GENERAL CONFERENCE ADMINISTRATIVE COMMITTEE

 (ADCOM)(GCC-S)

GCC 15-203

October 12, 2015

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| TERMS OF REFERENCE |  | AUTHORITY AND RESPONSIBILITY |
| A.  | Standing Committees |
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|  | 1. | Appoint standing committees and develop, approve, and adjust their terms of reference. |  |  | 1. | Power to act. |
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|  | 2. | Evaluate the work of standing committees on an annual basis. |  |  | 2. | Power to act. |
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|  | 3. | Receive referrals from the subcommittees that report to it. |  |  | 3. | Power to act or refer to the General Conference Executive Committee (GCC). |
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| B. | Financial Oversight |
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|  | 1. | Receive reports from Treasury on an annual basis regarding interdependence trends of union missions and conferences and make recommendations to the Strategic Planning and Budgeting Committee (SP&B) (GCC-S). |  |  | 1. | Power to act. |
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|  | 2. | Develop the General Conference budget in harmony with established procedures. |  |  | 2. | Recommend to Annual Council. |
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|  | 3. | Review the operations of the General Conference in relation to the budget. |  |  | 3. | Power to act in counsel with the responsible officers. |
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|  | 4. | Approve the opening and closing of bank accounts with appropriate signatures. |  |  | 4. | Power to act. |
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|  | 5. | Authorize expenditure of Emergency and Contingency Funds as provided for in the budget. |  |  | 5. | Power to act within limits established by the General Conference Executive Committee (GCC). |
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| C. | Planning and Development |
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|  | 1. | Direct in the formulation and publication of internal policies, protocols, and procedures. |  |  | 1. | Power to act. |
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|  | 2. | Direct in the development of long-range planning for the staffing and operation of the General Conference headquarters. |  |  | 2. | Recommend to the General Conference Executive Committee (GCC). |
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| D. | Personnel Matters |
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|  | 1. | Initiate a work assessment process for elected staff.  |  |  | 1. | Power to act. |
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|  | 2. | Recommend to the General Conference Executive Committee (GCC) employment or discharge of all elected personnel between General Conference Sessions. |  |  | 2. | Power to act. |
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|  | 3. | Employ appointed personnel with a remuneration rate maximum of 110% or above or who hold the following positions, regardless of remuneration:  a. Assistants to the General Conference Executive officers. b. Cost center directors and associate directors not subject to election by a General Conference Session or to appointment by the General Conference Executive Committee (GCC). c. Editors, associate and assistant editors and publishers of publications circulated to the world Church and who are not otherwise appointed by the General Conference Executive Committee (GCC) in accordance with General Conference Constitution Article VII.d. Assistant secretaries and assistant treasurers e. Assistant directors of ministries departments. |  |  | 3. | Power to act. |
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|  | 4. | As soon as possible following a regular General Conference Session, appoint personnel for positions defined in paragraph 3. above. |  |  | 4. | Power to act. |
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| E. | General Administrative Items |
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|  | 1. | Consider other routine administrative issues as they arise and give general counsel to World Church entities as requested. |  |  | 1. | Power to act. |
|  | 2. | Express condolences and appreciation as circumstances may indicate. |  |  | 2. | Power to act |
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| F. | Publisher of Sabbath School Bible Study Guides |
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|  | 1. | Appoint the membership of the World Sabbath School Bible Study Guide Curriculum Committee (WSSCC) (GCC-S) membership of the Sabbath School Publications Board (SSPubBd) (ADCOM-B), the manuscript evaluation committees (SSPubBd-SSub), and the international translation and contextualization committees. |  |  | 1. | Power to act. |
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|  | 2. | Receive reports and process recommendations from the World Sabbath School Advisory. |  |  | 2. | Power to act. |
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|  | 3. | Approve the world Sabbath School curriculum for all age levels, and authorize the Sabbath School Publications Board (SSPubBd) (ADCOM-B) to proceed with the development of curricula and manuscripts. |  |  | 3. | Power to act. |
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|  | 4. | Appoint an ad hoc committee, as needed, to examine the recommendations of the World Sabbath School Bible Study Guide Curriculum Committee (WSSCC) (GCC-S), the membership to be composed mainly of qualified individuals other than those involved with Sabbath School Bible Study Guide preparation or evaluation. |  |  | 4. | Power to act. |
|  | 5. | Identify and approve additional topics that may be essential to church plans and strategies, and authorize the Sabbath School Publications Board (SSPubBd) (ADCOM-B) to include such topics in the world Sabbath School curriculum. |  |  | 5. | Power to act. |
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|  | 6. | Make a determination, in the event a situation arises in which there is not concurrence between the editor and the Sabbath School Publications Board (SSPubBd) (ADCOM-B). |  |  | 6. | Power to act. |
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|  | 7. | Approve policies for translation, adaptation, and contextualization of Sabbath School student and teacher materials for all age levels. |  |  | 7. | Power to act. |
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|  | 8. | Publish student and teacher Sabbath School Bible Study Guides. |  |  | 8. | Power to act. |
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| MEMBERS |
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| WILSON, TED N C, Chair | President |
| Moorooven, Hensley M, Secretary  | Undersecretary  |
| Boward, Tamara K, Recording Secretary |  |
|  |  |
| Biaggi, Guillermo EDe los Santos, AbnerLemon, Thomas LMbwana, Geoffrey GSimmons Ella SStele, Artur A | General Vice Presidents |
|  |  |
| Bryant, G Alexander or designee | North American Division President |
|  |  |
| Kohler, Erton C (ADCOM 12-07-21) | Secretary |
|  |  |
| Ahn, Kyoshin (GCC 10-14-20)Krause, Gary DKuhn, Elbert (GCC 04-09-19)Porter, Karen J Richli, Claude J Santos, Gerson P*Associate Secretary to be named* | Associate Secretaries |
|  |  |
| Douglas, Paul H (GCC 10-10-21) | Treasurer |
|  |  |
| Wahlen, J Raymond II | Undertreasurer |
|  |  |
| Aka, Timothy HEgwakhe, George OLust, German A (GCC 10-14-18)Orion, Daisy J FRobinson, C Randolph (GCC 04-09-19) | Associate Treasurers |
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| Brasil de Souza, Elias (GCC 01-12-16)Burt, Merlin (GCC 10-14-20)Kruger, Michael (GCC 04-15-20)McKey, DuaneMorris, Derek J (GCC 10-10-16)Nalin, Ronald (GCC 10-14-20)Perez Schulz, Magdiel E | Field Secretaries |
|  |  |
|  | DEPARTMENTAL DIRECTORS |
| Beardsley-Hardy, Lisa M  | Education |
| Blanchard, Gary T (GCC 10-08-17) | Youth Ministries |
| Bomfim, Marcos F (GCC 03-22-16) | Stewardship Ministries |
| Canals, Ramon J (GCC 10-08-17) | Sabbath School/Personal Ministries |
| Carlson, Dennis R (GCC 01-12-16) | Planned Giving and Trust Services |
| Ceballos, Mario E  | Adventist Chaplaincy Ministries |
| Costa, Williams S Jr | Communication |
| Diop, A Ganoune | Public Affairs and Religious Liberty |
| Koh, Linda Mei Lin | Children’s Ministries |
| Landless, Peter N  | Health Ministries |
| Marroni, Almir M | Publishing Ministries |
| Oliver, Willie | Family Ministries |
| Page, Jerry N | Ministerial Association |
| Small, Heather-Dawn K | Women’s Ministries |
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| INVITEES\* |  |
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| Burdick, Brent B (GCC 10-14-18) | Assistant to the Treasurer |
| Denslow, Kenneth A | Assistant to the NAD President |
| Finley, Mark A (GCC 10-14-18) | Assistant to the President |
| Kajiura, Robyn W (GCC 10-10-21) | Director, General Conference Auditing Service |
| Knott, William M | Editor, *Adventist Review*/*Adventist World* |
| Nestares, Raul A  | Assistant Treasurer |
| Park, Lissy (GCC 01-12-16) | Assistant Secretary |
| Ryan, Michael L (GCC 10-14-18) | Assistant to the President |
| Sicalo, Silvia (GCC 10-10-21) | Meeting Planner |
| Winegardner, James (GCC 10-10-21) | President, Adventist Risk Management |
| Yingling, Lori T (GCC 03-22-16) | Director, Human Resource Services |
|  |  |
| LEGAL ADVISOR |  |
|  |  |
| Doukmetzian, Karnik |  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\*Invitees will be determined by the Administrative Committee and will function as members of the committee with voice and vote at the discretion of the Chair. Membership on this committee does not imply attendance at Annual Councils held outside North America. |