

# SeLD-828

## The Secretary and the Organization.

*Leonard A. Johnson, DMin, CMG, JP  
Executive Secretary, Inter-American Division of SDA*



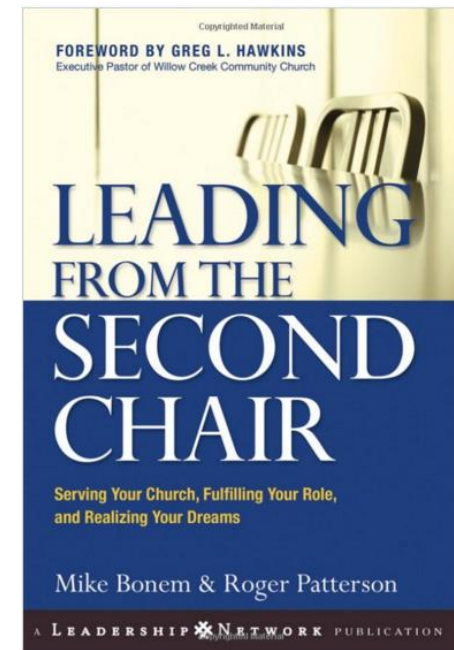
# Who is an Executive Secretary?

- Not a Vice President
- Not the Secretary of the President
- Not necessarily gender limited



# Leading from The Second Chair

- *"A person in a subordinate role whose influence with others adds value throughout the Organization"*
  - Mike Bonem & Roger Patterson. *Leading from the Second Chair*



# Flowchart the Relationship

How would you flowchart the relationship of the executive officers and how they relate to one another and the organization?

*What would it look like?*



Which one of the following charts best reflects our leadership structure and how they relate to one another?



# Seventh-day Adventist Leadership I

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EXECUTIVE COMMITTEE

**PRESIDENT**

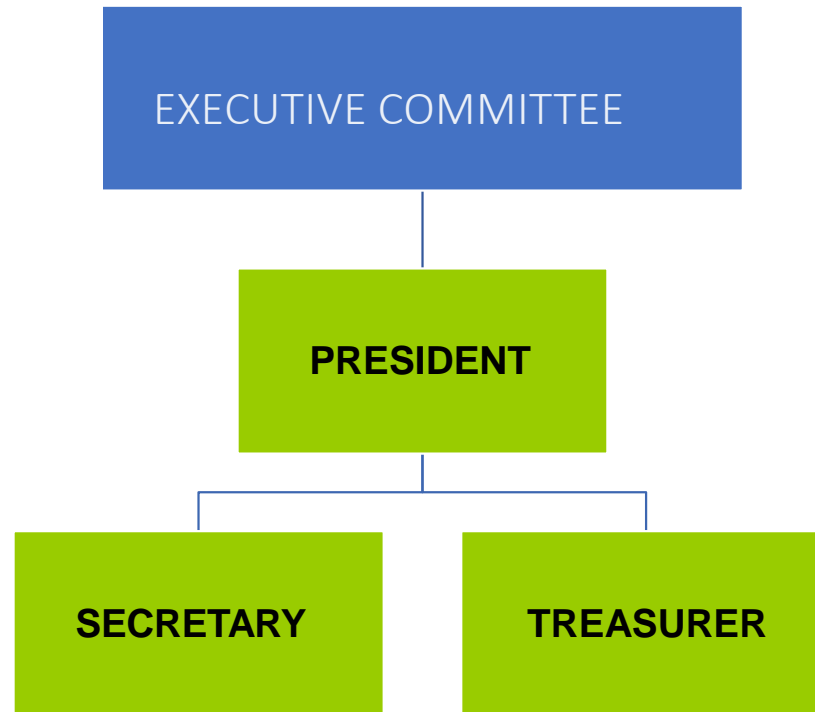
**SECRETARY**

**TREASURER**



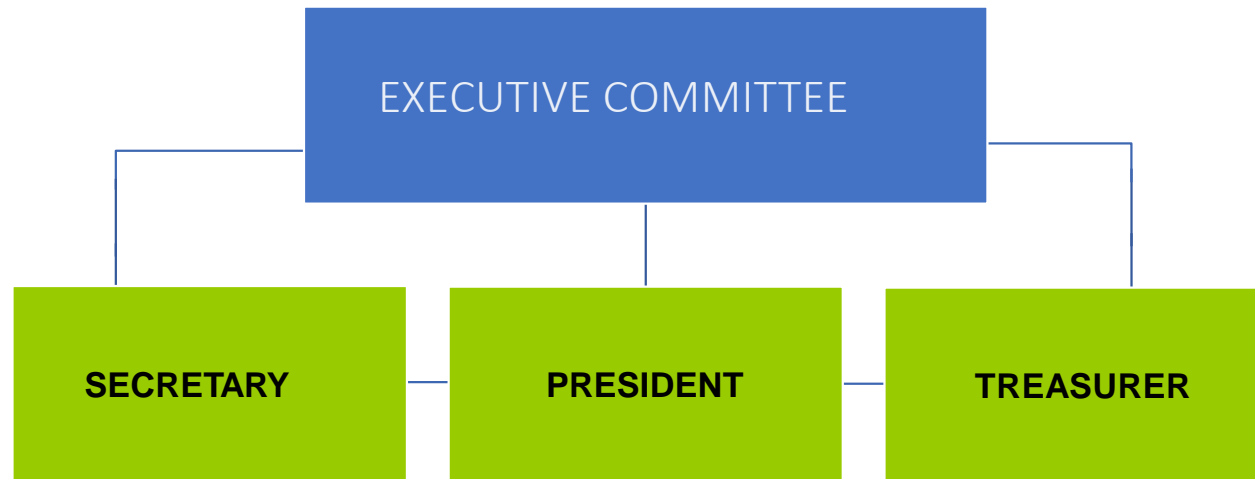
# Seventh-day Adventist Leadership II

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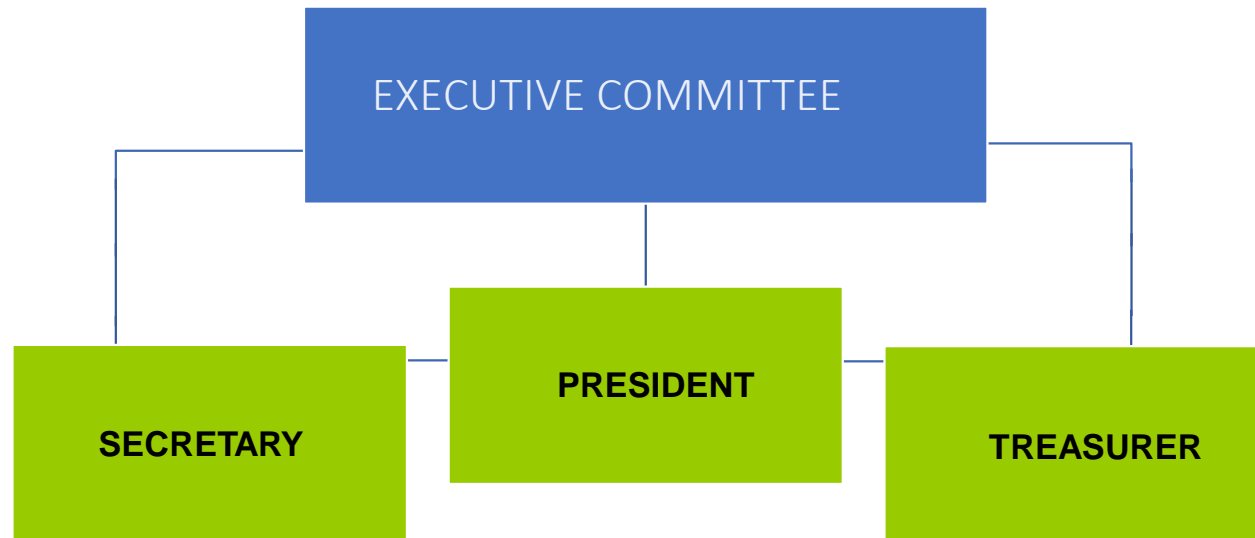
# Seventh-day Adventist Leadership III

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# Seventh-day Adventist Leadership IV

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# Who is the Executive Secretary?



- The secretary, associated with the president as an *executive officer*, shall serve under the direction of the executive committee and shall act as *vice-chairperson* of the executive committee.

*See Model Constitution in IAD Working Policy, Model Local Conference, Article VI – section 1. /model operating policy (239- 2017/18 English ed.)*



# Role of the Secretary



- It shall be the duty of the secretary **to keep the minutes** of the conference constituency meetings and of the executive committee meetings, **to furnish copies of these minutes to all members of the executive committee and to the officers of the union.**

*See Model Constitution in IAD Working Policy, Model Local Conference, Article VI – section 1. /model operating policy (239- 2017/18 English ed.) (underline supplied)*



# Role of the Secretary

- shall also be responsible for providing information as may be requested by the president or by the executive committee
- and shall perform such other duties as usually pertain to the office.
- The absence of specificity is intentional but it is also the ground for problems in relationships and functions.



# All Other Duties . . .

- Agenda preparation
- Statistics
- ACMS
- Employment Records
- Archives
- Advice to adjacent levels of organization, departmental directors and pastors
- Licenses/credentials
- Retirement (ERS)
- Policy
- Providing requested voted actions for audit
- Conflict of Interest Statements



# Guardian of Policies

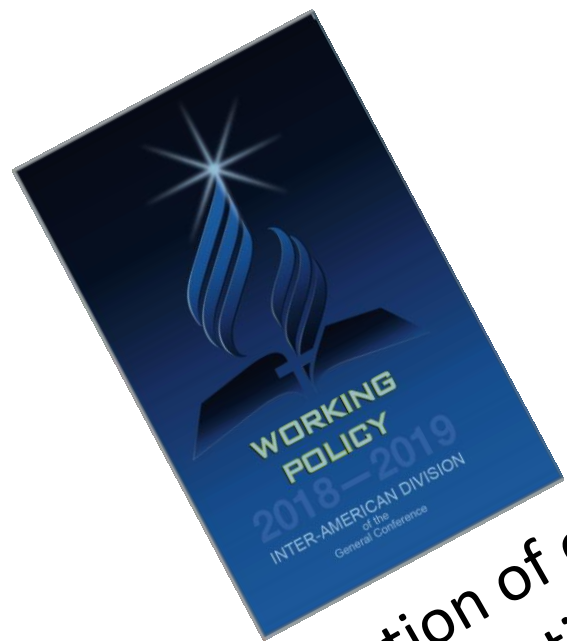
- *Looking* at Policies . . .
- *Understanding* Policies . . .
- *Navigating* Policies . . .
- *Interpreting* Policies . . .



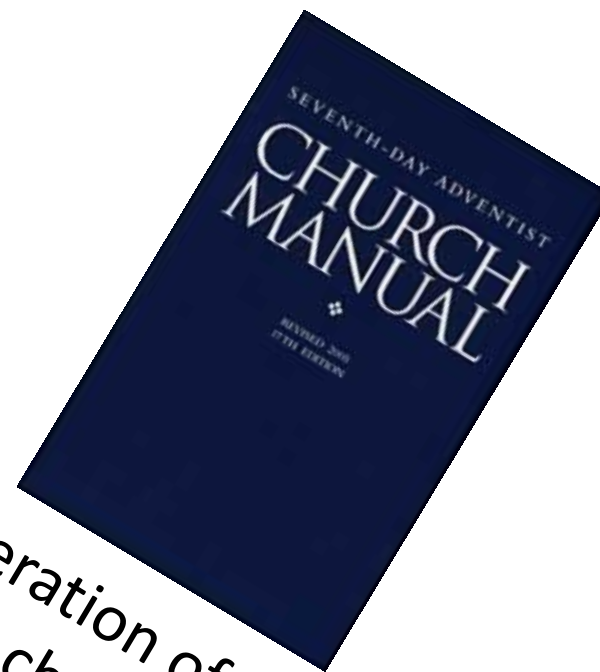
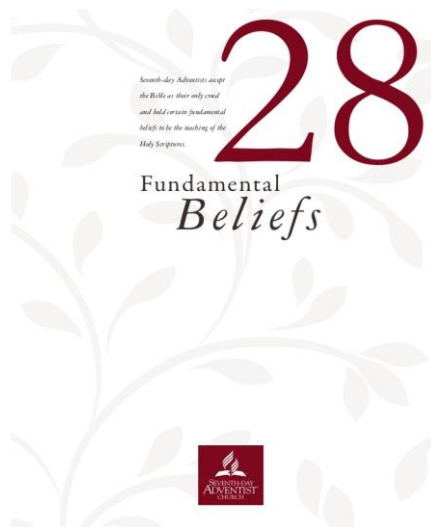
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“Policy is the result of unity and not the cause of it.”

*Lowell Cooper*



Operation of other organizations



Operation of local church



# Finding Policies

- Part I
  - FUNDAMENTAL BELIEFS OF SEVENTH-DAY ADVENTISTS
- Part II
  - GENERAL CONFERENCE CONSTITUTION AND BYLAWS
- PART III
  - A 05 - MISSION STATEMENT OF THE WORLD CHURCH
  - A 10 - ROADMAP FOR MISSION
- Part IV
  - WORKING POLICY



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **B – Organization and Administration**
  - B 01 - Organizational and Operational Principles of SDA
  - B 03 - Outline of Denominational Organization
  - B 04 - General Conference Working Policy
  - B 05 – General Conference Sessions
  - B 06 – Division Executive Committee Membership





# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **B – Organization and Administration**
  - B 07 – Procedures for Replacement of Division Officers
  - B 09 – Relationships Between Organizations
  - B 10 – Administrative Relationships
  - B 11 – Personal Relationships and Organizational Authority



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **B – Organization and Administration**
  - B 12 – Changes in Organizational Status
    - B 12 01– Church Status - Criteria
    - B 12 05 – Criteria for Changes in Organizational Status
  - B 18 – Organizing Mission A, new Conferences, Missions and Unions
  - B 20 – Organizing Missions into Conferences



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **B – Organization and Administration**
  - B 24 – Adjustments or Resizing of Territories
  - B 25– Organizing Union Missions into Union Conferences
  - B 28– Dividing Existing Union Conferences
  - B 30 – Conference or Mission Church
  - B 32 – Institutions Operated by More than one Union



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **B – Organization and Administration**
  - B 35 – Division Surveys
  - B 40– Legal Organizations
  - B 45– Financial Consequences of Litigation
  - B 50 – Discontinuation of Organizations
  - **B 60 – Church Manual**
  - B 70 – Seventh-day Adventist Trade Policy



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **BA – Denominational Employees**
- **C – Inter-Division Volunteer Service**
- **CA – Calling and Transferring Employees**
- **CB – Records and Reports**
  - CB – 17 Information Technology
- **CC – Model Constitution and Operating Policies**



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **Departmental Policies**
  - EA – Chaplaincy Ministries
  - EB – Public Campus Ministries
  - E – Communication
  - EC – Children and Adolescent Ministries
  - F - Education



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **Departmental Policies**

- FA – Inter-American Adventist Theological Seminary
- G – Inter-American Division Health Food Ministry
- GA – Inter-American Health Food Company-Operating Policy
- H- Health Ministries
- HI – Inter-American Division Health and Temperance Association Constitution



# Finding Policies

## THE INTER-AMERICAN DIVISION WORKING POLICIES

- **Departmental Policies**

- I – Sabbath School and Personal Ministries
- J – Adventist Development & Relief Agency
- JA – Public Affairs and Religious Liberty
- K – Family Ministries
- KW – Women Ministries
- L – Stewardship Ministries
- LA – Planned Giving and Trust Services





# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **Departmental Policies**

- LF – Youth Ministries
- M – Ministerial Association
- N – Publishing Ministries
- NE – Ellen G. White Research and Study Centers



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- **O – General Financial Policies**
  - OA – Auditors and Auditing
  - P - Solicitation of Funds
  - Q – The Tithe
  - R – Mission Offerings
  - S – Educational Financial Policies



# Finding Policies

## THE INTER- AMERICAN DIVISION WORKING POLICIES

- T – Remuneration and Assistance to Employees
- V – Philosophy of Remuneration
- Z – The Benefit Plan for Employees of the Seventh-day Adventist Church
- Index



# A Look at Some Common Policies

- Calls –
- Furlough
- Credentials
- Health Certificate for New Employees
- Salary and Emoluments
- Study Leave Education Assistance
- Compensation Review Committee



# A Look at Some Common Policies

- Calls – CA 45
- Furlough T-30
- Credentials – BA 15
- Health Certificate for New Employees CA 35
- Salary and Emoluments V-20 (p.707)
- Study Leave BA 55
- Education Assistance S-10
- Compensation Review Committee O 28 10



# A Look at Some not so Common Policies

- Purchase of Properties O 72
- Investment of Church Funds O83
- Integrity of Ministry BA 1510 – BA 1512
- Incorporation – B 40. (GC Policy BA 25)
- Relating to the Wider Organization B0415 /B 60 05
- Other Employees – V 22



The End

