

**Southern California Conference  
ADMINISTRATIVE COMMITTEE**

**AGENDA**

**April 2, 2020**

**Members:** Velino A. Salazar, chair; John Cress, James G. Lee, Orville Ortiz, Daniel Chan, Harold Crook, Royal Harrison, Jaime Heras, Greg Hoenes, Samuel Lee

**Invitees:**

**Chair:**\_\_\_\_\_ **Secretary:**\_\_\_\_\_ **Prayer:**\_\_\_\_\_

**I. CONSENT AGENDA**

- A. Minutes March 19, 2020
- B. Travel
- C. Cont Ed
- D. APC
- E. Sabbatical

**II. STANDING AGENDA**

**A. Treasurer**

- 1. Housing
- 2. Move
- 3. Budget & Finance Financial Accomodation
- 4. Stewardship

**B. Secretary/Ministerial Director**

- 5. Ministerial Intern
- 6. Ordination
- 7. Graduate Studies
- 8. Visa Request
- 9. Church Status
- 10. Membership Stats

**C. Vice President**

- 11. Evangelism
- 12. Discipleship

**III. NEW ITEMS AGENDA**

- a) e-Adventist Texting Added
- b) Local Church Owned House (Parsonages)

**Southern California Conference  
ADMINISTRATIVE COMMITTEE  
MINUTES  
March 19, 2020**

**Members Present:** Velino A. Salazar, chair; John Cress, James G. Lee, Orville Ortiz, Daniel Chan, Harold Crook, Royal Harrison, Jaime Heras, Greg Hoenes, Samuel Lee

**Prayer:** Jaime Heras

**Absent:**

**Minutes**

**66-20 JHC VOTED** to approve Minutes from **March 5, 2020.**

**Travel Requests**

**67-20 JGL VOTED** to authorize travel for Luis Liñan-Olivera to Andrews University – MAPMin courses, Berrien Springs, MI., March 15-20, 2020. Expenses: SCC

**68-20 JGL VOTED** to authorize travel for Luis Liñan-Olivera to Andrews University – MAPMin courses, Berrien Springs, MI., March 22-27, 2020. Expenses: SCC

**69-20 JGL VOTED** to authorize travel for Marco Topete to Camp Cedar Falls, Recruit for Youth Rush at Youth Camp Weekend, April 24-26, 2020. Expenses: SCC

**70-20 OO VOTED** to hire Alessandra M. Navarrete as Sales Associate for the ABC, on Part-Time status at 20hrs. a week at current minimum wage. Effective Monday, March 23, 2020.

**New Items:**

**Children Ministry Revisited**

Elder Jaime Heras made a request that each Region choose a representative to be on a Conference Children Ministry Committee.

**SCC Branding**

The folders are available, and we need to decide a central place that they can be stored and easily available when needed.

**Education**

Harold Crook gave a report on the situation with SCC schools (with several of them on spring Break at the moment). He also requested some help for the ECE's for their expenses (i.e. rent). He asked for:

1. \$1,500.00 for schools over 100 (Total of 2 Schools)
2. \$1,000.00 for schools under 100 (Total of 5 schools)

This amount would be given over 2 months, for a total of \$8,000.00 each month.

John H. Cress, Chair/Secretary

SCC Financial Accommodation  
for the Second Quarter 2020

**PREAMBLE**

The SDA church in North America is being and will be impacted by the COVID-19. The NAD Treasury leadership has encouraged the Unions and Conferences to prepare for the upcoming shortage of financial resources.

Most of the conferences across NAD have substantial Working Capital (80-120%) which serve as savings to operate for 4-5 months without income.

Since the SCC has a very low Working Capital and facing Cash Flow challenges, we must take strict measures to maximize the limited resources during these uncertain and unstable times.

Therefore, during these times of financial constrain, the role is of the conference treasurer is critical to keep this conference moving and fulfilling its mission.

Based on the job description of the SCC Treasurer, which includes the following main duties:

- custodian and administrator for tithes and offerings submitted by the churches
- establish yearly financial objectives that align with the strategic plans
- evaluate financial performance of the Conference with regards to its long-term operational goals, budgets, and forecasts
- identify, develop, and recommend analysis of financial and business initiatives
- monitor the overall budget and ensures expenses are within the approved budget
- ensure application of internal controls, compliance and financial procedures

**STRATEGY**

- Promote faithfulness during these times
  - o Encouragement to members to be faithful
  - o Instruct church members and donors on how to channel their donations
  
- Control expenses
  - o Reducing nonessential functions and services
  - o Adjusting the work of employees

Here there are some recommendations from the Treasurer's perspective for the Second Quarter of 2020 for all departments/regions:

**EXPENSES**

Freeze the following:

- All hiring across the conference
- All moving expenses
- All travel
- Overtime work – meetings should not create overtime
- Professional development (Continuing Ed, seminars, etc)
- Materials (books, periodicals, etc)
- Equipment and furniture (multimedia, software, etc)
- Hospitality (meals inside/outside the office)
- Purchase for inventory
- Gifts
- Utilize the current inventory in the office (colored paper, white paper, binders, etcetera)

**ALLOW THE FOLLOWING ALLOCATIONS**

Allow for staggered released of funds allocated for ministry, such as:

- Evangelism
- Scholarship
- Worthy student
- Pacific Union Capital reversion appropriations
- Expenses that advance the mission of the church (community services, etc.)

Due to cash flow management any expenditure in these categories shall be submitted in writing to the treasurer for pre-authorization.

# Text Messaging Added

Araceli

Just wanted to let you know about a new feature that we just added to eAdventist that will be of particular interest to your pastors. **Messaging Lists** are an easy way for pastors to email the entire church or officer groups (e.g. elders). Now they also have the option to send **text messages** to their lists.

The screenshot shows the eAdventist interface for configuring a text message. On the left is a sidebar with navigation options: HOME, PEOPLE, CONTACTS, ORGANIZATIONS, SUBSCRIPTIONS, and REPORTS & TOOLS. The main area is titled 'TEXT' and shows details for a 'Test list - For testing purposes only'. The message content is: 'Rock Solid Church has cancelled services for March 14 & 21. Join our live stream for the sermon. More details at http://bit.ly/rocksolid/COVID-19'. Below the message is a 'Test phone number' field with the value '360-123-4567' and a 'Send test' button. At the bottom, there are 'Back to List', 'Send', and 'Edit' buttons. On the right, a 'Status' panel shows 'Choose list', 'Choose recipients', and 'Create message' as completed steps, with a 'Ready to send' button at the bottom.

We used our **Message List** to tell all of the pastors about this new feature. You won't need to do anything to enable this, but we wanted to keep you in the loop, too.

To use Text Messaging, a pastor will need (a) an eAdventist account and (b) an existing **Messaging List**. The pastor can contact our team to request an SMS number for their list. Each SMS number actually costs \$1/month but eAdventist will cover this cost for churches. Text messaging isn't available to other organizations (i.e. conferences, schools) at this point.

There are several articles in our [Knowledge Base](#) showing how to set up and use Text messaging. Let us know if you have any questions about it.

*The eAdventist team*

## **Local "church" owned houses (parsonages)**

The conference currently owns several parsonages that are directly managed by the Southern California Conference Office. When there is an owned residential unit that a local church or entity manages (i.e., determines who the occupant will be), all rentals/leases must be signed by the appropriate Southern California Conference Office employee (either the Director of Asset Management, the Treasurer, the Executive Secretary, or the President) in addition to the appropriate countersignature by the church or entity that is determining the tenant of the residence. This does not remove the responsibility of the local church or entity to do all work as necessary related to the upkeep of the residence and local tenant interaction. When there is a local entity managed residence and the local entity wishes to have a tenant that is involved in the spiritual ministry of the church, i.e. Pastor, Associate Pastor, APC, etc., the setting of rent must be processed by the Conference in the normal way that it processes parsonages that are directly managed by the Southern California Conference Office.