

**PASTORAL MINISTRIES AND CHURCH POLICY
EXAMINATION REVIEW SHEET**

The Church Manual:

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

1. Who makes changes to the church Manual?
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.
3. How often is the Church Manual revised?
4. The number of fundamental beliefs listed in the current Church Manual.
5. Know the 4 forms of church organization and which one SDA's adopted.
6. Know the four levels of SDA church organization.
7. Know relationship between baptism and church membership.
8. Know the process for transferring members by letter.
9. Which local church officer is responsible for membership records?
10. Know which body must approve removal or addition of membership of a person.
11. Know the purpose and limitations of "conference church."
12. Know the definition and limitations of a company.
13. Be able to describe the conditions when profession of faith is an appropriate option.
14. Apostasy and rebaptism- what is the relationship?
15. Understand the issue of proxy voting.
16. Know how often business meetings should be held.
17. Know the two (2) primary purposes of the church board.
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?
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.
22. Know the organizational relationship of department directors to the local pastor.
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.
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?
28. Who may serve as chair of the nominating committee?

Know the process interval before voting the report of the nominating committee.

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

Minister's Handbook:

1. Know the 3 distinct spiritual qualifications included in a personal call.
2. Why is spirituality essential for pastors? (4 essentials)
3. What are the 5 barriers to spirituality for the pastor?
4. Know how anointing the sick differs from "last rites."
5. Who officiates at an anointing service?
6. How should the recipient of anointing prepare?
7. Know Bible (book and chapter) references recommended for anointing service readings.
8. Know the meaning and implication of the word *laos* as it is applied to the church.
9. Know the purpose and implications of spiritual gifts being distributed to each member.
10. Know the relationship of the minister to the members in regard to the work of the church.
11. Know the relationship between servant leadership and motivating volunteers.
12. Know the 5 behaviors that support the motivation of volunteers.
13. Know the principles that support the selection of lay leaders.
14. Understand the practical purpose of credentials.
15. Which level of church organization is responsible for issuing credentials?
16. Discipline of pastors may take 4 distinct forms.
17. Know what determines the duration of license and credentials.
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.
20. Who authorizes non-ordained pastors to officiate outside their district or church?
21. Understand the purpose of internship.
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.
24. Who should ideally welcome the newly baptized member?
25. Know who has the responsibility to assure that legal standards are met and the marriage license properly completed and submitted to civil authorities.
26. Know under what conditions you should marry or remarry a couple.
27. Know what credential or special permission is required to authorize you to marry a couple.
28. Understand the purpose of pre-marital counseling.
29. Understand the role of the pastor at the rehearsal.
30. Note that the Minister's Handbook does not address the wedding ring issue.

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>