

PASTORAL MINISTRIES AND CHURCH POLICY

EXAMINATION REVIEW SHEET

(Updated August 8, 2012)

The Church Manual:

The entire manual is examinable, but it would be well to pay particular attention to the following sections:

Chapter 5	Organizational Structure of SDA Church
Chapter 6	Church Membership
Chapter 7	Church Officers with particular attention to the elder
Chapter 8	Services and Meetings of Church with particular attention to the communion service, the church board, the school board and business meetings
Chapter 9	Auxiliary Organizations of the Church with particular attention to Lay Activities, Sabbath School, and Church School Board
Chapter 10	Ministers and Workers with particular attention to Licensed Ministers and credentialing of ministers
Chapter 11	The Church Election with very close attention to the Nominating Committee
Chapter 12	Finance with attention to use of tithe, solicitation of funds, and local offerings
Chapter 14	Church Discipline – the entire disciplinary process, especially note the reasons for which members can be disfellowshipped
Chapter 15	Divorce and Remarriage – understand our position

Be familiar with the use of tithe and the percentages going to each entity in the church

Be familiar with the Church Building Policy

Be familiar with the General Conference Rules of Order (Available from the NADEI bookstore)

The Minister's Handbook:

Be familiar with this manual. The exam will focus more on the Church Manual, however, there will be questions from the Minister's Manual. Pay particular attention to the following chapters:

Chapter 2	Spiritual Formation	Chapter 24	Counseling
Chapter 3	Interpersonal Relationships	Chapter 26	Church Finance
Chapter 6	Personal Appearance	Chapter 28	Church Discipline
Chapter 7	Personal Finance	Chapter 29	Church Schools
Chapter 9	Personal Ethics	Chapter 30	Baptism
Chapter 11	Relationship to Church Org.	Chapter 31	Communion
Chapter 13	Church Policies	Chapter 32	Weddings
Chapter 14	Credentials	Chapter 33	Child Dedication
Chapter 15	Ordination	Chapter 34	Anointing and Deliverance
Chapter 22	The Worship Service	Chapter 35	Funerals

SEVENTH-DAY ADVENTIST CHURCH – TITHE DISTRIBUTION

Local Church	100% to Local Conference
Conference	16% to North American Division (NAD) 9% to Union 7.4% to “old” Retirement Fund (Defined Benefit Plan) 2.7% Retiree Medical Fund) = 10.1%
Union	10% to North American Division (NAD) New Retirement Plan: 5% contribution 3% matching (if employee pays 3%)

Building Projects	Conference approval for all debts 35% on hand before beginning a building project Debt to be paid back over 20 years – If longer, must be approved by the Union and North American Division (NAD) May borrow up to 400% of annual tithe or 35% (whichever is less) If plan to borrow over \$6,000,000 – must be approved by the NAD Building Plans Committee and NADCOM Conference holds title to the property – Association signs all notes. Union holds the mortgage Approval of projects: Projects exceeding \$250,000 must be approved by the local conference Projects exceeding \$3,000,000 must be approved by the local Union Conf. Projects exceeding \$6,000,000 must be approved by the General Conference Building Plans Committee and NADCOM
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Review for CHMN552-2 Foundations of Pastoral Ministry
Professor: S.E. Patterson, PhD, Spring 2009

Minister's Handbook:

1. Know the 3 distinct spiritual qualifications included in a personal call. (15-17)
2. Why is spirituality essential for pastors? (4 essentials) (18-21)
3. What are the 5 barriers to spirituality for the pastor? (19-20)
4. Know how anointing the sick differs from "last rites." (190)
5. Who officiates at an anointing service? (190)
6. How should the recipient of anointing prepare? (191)
7. Know Bible (book and chapter) references recommended for anointing service readings. (192)
8. Know the meaning and implication of the word *laos* as it is applied to the church. (107)
9. Know the purpose and implications of spiritual gifts being distributed to each member. (108)
10. Know the relationship of the minister to the members in regard to the work of the church. (107)
11. Know the relationship between servant leadership and motivating volunteers. (108)
12. Know the 6 behaviors that support the motivation of volunteers. (108-109)
13. Know the principles that support the selection of lay leaders. (111-112)
14. Understand the practical purpose of credentials. (80)
15. Which level of church organization is responsible for issuing credentials? (80)
16. Discipline of pastors may take 4 distinct forms. (80-81)
17. Know what determines the duration of license and credentials. (81)
18. Know the latitude of the conference/mission in regard to defining the functions (power to act) of a specific license.
19. Know the geographic parameters of the ministerial, commissioned, and ordained licenses and credentials. (82-83)
20. Who authorizes non-ordained pastors to officiate outside their district or church?
21. Understand the purpose of internship. (83-84)
22. In which churches must a non-ordained pastor be elected as a local elder?
23. Know who is authorized to perform baptisms and who grants permission in exceptional cases. (165)
24. Who should ideally welcome the newly baptized member? (165-167)
25. Know who has the responsibility to assure that legal standards are met and the marriage license properly completed and submitted to civil authorities. (174-175)
26. Know under what conditions you should marry or remarry a couple. (174-176)
27. Know what credential or special permission is required to authorize you to marry a couple. (175)
28. Understand the purpose of pre-marital counseling. (174-175)
29. Understand the role of the pastor at the rehearsal. (177-178)
30. Note that the Minister's Handbook does not address the wedding ring issue.

Church Manual:

1. Who makes changes to the church Manual? (19)
2. Note that each division has the right to provide a supplement to the Church Manual to address particular needs and issues in their field. (19)
3. How often is the Church Manual revised? (20)
4. The number of fundamental beliefs listed in the current Church Manual. (156-166)
5. Know the 4 forms of church organization and which one SDA's adopted. (Ch. 3, 29-30)
6. Know the four levels of SDA church organization. (Ch. 3)
7. Know relationship between baptism and church membership. (44)
8. Know the process for transferring members by letter. (52)
9. Which local church officer is responsible for membership records? (52)
10. Know which body must approve removal or addition of membership of a person. (52)
11. Know the purpose and limitations of "conference church." (52, 55)
12. Know the definition and limitations of a company. (38, 39)
13. Be able to describe the conditions when profession of faith is an appropriate option. (51)
14. Apostasy and rebaptism- what is the relationship? (50)
15. Understand the issue of proxy voting.
16. Know how often business meetings should be held. (123)
17. Know the two (2) primary purposes of the church board. (126)
18. When the pastor delegates chairmanship of the board to an elder, know what is meant by "pro tem basis."
19. What is the relationship between the church board and the school board? (127)
20. Know the authority parameters of the conference/mission president in relationship to the local church.
21. Understand the limitations of executive administrative authority of the pastor. (33)
22. Know the organizational relationship of department directors to the local pastor. (32, 33)
23. Know how pastors are appointed to districts/churches.
24. Know which level of church organization approved the function of the pastor in relationship to her/his license of credential. (35)
25. Which committee does the conference/mission president report to and represent?
26. Who may remove a pastor from his/her position?
27. Which body appoints the nominating committee of the local church? (106)
28. Who may serve as chair of the nominating committee? (107)
29. Know the process interval before voting the report of the nominating committee. (Ch. 9)

CHMN552-Church Policy Review Sheet (Spring, 2009)

Professor: S.E. Patterson, PhD

1. What is the standard publication that guides formal meeting rules of order in the SDA Church?
2. What SDA publication is the standard for governance at the local level?
3. What publication communicates policy at the Division level? GC Level?
4. What are the four levels of SDA church organization?
5. What is the name of the General Conference organization that provides oversight and endorsement of SDA chaplains?
6. Who should examine the marriage license to determine legitimacy of the document prior to performing the ceremony?
7. Is there any policy that specifically forbids the use of the ring ceremony in SDA weddings?
8. Who may officiate at a funeral?
9. Who may officiate at the Communion Service?
10. How is the Communion service an example of a worship art form in the context of drama?
11. What is the primary proactive behavior that a pastor should engage in as a means of guarding the integrity of his/her ministry from accusations of impropriety? (Underline one)
12. Why should a pastor keep a detailed log of appointments?
13. Why should a pastor be sure his/her office has a window that allows for observation?
14. How should the professional pastor portfolio presented in class be organized according?
15. Who is the spiritual and professional leader in the school?
16. Who is the immediate supervisor of the church school teacher?
17. What is the role of the Conference education superintendent
18. How might the pastor of the church support the school?
19. What is the difference in the work of the pastor and elder?
20. What does E. G. White consider to be the first work of the pastor and elder?
21. What are the practical ethical responsibilities of the pastor who is leaving a church?

22. Should a pastor completely detach from all church duties immediately following his/her separation date?
23. Why should the pastor refrain from making negative comments or inferences regarding the conference?
24. Why should the pastor initiate evaluation of his/her ministry?
25. Know the limitations of the president of the General Conference, Division, and Union regarding personal authority over a pastor or teacher in a local conference or mission?
26. How many years of field service are required as a minimum in the North American Division prior to a licensed minister being recommended for ordination?
27. What is the value of the professional pastor portfolio at the time of ordination review?
28. What is the rule of thumb in managing church conflict relative to the level at which the conflict is dealt with and amount of publicity allowed?
29. What is the primary scripture that provides counsel in dealing with church conflict and reconciliation?
30. Name and describe the characteristics of the pastor as a spiritual leader?
31. What are the evangelistic opportunities present in a funeral service?
32. How does a chaplain's role in ministry differ from that of a conference employed pastor?
33. Know and understand the stages of grief recovery.
34. What does church policy direct regarding marriage of an SDA with a non-SDA? Are there exceptions that should be considered?
35. How might a sermon be integrated into the overall communion service presentation?
36. What pattern is evident in the history of the priesthood relating to faithfulness to calling?
37. How is the NT concept of the priesthood of all believers related to OT history of the priesthood?

Link to the PDF of the 2010 GC Rules of Order:

<http://www.scc-adventist.org/zfiles/Constitution-and-Bylaw/reports-2011/2010%20GC%20Rules%20of%20Order.pdf>

