopted: 01/01/09

Beginning January 1, 1968, a licensed or 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 an application (IRS-Form 4361), which may be obtained at an Internal Revenue Service office. This waiver, after approval, releases ordained ministers from social security. The waiver, once granted, is presently irrevocable. Each minister will want to give this matter earnest thought before the time limit for filing expires. If no waiver is filed, he/she is automatically included in the United States government's social security program.

As a general rule, no federal, social security or state taxes are withheld from ministers, and each minister must calculate and file quarterly estimated taxes according to IRS regulations. (Certain limited exceptions exist; and the conference may assist pastors with a withholding option. Please contact treasury if you need additional details.)

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Special Rent Assistance  
Related NAD Policy Number: Y 08 25

Date Adopted: 01/01/09

Full-time employees living in high-cost areas, who must rent housing other than a conference-owned parsonage, may request special rent assistance under the following guidelines:

1. The employee shall be considered for this assistance based on the employee's remuneration rate factor of 92% percent or greater and at least one of the following:

- a. was asked to relocate by the conference's personnel committee; or
- b. was asked to move by his/her landlord; or
- c. has a family which has grown sufficiently to necessitate a change.

2. The employee shall bear full responsibility for the basic parsonage rent as established by policy, plus all utility, furniture, and other service costs that may be included in the rent, less 75% percent of gross income received from subletting any portion of the residence.

3. The employee shall bear the additional cost, if any, of choosing to live at great distance from his/her assigned place of work.

4. The employee shall bear the additional cost, if any, of renting a property which significantly exceeds that required by family size or special needs.

5. The employee shall also bear any rent expense that exceeds the maximum subsidy set by the conference. (Consult the treasury department for an explanation of current limits on COLA area).

6. Special rent assistance shall be adjusted as changes occur in the rent costs, rent ceiling, or parsonage rent amount.

Application for special rent assistance shall be made on a special form available from treasury and shall include a copy of the proposed lease agreement. The employee is advised

to obtain conference approval before committing to a lease.

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#### Special Travel

Related NAD Policy Number: GL (570-03N)

Date Adopted: 01/01/09

#### Special Travel

A special travel (mileage) reimbursement may be made for authorized travel outside one's district or normal scope of activities. As a general rule, all special travel requires authorization by a conference administrator or department director before the travel takes place.

Mileage to all conference-called meetings is considered "pre-authorized". This includes:

1. Workers' meetings
2. Conference called area ministers' meetings
3. Conference sponsored Pathfinder Camporees
4. Shepherdess' annual event
5. Conference-called committees to which attendance is required.

#### Reimbursement for Expenses

All special travel must be clearly identified on the worker's expense report and, with the exception of the "pre-authorized" travel listed above, must be notated as to which conference administrator or departmental director authorized the trip.

Special travel is reimbursed on the basis of actual travel expenses, including transportation (e.g., airfare, shuttle, rental car fees and gas receipts), motel/hotel costs, and per diem to cover food and incidental expenses. Travel shall be by the most economical means, while taking into account good utilization of personal time and trip requirements.

When travel is by personal automobile over long distances, reimbursement shall include actual mileage at the current rate, actual hotel expenses, and a per diem based on a minimum of 500 miles of travel per day over the most direct route available.

#### Travel on Behalf of Other Organizations

The travel philosophy of the denomination is that normally the employing organization is responsible for reimbursement of its employees' authorized travel expenses. However, if an employee is invited by another entity to provide a service or engage in a special assignment, the calling organization must pay the expenses unless a special arrangement has been made, in advance, through conference administration.

#### Travel Rates — Officers and Directors

	Miles Allowed	@ \$0.42
President	1320	554.40
Operating Officers	1180	495.60
Directors	1180	495.60
Assoc Directors	1180	495.60
Assoc/Asst Treas.	700	294.00
Academy Principals	830	348.60

1. At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in SNEC's working policies handbook. This acceptance shall constitute the employee's declaration of compliance and resolve to remain in compliance with the Conflict of Interest and/or commitment policy. On an annual basis the employer shall provide all exempt employees, excluding seasonal workers, student employees, and student literature evangelists, with a copy of the Statement of Ethical Foundations, plus a copy of the Conflict of Interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment.
  2. On an annual basis the employer shall provide all exempt employees with a copy of the Statement of Ethical Foundations, plus a copy of the Conflict of Interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment. The chief administrator, or designee, of the organization concerned shall receive annually a statement of acceptance and compliance with the policy on Conflict of Interest and/or commitment from each employee member of the board/executive committee, and any other person authorized to handle financial resources of the organization. Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.
  3. All statements of acceptance and compliance shall be reviewed annually by the SNEC Executive Committee.
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#### Termination Settlements

Related NAD Policy Number: Y 36 10

Date Adopted: 01/01/09

#### Termination Settlements

In order to provide transition funds for an involuntarily terminated full-time regular status employee ("Employee"), a termination settlement may be provided under the terms of this policy. The settlement is not an earned Employee benefit automatically provided in every case of employment termination.

#### Eligibility

A termination settlement may be granted to an involuntarily terminated Employee who has worked in denominational employment for at least two years. A resignation as a result of being counseled to resign by the employer is considered an involuntary termination for the purposes of this policy. Eligibility shall be determined according to the following criteria:

#### Eligible for Termination Settlement

- a. Closure or reduction — An Employee involuntarily terminated due to closure of a denominational facility or staff reductions due to financial exigency or enrollment.
- b. Lack of Performance — An Employee who is terminated for failing to adequately perform the functions of the job.
- c. Medical Condition — An Employee who is unable to continue employment because of a medical condition but is not eligible for disability benefits under the Employee Disability

Income Plan (X 33).

d. Not Reelected/Reappointed — An elected/appointed employee who is not reelected/reappointed, and for whom no further assignment consistent with the employee's training and/or experience is offered by a denominational employer.

#### Not Eligible for Termination Settlement

a. Part-time and non-regular status/local hired employees.

b. Involuntary Termination — An employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior.

c. Retirement — An Employee who (i) is counseled to resign or terminated, (ii) is eligible for retirement benefits at his/her normal retirement age (as defined in the NAD Retirement Plan) and (iii) begins to receive retirement benefits following his/her cessation of employment.

d. Resignation — An Employee who voluntarily resigns from employment.

#### Service Record

A termination settlement shall be recorded on the terminated employee's service record. Such settlement, however, shall not increase service credit, nor shall it cancel any part of the employee's service credit.

#### Settlement

1. Payment — A termination settlement shall be paid by the terminating employer to the eligible employee in either a lump sum payment or in series of payments at the discretion of the terminating employer.

2. Calculation — The settlement shall be 25% of current monthly wages multiplied by total number of years of denominational service credit up to a maximum of twenty years. Current monthly wages shall include wages and cost of living adjustments, but shall not include area travel or any other allowances.

3. Independent Transfers — In the case of the termination of an employee who has been voted an independent transfer, the settlement shall be calculated only on years of service earned as a church employee within the territory of the North American Division or as a regularly appointed interdivision employee from the North American Division.

#### Other Benefits

Unpaid accrued benefits, such as vacation or sick leave, shall have no effect on the calculation of this settlement. If an employee has received a previous termination settlement under the terms of X 40, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.

#### Health Care Benefits

Health care benefits in most situations cease with the effective date of termination (see X 22). However, the terminating employer may provide continued emergency hospitalization and medical benefits to the terminated employee and his/her dependents participating in the health care assistance plan, provided that such assistance shall be granted only in case of illness or accident. Non-emergency medical, dental and optical care is specifically excluded. This assistance may continue (I) as required by applicable law, or (II) for up to

two months from the date of termination, or (III) until the terminated employee obtains health care assistance coverage, whichever occurs first. Terminated employees shall promptly notify the terminating employer if they obtain health care assistance coverage while eligible for assistance under this policy.

#### Release

As a condition of receiving a termination settlement, terminated employees are required to execute the separation agreement of their terminating employer, which shall include, without limitation, a waiver and release of any and all claims against their terminating employer, related organizations, and the officers, agents and employees of the terminating employer. The terminating employer will issue the separation agreement to the terminated employee as soon as reasonably practicable following cessation of employment. Terminated employees will have 21 days from receipt of the separation agreement to sign and return it to the terminating employer, unless a longer time period for consideration and signature is required by applicable law. If the separation agreement is not signed and returned to the terminating employer within the applicable time period, the termination settlement may well be forfeited. (A model separation agreement and release for terminating employers is available on the website of the North American Division).

#### Variances

Properly constituted governing or administrative bodies of denominational employers may authorize a termination settlement at variance with the provisions of this policy in order to comply with national, state, provincial or local laws. Involuntarily terminated teachers under continuous appointment may be eligible for a termination settlement as described in FH 05 25-5 rather than under the terms of this policy.

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#### Tithing by Employees

Related NAD Policy Number: V 05

Date Adopted: 01/01/09

#### Rationale for Tithing

Tithing is a basic Biblical principle which speaks to a person's relationship with the Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and the Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tithe giver can be received in no other way.

#### The Importance of Modeling

Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members must see in church employees a fidelity to basic principles which is unequivocal. Such commitment needs to be exercised in respect of all the standards of Christian living. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church.

#### Tithing Subject to Review

Because of its importance as a principle and the spiritual experience it represents, faithful tithing, like other basic beliefs and practices of the Seventh-day Adventist Church, becomes a condition of employment for all credentialed/licensed employees. This policy stands as official notice in writing of this requirement. Employees should also understand that their tithing practices are subject to annual review.

#### Condition of Employment

If it is determined that an employee is not faithfully tithing, the president/Chief Administrative Officer 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.

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#### Travel District

Related NAD Policy Number: Y 29 10

Date Adopted: 01/01/09

#### In-District Travel Budgets

A flat monthly travel budget is given to all ministerial workers to care for travel expenses while carrying out the work in their assigned districts. This budget includes mileage, per diem, tolls, lodging, long- distance telephone, and all other travel-related expenses.

It is necessary for the worker to justify the use of his travel budget and special travel reimbursement when filing the tax return. Therefore, the worker should record on the monthly payroll report the miles driven and location, tolls, lodging and per diem when appropriate.

#### Bonafide Business Expense Plan

Employees will receive the same flat regular (taxable) travel allowance (based on the allotted miles per district) and continue to report their actual miles travelled. At year's end, the total reported miles — up to the allotted miles — will be converted to non-taxable income. The remaining travel allowance will be taxable.

Miles driven in excess of the travel allowance, though reported, are not compensated. These uncompensated miles can no longer be claimed as a business expense per the new IRS rules.

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#### Trust Services for Employees

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

All of our workers are to encourage our members to think of channeling funds and property into the cause of God. Transfers of funds or property to the Conference Association may be made by outright gift or by any of the following methods:

1. Will: The Conference Association may be named in a person's Will to receive either a specific amount or the residue of the estate after paying other obligations. Extreme precautions should be taken that the Will is properly drawn by an attorney and all legal technicalities complied with. Such bequests or gifts may be unrestricted or they may be restricted for a specific purpose if the said purpose is in harmony with the mission of the church.
2. Life Estate: Real estate may be transferred to the Conference Association by deed with a Life Estate clause which leaves the property, including its income, in the possession and under the entire control of the donors as long as they live. At their death, the deed passes, complete title to the Conference Association without the complications of being part of an estate. This procedure is recommended whenever possible.
3. Annuity: A gift of cash or marketable securities may be transferred to Conference Association in exchange for a charitable gift annuity agreement which will result in regular payments to the donor and/or other annuitants as long as he/she lives. The amount of the payments will depend upon the size of the gift and the age of the donor at the time of the

gift. No withdrawals may be made from the gift annuity other than the regular payments. All annuities are governed by regulations of the Federal Internal Revenue Service.

4. Trust Agreements: Cash and/or other assets may be deposited with the Conference Association in a Revocable Living Trust Agreement and invested as directed by the trustor.

Withdrawals on portions or the entire principal may be made according to the Agreement signed at the time of deposit. Any amount remaining in the fund at the time of the donor's death shall be dispersed in harmony with the terms of the Trust Agreement.

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#### Tuition Assistance

Related NAD Policy Number: Y 46 15

Date Adopted: 01/01/09

#### Support for Christian Education

Employees are expected to support the church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example and reducing the possibility that children adopt a lifestyle that is not in harmony with the teachings of the Church.

#### Exempt Employees Eligible for Assistance

Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state/provincial wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools. Employing organizations shall provide assistance on the tuition expense to these employees classified as regular and full time for their children who are enrolled in denominationally owned and operated schools on the elementary, secondary, or liberal arts college levels, or technical or professional schools on the under-graduate levels, or a fifth year of college or graduate work required to secure teaching credentials.

#### Non-Exempt Employees Ineligible for Assistance

Employees who are not exempt from federal and state wage and hour laws are also encouraged to have their children in denominational schools, but such employees are ineligible for tuition assistance for their dependents.

#### Students Eligible for Tuition Assistance

To be eligible for tuition assistance the student must be:

1. An unmarried dependent of the employee.
2. Less than twenty-four years of age, unless the student has given compulsory military service, volunteer service for the Church or has a documented medical consideration.
3. Eligible to be claimed as a dependent on the employee's income tax return.
4. Born to, or legally adopted by, the employee and/or his spouse, or is a stepchild by marriage receiving more than 50 percent of support from the new family unit.
5. Eligible tuition assistance is to include PreK as an academic program.

#### Students Eligible in Divorce & Remarriage Situations



To be eligible for tuition assistance the student must be:

1. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
2. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

#### Students Not Eligible for Tuition Assistance

An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance. The Executive Committee may make an exception to points 1 & 2 of paragraph above if the employee has assumed full responsibility for a child's educational expenses in a denominational school.

#### The Amount of Assistance

The organization employing the parent of the student may provide assistance of up to 70% percent of the tuition and all required fees for dormitory students, and up to 35% percent for those not in the dormitory. The assistance on the academy or college levels should be calculated on the gross charges for tuition and required according to the current bulletin, before family or other discounts are granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons except where such lessons are required for credit toward music 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.

#### Professional Programs

Assistance 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 for a maximum number of semesters or quarters as listed in the paragraph above.

#### Limitations on Assistance

Assistance shall continue until an undergraduate course of studies is completed, or for a maximum of nine semesters or thirteen quarters of undergraduate studies. An additional two semesters or three quarters may be granted only to complete work necessary to secure teaching credentials. The Executive Committee may also grant assistance of up to an additional two semesters or three quarters for valid undergraduate programs that require a fifth year for graduation.

#### Summer Sessions

Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters of limitations on assistance.

#### Attending School Outside the Conference

Assistance may be granted for children attending schools outside their territory (on the following conditions):

1. Academy age students of employees who attend a denominationally owned and operated boarding academy.

2. College age students of employees who attend an accredited SDA College or University in North America.

#### Method of Payment

Assistance for students enrolled in elementary school, an academy or college shall be made directly to the school.

#### Division of Assistance

When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.

#### Attending Schools Outside the North American Division

Children independently attending denominationally owned and operated schools located outside North America may be granted assistance amounting to 70% percent of the actual tuition provided the amount of assistance is not greater than the amount they would receive if attending their home college.

#### Participating in "Adventist Colleges Abroad"

Students would receive tuition assistance based on the cost of tuition at the home campus where they are registered.

#### Enrolling in Home Study International

Tuition assistance shall be provided for studies through Griggs University and International Academy as per regular policy. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35% percent whether or not the student is residing in a school dormitory.

#### Permissible Exceptions to Policy

This policy is intended to apply only to employees' children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows if approved by the employee's controlling committee:

1. Attendance at privately operated Seventh-day Adventist schools if the school is approved by the union board of education.
2. In cases where an undergraduate level program of study is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student's area. (NAD Working Policy, X-24 05)

#### Students Boarding in the Community

Children who live away from home and board in the community at an Academy, College or University will receive assistance of 35% percent of tuition and all required fees. The amount of assistance and at the end of each semester will be reimbursed 35% percent of amount paid for room and board upon submitting a receipt, the combined total of assistance not to exceed 70% percent of tuition and fees.

#### Limitations on Assistance

The combination of any scholarships and/or grants and the dependent scholarship from the Conference is not to exceed 100% percent of the total cost (tuition charges, room, and board) at the school. Summer ministries "Scholarships" are to be excluded from this determination.

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#### Unemployment Compensation

Related NAD Policy Number: IRS

Date Adopted: 01/01/09

All non-profit organizations are exempt from federal un-employment premium contributions, and conference employees are thus ineligible for federal unemployment coverage.

Similarly, all church-affiliated schools are exempt from state un-employment premium contributions in Connecticut, Massachusetts, and Rhode Island. Employees are therefore ineligible for state unemployment benefits. (See St. Martin's Evangelical Lutheran v. South Dakota for a United States Supreme Court decision in this regard.)

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#### Vacations

Related NAD Policy Number: E 75

Date Adopted: 01/01/09

##### Basis for Vacations

Annual vacation time with pay is provided for all regular conference employees. The following rules shall determine the amount of annual vacation time to which an employee is entitled:

1. Accrual rates are defined in the chart below.

	Vacation Time Per Year of Full-time Service	Accrual Rate Per 38-Hour Workweek
One to four years of service	2 weeks	1.4575 hrs.
Five to nine years of service	3 weeks	2.1863 hrs.
Ten or more years of service	4 weeks	2.9151 hrs.

2. A "normal" workweek differing from 38 hours (e.g., 20 hours or 30 hours) will require a recalculation of the accrual rate.

3. Regular part-time employees shall accrue vacation time on a pro-rata basis. The rate of accrual shall be on the basis of years of full-time equivalency.

4. Service for vacation accrual purposes shall include days worked, approved sick leave, holidays, and vacation days.

##### Vacation Records

The conference will keep appropriate records of vacation time accrued and taken.

##### Maximum Accrual

Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to

grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.

#### Termination or Retirement

At the time of termination from denominational employment or retirement all accrued but unused vacation time shall be granted. The maximum shall be up to 150% of the annual vacation entitlement, including current year accrual. (See: NAD WP E 75 06)

#### Transfers

When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.

#### Vacation Requests

Vacation time should generally be taken after it is earned. It may be used at such time or times as requested by the employee, approved by the supervisor, and authorized by the appropriate administrator. Conference administration reserves the right to defer an employee's requested vacation time if it is deemed to be in conflict with special conference activities, either imminent or in progress, which require the full attention of the employee.

A request for vacation should be made in advance, on the form provided, except in an emergency when it is not known beforehand by the employee that leave will be needed. It will be assumed that an exempt employee has taken his/her vacation annually unless a written request is made for carry-over to the following year.

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Vehicle Insurance: Church & School  
Related NAD Policy Number: S 60 31

Date Adopted: 01/01/09

#### The Necessity of Adequate Coverage

All vehicles owned and operated by churches and schools in the Southern New England Conference must carry adequate vehicle insurance coverage.

Massachusetts insurance laws require vehicle insurance to be purchased in-state. Churches and schools in Connecticut and Rhode Island may obtain vehicle insurance through the General Conference Insurance Agency (GENCON). Irrespective of where vehicle insurance is obtained, it must provide minimum liability coverage of \$1,000,000. Adequate collision and/or comprehensive coverage is determined by the value of the vehicle.

Connecticut and Rhode Island entities wishing to purchase insurance or file claims with GENCON should contact the conference treasury for assistance. All others should deal directly with the vendor(s) of their choice.

#### The Special Case of Fifteen-Passenger Vans

Beginning October 1, 2004, there is no liability coverage available through the conference if your church, school, or department chooses to rent a 15-passenger van. If the company from which you wish to rent has no insurance available, or the insurance which they offer is too expensive or does not meet the North American Division's minimum policy requirement of \$1,000,000 per occurrence, do not rent the vehicle. Indeed, even if the preceding requirement can be met, it is the strong recommendation of the conference that alternative

transportation be found.

Nation-wide records clearly reveal that 15-passenger vans are involved in more frequent and more serious accidents than other classes of passenger-carrying vehicles. As a consequence, Adventist Risk Management and the Southern New England Conference encourage all churches and schools to dispose of 15-passenger vans at their earliest opportunity and seek appropriate alternatives.

#### Employee Vehicles Allowance

1. Those eligible for additional automobile insurance assistance, shall be employees whose category maximum is 100% percent or more of the remuneration factor; excluding educational personnel K-16 whose category maximum is 100% percent is more of the Remuneration Factor; conference assistant treasurers, conference assistant and associate departmental directors, ordained and unordained ministers, full time Bible instructors, major administrative officers and associates in administration, and senior academy principals.

2. Assistance (as calculated in NAD Working Policy X 30 15) may be granted on annual automotive insurance expense that exceeds 16.5% percent of current monthly remuneration factor (rounded to the nearest dollar). Proof of payment and minimum insurance limits as in a. below is required.

a. Those eligible for additional automobile insurance as listed in paragraph 1 above shall be required to carry insurance with the following minimum limits when such limits are readily available.

Bodily Injury Liability	\$250,000/500,000
Property Damage Liability	\$50,000
Medical Payments	\$5,000
Comprehensive	\$100 (Deductible)
Collision	\$500 (Deductible)
Uninsured Motorist	Statutory

Optional \$300,000 single limit policy is acceptable

b. In the event an employee mentioned in paragraph 1 above has a claim, the collision or comprehensive deductible will be shared as follows:

Calendar Year	Employees	Employing Organization
All Actions	\$50.00	Comp up to \$450      Coll \$450

Reimbursement will be made upon the submitting of receipts after the repairs are completed.

c. The amount of additional assistance shall be determined by applying the appropriate factors to the premiums of the insured automobiles owned by the employee and his spouse only. Excessive premiums over those typical of standard type cars shall not be considered.

Total Family Driving Record Surcharge Points	Total Premium Allow. Factor One Car Owner	Allowance Factor Multi-car Owner
0 to 2	100%	160%
3	90%	144%
4	75%	120%

d. An unmarried denominational employee shall receive assistance on one automobile only. Married denominational employees, where both spouses are eligible for additional insurance, shall each receive assistance on one automobile only.

e. Since there may be an increase in premium for drivers under 25 years of age, parents should notify their insurance carrier as soon as their children obtain driver's licenses. The Conference will pay the higher premium on one car per family.

Workers' Compensation Insurance  
Related NAD Policy Number: E 82 35

Date Adopted: 01/01/09

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
6. 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.

Workers' Monthly Reports  
Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Salaries and allowances are paid every other week. In December, a payroll schedule is

mailed to all employees indicating processing and check-issue dates for the ensuing year.

Treasury provides report forms to employees, on which they are encouraged to report, at least once each month, activities and reimbursable items. Reports should be mailed to treasury in accordance with the payroll schedule. Extra-budget or reimbursement requests which reach the office too late for processing must be postponed to the next payroll cycle.

Pastors, departmental heads, school principals, and administrators are required to submit monthly workers' reports.

Arrangements may be made with treasury for direct deposit of earnings to an employee's bank account.

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## **Evangelism**

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Evangelism & Church Growth

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

### **Planning for Evangelism**

A church desiring conference funding for evangelism must submit an annual budget request, on an approved form, to the ministerial department. The form outlines the proposed church growth activity and how funds are expected to be used.

The Southern New England Conference Executive Committee adopts, as part of its annual operating budget, the overall evangelism budget for the year; however, specific allocation of evangelism funds is determined by the Evangelism Committee, or its designated subcommittee, using criteria of its choosing. Because funds are limited, pastors are well-advised to submit their requests by the specified due dates, which may vary but are announced in anticipation of each new budget year.

If a church wishes to conduct an evangelistic program, or other church growth activity, without cost to the conference, no budget request is needed. However, churches making requests of the conference will be expected to contribute a substantial amount to the endeavor, generally in the form of combined budget contributions plus offerings taken during the meetings.

The current year's "Evangelism Budget Request" form is available from the ministerial department or from treasury.

### **Handling Evangelism Funds**

Once approved, all conference advances for evangelistic endeavors are charged to an account for which the requesting employee is directly responsible. At the conclusion of the meetings, all income and expenses, from whatever source, must be reported in accordance with the following guidelines:

1. The church treasurer or an appointed treasurer for the evangelistic meetings must report income and expense figures on evangelistic budget forms furnished by treasury.
2. An employee must not mingle evangelism funds with personal funds, but shall utilize the services of the local church treasury.
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 60 days after the close of the meetings.
8. The employee is held personally responsible for all funds until proper accounting of income and expenses is made. Only when properly reported will the employee's evangelism account be cleared, and he/she become eligible for further evangelism funding.

It is anticipated that the local church treasurer or designee will be primarily responsible for maintaining adequate records and preparing the final report to conference treasury. Nonetheless, the pastor requesting the funds is held accountable for successful completion of the process. If conflict develops between the pastor and local treasurer on this issue, the pastor is advised to promptly consult with the conference treasurer.

More detailed instructions on how to handle evangelism funds may be found on the "Evangelism Budget Request" form and the letters from treasury which accompany it.

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#### Lay Evangelism Subsidies

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

#### Guidelines for Requesting Lay Evangelism Funds

1. The Evangelism Program has to be organized, directed and carried out by lay people. Pastors may assist and counsel them.
2. The Program has to be approved by the church board.
3. The Programs that could qualify for funds are:
  - a. Revelation Seminars
  - b. NET Programs
  - c. Lay Evangelistic Campaigns
  - d. Literature distribution
  - e. Bible Studies
  - f. Training Classes
  - g. Health programs
  - h. Cooking Classes
  - i. Vacation Bible School
  - j. Prison Ministries
  - k. Soup Kitchens
4. Requests have to be made on the form provided by the Personal Ministries Department. No more than two (2) requests per church/per year.
5. The Conference will subsidize up to fifty percent 50% of the costs of materials with a maximum of \$250 per program. This amount will be available upon approval of request.
6. A final report on the form provided with a copy of all receipts must be sent to the Conference Personal Ministries Department within 30 days from the end of the program.



7. No additional funding for lay evangelism will be considered until final report is received.

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#### Media Evangelism Follow-up

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

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

Proper reports should be submitted to the conference office, or the media ministry and careful records kept by district pastors. Every effort should be made to encourage, baptize, and fully establish all interests arising from media evangelism, whether they are the result of international, national, or local broadcasting endeavors.

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#### New Members

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

As a means of welcoming and encouraging new members the conference offers two gift programs. Either or both gifts are available only if the local church chooses to participate.

#### Adventist Review

The conference will share with the local church, on an equal basis, the cost of a one-year gift subscription to either the Adventist Review, Insight, or Guide for newly baptized members and professions of faith, or for newlywed couples.

The responsibility for initiating this policy lies with the local church. Upon receipt of the names and addresses, as well as one-third of the subscription price, the conference will add another third and forward the list to the Adventist Book Center. (The Review & Herald Publishing Association pays the remaining third).

#### Camp Meeting Tent or RV Space

For new members (i.e., only those joining the Seventh-day Adventist Church since the last camp meeting), a camp meeting tent or recreational vehicle (RV) space may be provided on the following cost basis: one-third from the local church and two-thirds from conference evangelism funds. To qualify for the conference share, the local church must submit a camp meeting application form filled out in detail (including needed equipment, if any) and mail it, along with a check for one-third of the total cost, indicating this is a new member.

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## **Local Church & Church School Policies –**

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Child Protection and Volunteer Screening — Please See "Child Protection"

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#### Church & School Records

Related NAD Policy Number: BA 70

Date Adopted: 01/01/09

Retention of Church Records – The schedule below shows how long certain church treasurer's records should be kept. Please note that no records should be disposed of until they are audited, even if they exceed the retention period criteria.

Record

Retention Period

Audit reports	Permanently
Ledgers	Permanently
Copies of board minutes	6 years (the church clerk is to maintain the original minutes and keep them permanently).
Invoices and receipts for paid bills	6 years
Church's copies of donor's receipts	6 years
Bank statements, reconciliations and canceled checks	6 years
Tithe envelopes	Keep all envelopes until they have been audited by the conference, then retain only the current and previous year's envelopes.

Church records which have met the retention period and have been audited may be destroyed by shredding or burning.

\*For School Records: see the Educational Code for the Atlantic Union Conference.

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#### Church School Accounts

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Treasury is responsible for sending a monthly statement to each church and school, and collecting the balances contained therein. These statements and invoices will be mailed by the 1st of each month. Payments should be made by check, payable to the Southern New England Conference, and directed to the treasury office. The entire statement balance is due by the end of the month.

Only those organizations listed on the chart of accounts will be allowed to be invoiced. The invoices will be attached to the month-end statement for clarity and ease of payment. All individuals or organizations not listed on the chart of accounts must pay by cash or check.

For school accounts, the teacher charges will be billed in 10 monthly installments, with the first billing being September 1 and the last one being June 1.

A 5% percent on-time payment discount will be applied to school accounts if the teacher's salaries payment for that month is received by the 15th of the month. All other charges must be paid by the end of the month. The on-time discount will not be applied if other charges from past months are still outstanding.

All statements issued between January 1 and June 30 will show cumulative activity for the first six months of the year. The June 30 balance will be carried forward, and all statements issued between July 1 and December 31 will show cumulative activity for only the last six months of the year. To save time and expense, church and school treasurers are encouraged to remit only one check each month and indicate which invoices are being paid with that check.

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#### Church Dedications

Whenever a church makes a final mortgage payment on its property or purchases its church outright for cash, and subsequently holds a special dedicatory program commemorating the event, the conference may give the church a special \$2,000 appropriation which is presented at the dedication ceremony.

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#### Community Service Centers Subsidies (ACS)

Related NAD Policy Number: HA

Date Adopted: 01/01/09

Seventh-day Adventists believe that their involvement in relief and community development is authorized in concept and outlined in scope by the Holy Scriptures. The following biblical perspectives are the basis for the Church's activities in the areas of relief and community development:

1. God sent Jesus Christ into a sinful and evil world in order to answer human need and show a new way of life that would demonstrate the principle of love in all human relationships (see John 3:16, Luke 10:27; 19:10).
2. Jesus Christ showed special concern for the very poor, the despised and the deprived. He condemned those who failed to respond to their situation (see Luke 4:18; 12:21; 20:47).
3. The Church is called to give itself to the world in a redeeming, healing ministry (see John 12:5; James 2:15, 16; 1 John 3:16).

The Southern New England Conference makes available modest subsidies for the operation of Community Service Centers. To qualify for support, a center must meet the following criteria:

1. It must be operated by one or more constituent churches.
  2. The center must be open to the public at least one day each week.
  3. The conference's community services director must inspect each new center before recommending it for financial assistance. Thereafter, the conference and union community service directors shall evaluate each center on a biennial basis.
  4. An annual request for subsidy must be made on an application provided by the conference community services director. Applications must be signed by the local community service center director(s), and the pastor(s) of the operating church(es).
  5. A report of the prior year's activities, if any, along with a supporting financial statement and a proposed operating budget for the New Year must be submitted with the application.
  6. Assistance is granted in January of each year by the conference's community services director, in consultation with conference administrators.
  7. The subsidy amount shall be determined by available funds and the number of centers requesting assistance. In no case shall the subsidy exceed fifty percent 50% of the rental, maintenance, literature, and utility expenses of a center.
  8. Assistance will be discontinued if a center no longer serves its purpose or fails to meet the criteria presented above.
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Churches and schools often hire "local" employees to perform certain functions for their organizations. Duties for which individuals sometimes get paid include treasury, secretarial and janitorial duties. All locally personnel are to be paid through conference courtesy payroll. Employers are required to withhold the appropriate payroll taxes and remit to the IRS and the State Department of Revenue. In addition, employers are required to comply with wage-and-hour regulations (including paying time-and-a-half for over 40 hours in a week), submit a Form 941 quarterly, issue W-2 forms at year end and provide Workers Compensation Insurance to cover job-related injuries.

Since most local organizations are not set up to easily handle these withholding and reporting functions, the conference is willing to process the local entity's payroll and the corresponding reporting as a courtesy, hence the name "courtesy payroll." Before payroll for an individual may be processed, a properly completed W-4 and I-9 form must be forwarded to the Conference. Then the church or school simply needs to complete a "Local Payroll Report" and submit it with a check for the appropriate costs to the Conference by the 15th of each month the individual is to be paid. The Conference will then issue the paycheck and take care of the rest of the responsibilities.

The conference does not charge for courtesy payroll service; however, there are some normal costs of being an employer the church or school must bear. In addition to the pay amount, the church or school must remit to the Conference an amount for the employer's portion of Social Security taxes (currently 7.65% of the person's pay), and an amount for Workers Compensation Insurance (currently 1% to 7% of the person's pay, depending on the type of work). Also, if an employee works more than 1000 hours in a year and earns at least the minimum wage, the employee is eligible for denominational retirement service credit and retirement contributions must be made by the church or school. The contribution is an amount of 5% percent equal to the person's pay. In order for an employee to be eligible to earn service credit the employee's payroll must be run by the Conference. Also, if an eligible employee wishes to contribute individually to their retirement account, the sponsoring church or school must contribute a matching amount of half the amount the employee contributes up to 1.25% percent of that employees earnings.

Some have incorrectly classified certain workers as "independent contractors", and therefore have not felt the need to withhold taxes and perform the other necessary reporting. Entities must be very careful to ensure that all workers are being handled and reported correctly. Neither the employer nor the worker can "deem" the worker to be an independent contractor. A signed contract does not necessarily free the employer from the legal obligations of being an employer. The fact that a worker is temporary part time does not give the employer the right to treat them as though they were not an employee.

Following are some of the criteria that would indicate that a worker is an employee and not an independent contractor:

1. Perform services on a regular and continuous basis.
2. Received instructions as to how and where the work is to be performed.
3. May have a set number of hours.
4. Is paid by the hour, week or month.
5. The use of organization's equipment.
6. Performs services only for your organization and does not make the services available to the general public.

7. Does not carry his or her own worker's compensation insurance.
8. Has a set schedule or routine established by the organization.
9. Is not at risk for financial loss.

If a worker in your church or school falls under any one of the descriptions above, more than likely that person is an employee.

If a worker is, in fact, an independent contractor and receives \$600 or more in a calendar year, then the church or school is required to issue that individual a 1099-MISC form. The treasurer should ensure that this form is issued to the worker and the IRS in a timely manner and in accordance with the tax code (Treasurer's Manual for Local Churches and Schools, II. 16, pp. 10-11.)

#### Stipend and Courtesy Employees

All employees on other than regular, full-time employment with the Southern New England Conference, including those on the "courtesy payroll" and employed by a local church or school, shall agree to a written "statement of understanding," submitted to treasury, before beginning their work. This includes part-time pastors, task-force volunteers, Bible workers, summer interns, retirees or any other individuals receiving stipends and/or other assistance from the conference or entities within the conference.

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#### Educational Equipment Appropriations

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

School boards should undertake ways to periodically improve and upgrade their school equipment. In order to encourage and assist in this critical endeavor, the conference has established an educational equipment fund that is used to help elementary schools provide teaching equipment.

Once each year the conference will appropriate, on a dollar-for-dollar basis, up to \$100 for a one-room school, and \$50 for each additional classroom. School principals should contact the education office for a current request form. The application, accompanied by receipts verifying appropriate equipment purchases, must be submitted no later than April 30 of each year.

The fund does not accumulate from one year to the next; therefore, a school that does not submit its request for an equipment allowance, by the date specified, permanently forfeits its opportunity for funds in that year.

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#### Employee Vs. Independent Contractor Status

Related NAD Policy Number: IRS/SNEC EXCOM

Date Adopted: 01/01/09

The Southern New England Conference, and its churches or schools, cannot legally treat employees as independent contractors to avoid our or their tax liabilities.

#### Obligations with an Employee

If a worker is properly classified as an employee, the employer must:

1. Pay the employer share of FICA and deduct the employee's portion of FICA.
2. Withhold federal income tax from employee wages.

3. Report wages and taxes withheld on Form W-2 at year's end.
4. Deposit taxes with the Internal Revenue Service (IRS) as required.
5. Comply with wage/hour regulations for time-and-a-half over 40 hours in a calendar week. (See policy titled Church/School Employees.)

#### Obligations with an Independent Contractor

If a worker is properly classified as an independent contractor, the organization must:

1. Provide form 1099-MISC to the contractor and the IRS for amounts of \$600 or more annually. The contractor must submit a tax identification number for inclusion on the form. (Ask the treasury department to assist if you represent a local church or school.)
2. Deduct a 28% "backup tax" from payments to the contractor if he/she does not provide a tax identification number as specified above.
3. Require proof of sufficient workers' compensation and liability insurance before hiring. The independent contractor is responsible for reporting to the IRS applicable self-employment taxes and providing his own workers' compensation insurance.

#### Common Faulty Assumptions

Here are examples of faulty assumptions with respect to the employee vs. independent contractor distinction:

1. The employer has the option of deciding whether a worker is an employee or an independent contractor.
2. When a worker signs a contract the employer is free from all obligations.
3. Consultants are, by definition, independent contractors.
4. If a worker is temporary and/or part-time, he/she is not an employee.
5. An individual working during regular hours (e.g., during the daytime) is an employee; a person working outside regular hours (e.g., night) is an independent contractor.
6. If a work-related injury occurs to an independent contractor, the organization hiring him/her is not responsible.
7. If no money changes hands (e.g., a tuition write-off is given in exchange for work), these issues can be avoided.

#### Characteristics of Independent Contractors

As a general rule, independent contractors will exhibit all of the following characteristics:

1. They have an established company or business license and are taking care of self-employment taxes.
2. They are doing similar work for other organizations on a contractual basis.
3. They provide their own tools and equipment for the job.
4. They agree to do specific tasks or jobs, but do not take instructions from the organization

as to how the work should be done.

5. They are covered by their own workers' compensation and liability insurance, in which case they will be happy to provide photocopies of their policies.

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Evangelism & Church Growth — Please See "Evangelism — Evangelism & Church Growth

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#### Guest Speakers

Related NAD Policy Number: SNEC EXCOM

Updated: 09/29/19

Great care must be exercised when inviting guest speakers to SNEC churches or schools. In keeping with denominational practice all guest speakers who are not SNEC church employees or members of SNEC are to be cleared with administration.

Guest speakers who are employed by the Seventh-day Adventist church but not SNEC employees require the submission of a Service Request through the Executive Secretary's office. Laity who are invited to speak, and do not hold SNEC membership should provide a recommendation letter from the current pastor of their home church.

Honorariums will not be paid to guest speakers who are salary employed by the Seventh-day Adventist Church. Reimbursing travel expenses is appropriate at current NAD rates. This standard is also true for guest speakers/presenters to SNEC events.

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Handling Church Funds — Please see "Employee Policies — Fidelity Bonding"

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#### Hispanic Church Building & Scholarship Fund

Related NAD Policy Number: S 84

Date Adopted: 01/01/09

##### Purpose

The Hispanic Church Building and Scholarship Fund was established to provide financial assistance to Hispanic churches in obtaining church buildings and to Hispanic students in obtaining a graduate degree.

##### Funding

The North American Division shall allocate an amount equivalent to five percent of the tithe remitted to the North American Division from Hispanic churches.

The union shall allocate an amount equivalent to ten percent 10% of the union portion from the tithe that comes from Hispanic churches.

##### Allocation

These funds shall be allocated as follows:

Church building assistance	85%
Scholarship assistance	15%

## Hispanic Church Building Fund

The Church Building Fund shall be administered according to the following guidelines:

Requests for assistance shall be addressed to the respective local conference.

## Hispanic Scholarship Fund

Hispanic Scholarship Fund — The Scholarship Fund shall be administered according to the following guidelines:

Requests for assistance from graduate students shall be addressed to the respective local conference which will verify that the student is eligible for the grant.

## Coordination with Union Plan

The provision of this plan shall be deducted in unions where a similar plan is in operation. (NAD Working Policy, P 84 05)

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## Inner City Funds

Related NAD Policy Number: HA 11 15

Date Adopted: 01/01/09

### Purpose

Relief and development; relief activities to help the homeless and combat hunger through community food pantries, soup kitchens, street feeding, and shelters; and community development activities that empower the disadvantaged and provide a lift out of poverty.

\*This is a U.S. program.

### Mission

To demonstrate the compassion of Jesus Christ through Seventh-day Adventist Church-sponsored agencies that work together with local churches in the inner city and other disadvantaged areas to meet the needs in the community, and thereby position the Church to share the gospel.

### Strategy

Creating model programs that address significant issues of social justice and thereby position the church to share its gospel message with those who historically have been most likely to respond, as well as those for whom Christ had a special regard: the poor and disadvantaged.

### Project Grants & Funding Availability

For interested churches in applying for an Inner City Project Grant & Funding Availability, please see NAD Working Policy, HG 10 15.

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Lay Evangelism Subsidies — Please see "Evangelism — Lay Evangelism Subsidies"

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## Liability Insurance

Related NAD Policy Number: S 60 34

Date Adopted: 01/01/09

Employees should never admit fault and never tell an injured person that all bills will be



paid. Rather, an employee should give the injured immediate attention and medical assistance if necessary and tell them that you will report it to your insurance carrier. You personally may be responsible for the bill if the insurance policy or limits will not cover it.

The Conference pays a substantial amount of the premium costs for the churches and schools. Under this policy benefits are only paid if the organization has been determined to have been negligently at fault in not having cared for the property etc. in a reasonable manner so that it caused or worsened a personal injury.

Most accidents should be filed under the regular accident insurance for Guest and Members mentioned previously. If the injury is serious, or you believe the accident might fit under this description, call immediately. Most of the time injured persons will not bring suit if their medical expenses are covered. The fact that someone sues the Church or Conference does not mean that they will get any personal injury settlement, but it does cause unnecessary legal expense for defense.

When liability claims are reported, a local adjustor will be assigned to the case and study the situation to determine if negligence was shown. Payment for all medical and possible other costs will be made if fault is shown. If no fault has been determined, the claim will be denied and no payment will be made. All claims should be called in to the Treasury Department.

If a church or school, etc. is renting a facility to another denomination or organization, they should be required to provide our church and Conference with a copy of their Liability Insurance Certificate, preferably \$1,000,000, showing our church as additionally insured on their policy. This avoids our paying claims for their mistakes as we are the property title holder.

#### Guests and Members

The Conference provides free of charge to the churches and schools an on and off premises \$5,000 primary coverage for anyone injured during regularly scheduled activities. Claim forms may be secured from Treasury Department.

#### Student Accident

The entrance fee for each student includes an insurance premium for student accidents. Please contact the school principal claim forms.

#### Volunteer Labor

The Conference provides this coverage to assist in payments for injury for volunteer work accidents. Claim forms may be secured from the Treasury Department.

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Local Hiring of Employees — Please see "Employee Policies — Employment Eligibility for Conference & 'Local' Hires"

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Organizing an Official Church  
Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

To go from an organized company to a church, a company must:

1. Have a membership of 50 members in regular attendance and to have been organized as a company for a minimum of 12 months.

2. Demonstrate baptismal growth by winning souls to Christ in the past 12 months.
  3. Demonstrate potential leadership in important areas of church.
  4. Have a steady tithe increase over the past 12 months.
  5. Submit a letter of request to the conference to become a church with a proposal similar to that described in Section 3 under "Organizing into an official group."
  6. Send names and addresses of charter members for Executive Committee approval.
  7. Send names of church officers for Executive Committee approval.
  8. All this information must be received in time for the conference executive committee to approve the organization.
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#### Organizing an Official Company

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Criteria for a group or branch Sabbath School to organize into a Company.

1. Be in existence as a group for a minimum of 6 months showing stability in meeting and attendance.
  2. Be able to identify its Mother church as a sponsor.
  3. Have at least 25 members in regular attendance and be able to demonstrate a systematic giving of tithes and offerings.
  4. The Leader should submit in writing to be organized as a company with an updated proposal similar to that required for groups. Contact the Conference Secretariat for an outline of the requirements for the proposal.
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#### Organizing an Official Group

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Criteria for a group or branch Sabbath School to begin meeting with recognition of the Conference Administration:

1. Be approved by a "Mother" church as a sponsor of the group.
2. Begin with a core group of at least 10 members. Develop a systematic pattern of giving tithes and offerings. The Mother church should handle the finances of the group.
3. The leader should request in writing to be recognized as a group with a proposal stating the name, mission statement, community to be reached, beginning membership and attendance, activities and events planned, proposed budget, and plans for growth and evangelism.
4. Rent Subsidy. When an unorganized group is approved by the Conference Administrative Committee and the parent church in a business meeting, and there are at least 10 members in this new group, the following rent for public hall subsidy will be given upon request.

100% of rent for the first 3 months  
75% of rent for the next 3 months

50% of rent for the following 3 months  
25% of rent for the final 3 months

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#### Obituaries

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

Upon the death of any church member in the Southern New England Conference, notice should immediately be made in writing to the conference's communication and planned giving and trust services department. The notice should include the date and place of birth, date of death, maiden name if applicable, and survivor's names and addresses. Unless the conference is serving in a fiduciary capacity as trustee or executor for the deceased, it will not notify news media or other entities concerning the member's death.

If the deceased was receiving the Atlantic Union Gleaner, the subscription will be discontinued unless the conference receives a notice to continue. If another church member will continue to reside at the address of the deceased, a request should be made to change the addressee's name and continue the subscription.

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Property Insurance — Please see Buildings: Property Insurance

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#### Political Campaigns

Date Adopted: Nov 18, 2018

To ensure the protection of our 501 (c)(3) status all SNEC entities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or opposition to) any candidate for elected political office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the SNEC, one of our local churches, schools, and any SNEC entity in favor of or in opposition to any candidate for public office violate this prohibition. Church and school buildings, or any church properties cannot be used for any political function.

As a church works in a community they can certainly invite a politician to talk about collaborative plans or activities that affect the whole community but cannot be done in a partisan manner. Churches sometimes publically recognize the public service of a politician. Again, this must be done in a non-partisan manner.

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Revolving Fund — Please see Buildings: Revolving Fund

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#### Safety Officer Program

Related NAD Policy Number: SNEC EXCOM

Date Adopted: 01/01/09

It should be the Christian duty of each worker to constantly be on the lookout for hazardous conditions that may cause injury to members, students and guests. Each church/school should designate a safety officer to investigate all potential problems with the objective to take immediate action to resolve the potentially unsafe condition. Better yet, a committee should be set up to study potential dangers and to resolve existing ones. Serious injury can be avoided, and even loss of life prevented.

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#### Solicitation of Funds

Related NAD Policy Number: S 50

Date Adopted: 01/01/09

#### Mission of the Church

The Seventh-day Adventist Church has accepted the commission to “go into all the world and preach the gospel.” This has resulted in the development of a network of schools, hospitals, churches, clinics, mission stations, publishing houses, and other institutions, and the involvement of thousands of workers. In developing and maintaining this worldwide outreach, a philosophy of Church funding has been adopted that not only provides for local needs, but also encourages support by strong churches and conferences for development in weaker areas.

#### Unauthorized Presentations and Solicitations

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.
  2. Literature — Literature for solicitation purposes shall be provided only to responsible persons.
  3. Unauthorized Solicitation — Conference and church officers shall take such steps as may be necessary to prevent unauthorized or illegal public solicitation.
  4. Regular Channels — All funds contributed by individuals in response to appeals for any cause, including authorized special projects, shall be passed through the regular channels of the Church.
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#### Three-way Student Aid Plan

Related NAD Policy Number: SNEC EXCOM

Updated: Nov 18, 2018

The Southern New England Conference make student aid funds available to qualifying students attending Southern New England Conference academies and elementary schools, and secondary schools outside of Southern New England Conference. All students must qualify based on family income ( see application form for amount), and secondary schools outside the conference the students or their parents must be members of a Southern New England church. For students attending a Southern New England school the church’s portion can come from any church, SDA or non SDA.

The 3 Way Student Aid Plan is shared on a one-third basis by the local church, the conference and the school. Participation is as follows:

ALL AMOUNTS ARE PER SEMESTER

	GBA/SLA	PreK-8
Local Church	up to \$400.00	up to \$ 200.00
SNE Conference	up to \$400.00	up to \$ 200.00
School	up to \$400.00	up to \$ 200.00
Maximum Scholarship	\$1200.00	\$600.00

Three-Way Student Aid is awarded in the following manner:

1. The student and/or parents submit a completed application form (available from your local school, the SNEC Treasury office and/or sneconline.org ) to their church Pastor or Treasurer to be approved by the Church Board.
2. The church is responsible for verifying the applicant’s income as required in section (1) of the application form.

3. The church Treasurer then forwards the application to the SNEC Treasury office, along with a check, payable to the conference, for the church's portion of student aid.

4. Once approved by the conference, a check covering both the conference and church portions will be forwarded to the school for credit to the student's account.

Three-way student aid funds are paid twice each year, toward the end of fall semester (November) and spring semester (April). Upon receiving these funds, the participating school will credit its portion of student aid to the student's account. The deadlines for applications are October 31 and March 31 for first and second semesters respectively.

Parents and relatives are not permitted to make a specific contribution to the local church student aid fund for their son, daughter, or relative, with the thought in mind of having it sent on to the conference and school for matching funds. Any child of a denominational employee receiving an educational scholarship grant from the employing organization or institution is not eligible to receive Three-Way Student Aid Funds..

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#### Title to Church & School Properties

Related NAD Policy Number: FEA 05 20, S 05 46

Date Adopted: 01/01/09

Local churches and schools can be subject to significant fluctuations in constituent base and/or financial health; and, unfortunately, they may from time-to-time experience rivalry or dissension among members. In a few instances, an individual or small group of individuals, who may or may not have been instrumental in obtaining or maintaining a church or school property, have sought to override the will of the majority membership with respect to property matters. In general, churches and schools are more likely to "come and go" through the years than is the conference.

Given these and other potential issues, both structural and legal, denominational policy has long required that the titles to local church and school properties be held in the name of the Southern New England Conference Association of Seventh-day Adventists. Titles to these properties should not be held by individuals or trustees. All property titles, tax bills, and related records should reflect the address of the conference association (i.e., 34 Sawyer Street, South Lancaster, MA 01561), rather than the home address of a pastor or church member.

Some local constituents may express concern that placing "their" properties in the hands of the conference association can jeopardize local control and ownership. The conference fully recognizes its "trustee's role" in this regard, and will take no action with respect to the disposition or use of local properties without first receiving instruction and counsel from the duly authorized board of the church or school in question. In other words, even though local properties are titled in the association's name, they are perceived as belonging, in the truest sense of the word, to the local church or school.

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#### Vehicle Insurance — Church & School

Related NAD Policy Number: S 60 31

Date Adopted: 01/01/09

##### The Necessity of Adequate Coverage

All vehicles owned and operated by churches and schools in the Southern New England Conference must carry adequate vehicle insurance coverage.

Massachusetts insurance laws require vehicle insurance to be purchased in-state. Churches and schools in Connecticut and Rhode Island may obtain vehicle insurance through the General Conference Insurance Agency (GENCON). Irrespective of where vehicle insurance is

obtained, it must provide minimum liability coverage of \$1,000,000. Adequate collision and/or comprehensive coverage is determined by the value of the vehicle.

Connecticut and Rhode Island entities wishing to purchase insurance or file claims with GENCON should contact the conference treasury for assistance. All others should deal directly with the vendor(s) of their choice.

#### The Special Case of Fifteen-Passenger Vans

Beginning October 1, 2004, there is no liability coverage available through the conference if your church, school, or department chooses to rent a 15-passenger van. If the company from which you wish to rent has no insurance available, or the insurance which they offer is too expensive or does not meet the North American Division's minimum policy requirement of \$1,000,000 per occurrence, do not rent the vehicle. Indeed, even if the preceding requirement can be met, it is the strong recommendation of the conference that alternative transportation be found.

Nation-wide records clearly reveal that 15-passenger vans are involved in more frequent and more serious accidents than other classes of passenger-carrying vehicles. As a consequence, Adventist Risk Management and the Southern New England Conference encourage all churches and schools to dispose of 15-passenger vans at their earliest opportunity and seek appropriate alternatives.

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#### Log of Corrections, Alterations, and Additions

Update: In the Second Mortgage Policy, the down payment amount was changed from ten percent to twenty percent. (Sept 2017)

Update: In the Moving Allowance policy SNEC will reimburse immigration expenses up to \$7,500. It was changed from \$5,000. (Sept 2017) See update on 22 March 2022

Added: Project Financial Management (February 04, 2018)

Added: Property Committee (February 04, 2018)

Added: Roof Replacements (February 04, 2018)

Correction: Tuition Assistance Policy. The policy incorrectly stated twenty-six and was corrected to twenty-four years old. (March 25, 2018)

Added: Rate Metric on the Area Travel Budget (March 25, 2018)

Added: College Scholarship Fund (March 25, 2018)

Added: Antillean University added to College Scholarship Fund (June 03, 2018)

Deleted: Rate Metric on the Area Travel Budget (July 29, 2018)

Added: Travel rates returned to December 31, 2017 rates (July 29, 2018)

Added: Political Campaigns policy (Nov 18, 2018)

Altered: All new hires shall not be considered finalized until the prospective employee has satisfactorily completed a CORI (Criminal Offender Record Information), SORI (Sexual Offender Record Information), and ~~Shield the Vulnerable~~ Verified Volunteer screening and training. (Nov 18, 2018)

Altered: vi. All volunteer leaders, regardless of their previous experience, shall ~~submit to~~ participate in the screening procedure provided by the ~~church~~ Southern New England Conference. The volunteer screening procedure should be updated for each individual every three (3) years. (Nov 18, 2018)

Added: Exposure to Liability (Nov 18, 2018)

Added: Moving Expenses Reimbursement (Nov 18, 2018)

Added: Bonafide Business Expense Plan (Nov 18, 2018)

Altered: 3-way scholarship removed references to Atlantic Union College (Nov 18, 2018)

Altered: Borrow limits raised from 300% to 400%. And the phrase "in local church assets" was included. (Nov 18, 2018)

Deleted: Eagle Eye Reservation and Usage (March 31, 2019)

Deleted: Property Committee (March 31, 2019)

Deleted: Teaching at Atlantic Union College (Sept 29, 2019)

When a department or the administration of Atlantic Union College desires to use the talents of a conference pastor, teacher, or departmental leader to teach a class, the following steps are to be followed:

1. A letter is sent by the college to the conference president requesting the services of the employee, along with the class name, date, days of the week, and meeting times.
2. The conference president or his designee will consult with the employee and examine the possibility. When conference and Atlantic Union College activities or work schedules conflict, conference obligations must take priority.
3. The president or designee will send authorization for the services of the employee by letter to the college president or academic vice-president. A copy of this letter will be sent to the employee.
4. Once authorization has been received in writing, the AUC vice president or department chair is free to contact the employee and schedule the class.
5. No full-time employee will be authorized to teach more than two courses during the calendar year, and no more than one class per term. This includes classes scheduled for the regular school year, the adult degree program, continuing education, and the summer session.

Updated: Guest Speakers (Sept 29, 2019)

Added: SNEC Driving Policy — Employee & Volunteer (Sept 29, 2019)

Added: SNEC Volunteer DUI Policy (Sept 29, 2019)

Added: Next Generation Teacher Education Major Sponsorship (Nov 24, 2019)

Updated: The words "Pastors, Chaplains" were added into the list of people who should report in the Child Abuse Issues policy. (Nov 24, 2019)

Added: Church Services & School Operations Closure During Crisis Situations (Mar 22, 2020)

Added: Volunteer Lay Pastors (Mar 22, 2020)

Updated: All Employee Short-term Loans must be approved by AdCom. (May 17, 2020)

Updated: Mission Statement. (November 22, 2020)

The Southern New England Conference of Seventh-day Adventists coordinates the work of the worldwide Seventh-day Adventist Church in Connecticut, Massachusetts, and Rhode Island. Its mission is to proclaim the everlasting Gospel, to assist the church family in serving its local and global communities, and to prepare every person for the soon coming of Jesus Christ.

In the context of its mission, the conference seeks to assist every believer in fulfilling a Christian ministry of:

1. proclaiming the Gospel as it relates to the Three Angel's Messages so as to result in the evangelization of every community and every cultural group within its territory;
2. serving the people in its community in the name of Christ so as to restore their wholeness and minister to their needs; and
3. developing Christian community and fellowship in the churches by spiritually nurturing and equipping the believers for witnessing and service.

To assist in fulfilling this mission, the Southern New England Conference office staff is available to:

1. provide guidance, leadership, and resource personnel;
2. develop resource materials and programs in response to the needs of the congregations;
3. support and or operate the necessary institutions, facilities, and services to enable its member organizations to perform their ministries;
4. provide training for leaders and members through the designated organizational channels;
5. facilitate communication and interaction among the organizational units it serves; and
6. uphold and advance the mission and objectives of the world Seventh-day Adventist Church.

By these means this conference of believers is committed to sharing the life of Christ, so that people may know that the kingdom of God is among them and prepare for the soon coming of Jesus Christ.

Updated: Replaced the word Verified Volunteers with Sterling Volunteers (Nov 21, 2021)

Deleted: Next Generation Teacher Education Major Sponsorship (Mar 20, 2022)

The first year (2020-2021) two sponsorships (two incoming juniors) will be available. SNEC will attempt to sponsor two incoming seniors and ask them to work for SNEC for one year. This senior option will sunset after the 2020-2021 academic year.

Updated: Next Generation Teacher Education Major Sponsorship (Mar 20, 2022)

The sponsorship would be ~~\$2,000~~ (\$5,000) per semester/~~\$1,333~~ (\$3,333) per quarter towards the student's tuition paid directly to the college/university. This financial



sponsorship will last for no more than four semesters or six quarters.

Updated: Immigration Expenses (Mar 22, 2022, email vote)

When the Southern New England Conference makes a call to a new employee incurring in legal expenses (for self or family) associated with obtaining a visa and/or residency in order to become lawfully employed in the United States, the Conference shall pay up to ~~\$7,500~~ \$10,000 and amortize as moving expense.

Edit: Equal Opportunity (May 22, 2022)

The conference will accept applications from qualified men and women, ethnic origin, and the handicapped, and will afford all individuals equal opportunity in employment, appointment, promotion, salary, training, and other organizational benefits without regard to race, color, **gender [sex]**, national origin, ancestry, physical handicap, age, height, weight, marital status, veteran status, or physical handicap.

— Removal of the word gender for sex

Edit: Ethical Foundations (May 22, 2022)

**Equity [Equality]**, fairness and non-discrimination. The Southern New England Conference will treat all individuals and groups with loving justice. It will not practice or condone discrimination with regard to race, national origin, **gender [sex]**, age, marital status, veteran status, or disability that does not prohibit performance of essential job functions.

— Removal of the word Equity for Equality

— Removal of the word gender for sex

Added Comment: Administrative & Governing Boards (May 22, 2022)

"The Committee shall consist of twenty-five (25) members (twenty-four (24) if the Secretary and Treasurer of the Conference is one individual). The executive officers of the Conference and the chairman of the Constitution and Bylaws Committee shall be members of the Committee. The President of the Union, or his designee, shall be a member of the Committee. Not more than eleven (11) members of the Committee shall be Conference employees. Not more than five (5) members of the Committee shall be Conference-employed pastors of churches or church districts. Each member of the Committee shall hold membership in a church. The membership of the Committee, and its subcommittees and other subordinate organizations shall, as far as is practicable, be representative of the demographic composition of the Conference as regards geography, gender [sex] and ethnicity." (Bylaws, Article V, Section 2).

Added: **The intent of the word gender as used in the bylaw is to reference a person's biological sex.**

Edit: Conditions of Employment (May 22, 2022)

11. Side Lines — **The problem of side lines and moonlighting 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 General Conference 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."

— The first sentence was removed as unnecessary commentary

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## **Guidance voted by AdCom**

### **Guidance: If an Officer or Director Is Not Re-elected at a Regular Constituency Meeting**

1. The Officer or Director will remain an employee of the Southern New England Conference for up to six months following the constituency meeting. This assumes the employee maintains the standards of employment as outlined for denominational employees.
2. AdCom may offer suitable employment within the conference if such a position is available.
3. If no suitable employment is available the individual will become an Assistant to the President until suitable employment is found within or outside the Southern New England Conference, or the six months expire. The job description will be designed with the individual.
4. If no suitable employment is found after the six months the employee shall be given a termination settlement. Their housing move will be paid for by SNEC.

AdCom, 08 May 2017

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### **Guidance: Concerning Independent Ministries**

#### ***Mutual Responsibility***

The responsibility of the gospel mission is given to all people who have received Jesus as their Savior. The programs and events of the organized church, and the ministry of dedicated laity outside the organized church both work toward the fulfillment of the gospel commission. At times it is good for the organized church to collaborate with independent ministries which are supportive of the organized church.

Ellen White instructs us — “The leaders in God’s cause, as wise generals, are to lay plans for advance moves all along the line. In their planning they are to give special study to the work that can be done by the laity for their friends and neighbors. The work of God in this earth can never be finished until the men and women comprising our church membership rally to the work and unite their efforts with those of ministers and church officers.” [9T 115, 116]

Supportive independent ministries desire access to work with our church families. And the organized church would like to encourage cooperation and collaboration with supportive independent ministries. Mutual support will enhance the growth of God’s Kingdom and the advancement of the gospel mission.

#### ***Why Guidance?***

The local conference is responsible for the work of the organized church throughout a particular geographical area. The Southern New England Conference is responsible for the states of Connecticut, Massachusetts, and Rhode Island. What is often forgotten is that the actions in one church can have consequences for all the churches, schools, and other entities in the conference. Thus, each local church has a responsibility to the whole conference.

The responsibility of Independent Ministries is not limited by geographical area. They are entities unto themselves. By virtue of being independent they do not have the same

organizational standards and operating procedures as the local conference. This is not a statement of worth but of difference.

When a local church or the conference collaborates with a supportive independent ministry the following issues should be considered; theology, finances, and child protection issues.

### **Theology**

The members of the independent ministry group should hold membership in the Seventh-day Adventist Church. Their membership should be in regular standing. An independent ministry which disavows or teaches against the Fundamental Beliefs of the Seventh-day Adventist Church cannot be considered supportive. An independent ministry which over-emphasizes a point of teaching to the exclusion of a holistic approach to truth might not be considered a supportive ministry.

### **Finances**

If financial arrangements are made with an independent ministry all arrangements should be acknowledged by a voted church board prior to the event. This would include a guest singer/musician/group, etc..

The financial arrangement could be a "love" offering at the event. When a love offering is taken, the cash should be counted at the church with the same safe-guards the Sabbath morning offering is counted. The independent ministry should sign a receipt for the love offering and the receipt kept as part of the church records.

### **Child Protection**

If an independent ministry is scheduled to work with a local church for more than a one day event then the visiting members of the independent ministry must follow the SNEC Child Protection Policy including SORI, CORI, and Verified Volunteers training and screening. Examples would include a week of prayer, a finance seminar, a cooking school, or an evangelistic series, etc.

### ***Determination of Supportive Independent Ministries***

Local Churches and pastors should look to the SNEC AdCom to determine if an independent ministry is supportive. Independent ministries may proactively seek approval to minister in the Southern New England Conference by submitting their Mission Statement and a portfolio of testimonies and references of their ministry. Over time a list of supportive independent ministries will naturally develop.

The *Church Manual*, Chapter 4, page 34 notes that conferences should have guidance for people who would come into our churches to minister. This guidance is meant to fill this void in the operations of the Southern New England Conference. The hope is to refine this guidance and streamline the counsel to not be burdensome, but simultaneously protect the people and interests of the entire SNEC family.

Adcom, January 2019

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### **Guidance concerning inclement weather-related work interruptions**

To all Hourly paid employees of the Southern New England Conference

The following is offered to hourly paid employees to provide guidance for snow and inclement weather-related work interruptions.

The following assistance is offered:

Sixteen hours per calendar year of paid time off may be taken at the employee's discretion for late arrival, early departure or missed days due to inclement weather when the office is open for business.

Use of paid time off due to inclement weather should be communicated to the department manager for any incident of late arrival, early departure or missed days in advance if possible.

As a general rule, the office will be closed for snow days only when closure is mandated by the Commonwealth of Massachusetts. When the office is closed because of government mandated closure, the hourly paid employee will be compensated for lost time. This will not be subtracted from the sixteen discretionary hours offered when the office is open.

Adcom, February 2019

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