

CHURCH PROTOCOL AND POLICY

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INTRODUCTION

- Church Protocol and Policy have to do with the rules that guide our operation as a church to maintain order and unity.



PROTOCOL:

- “a system of rules that explain the correct conduct and procedures to be followed in formal situations” (Britannica)



POLICY:

- “an officially accepted set of rules or ideas about what should be done”



USE OF POLICY IS FOUND IN SCRIPTURE

- The Bible is a policy book when you think about it.
- The Law of Moses (5 books of Moses)
- In the New Testament Acts 15 is an example of the need for policy.



DEVELOPMENT OF POLICY IN ADVENTIST CHURCH

- Adventist pioneers were anti-organization.
- They attempted to avoid anything that sounded like establishing a church organization at the time.
- They had recently announced the “fall of Babylon”, which included not only the Roman Catholic church, but the organized Protestant churches.
- They noticed a pattern, that once the church gets organized, she began to stagnate.



THE NEED FOR ORGANIZATION

- The need to conduct legal operations.
- The need to implement church discipline.
- The need to establish a paid ministry.
- The need to support missionary activities.



WHY IS THIS PRESENTATION IMPORTANT TO YOU?

- As church communicator, you are to know your organization.
- You interact with the public, so, though you are not in charge, you need to know to make your job effective.
- For operation within your job description.



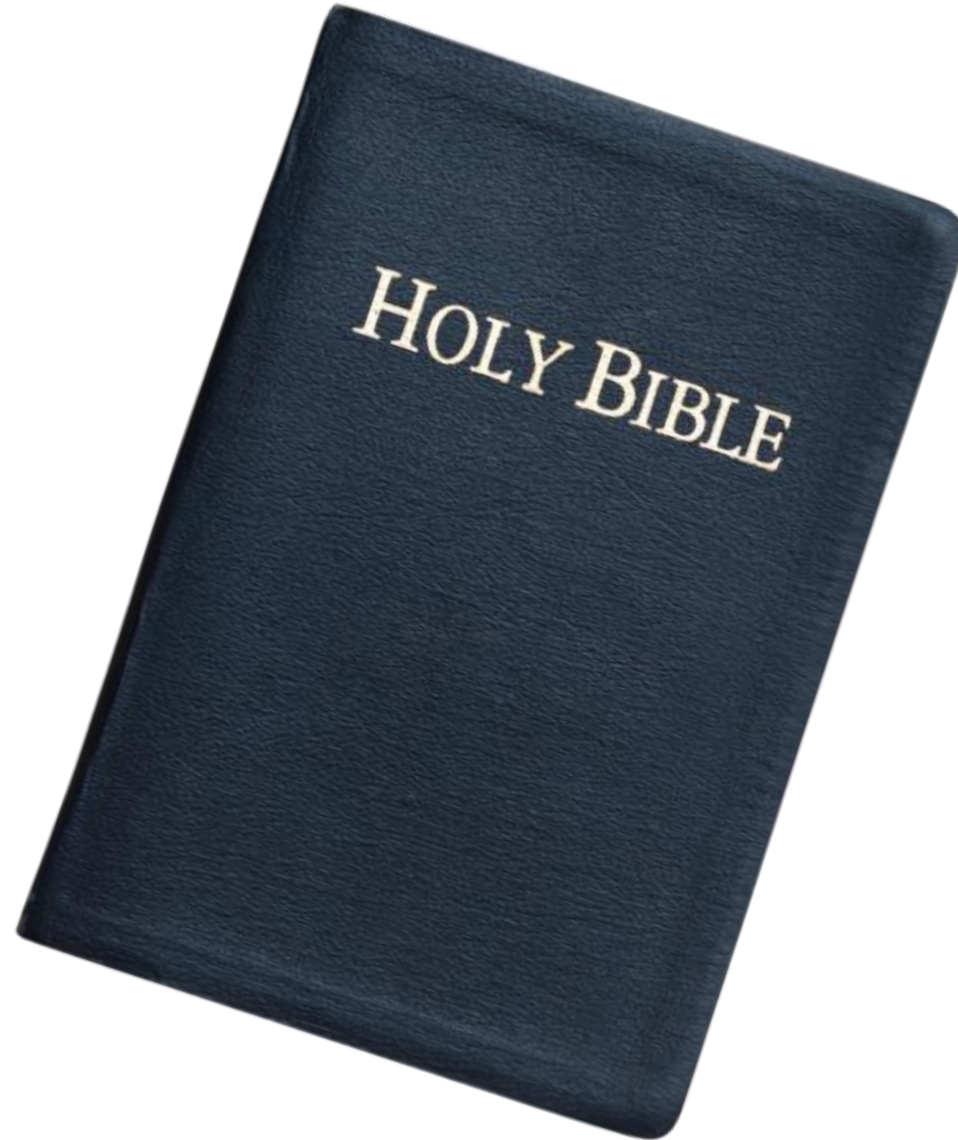


SOURCES AND TYPES OF POLICY



THE BIBLE

- The fundamental guidebook for the church.



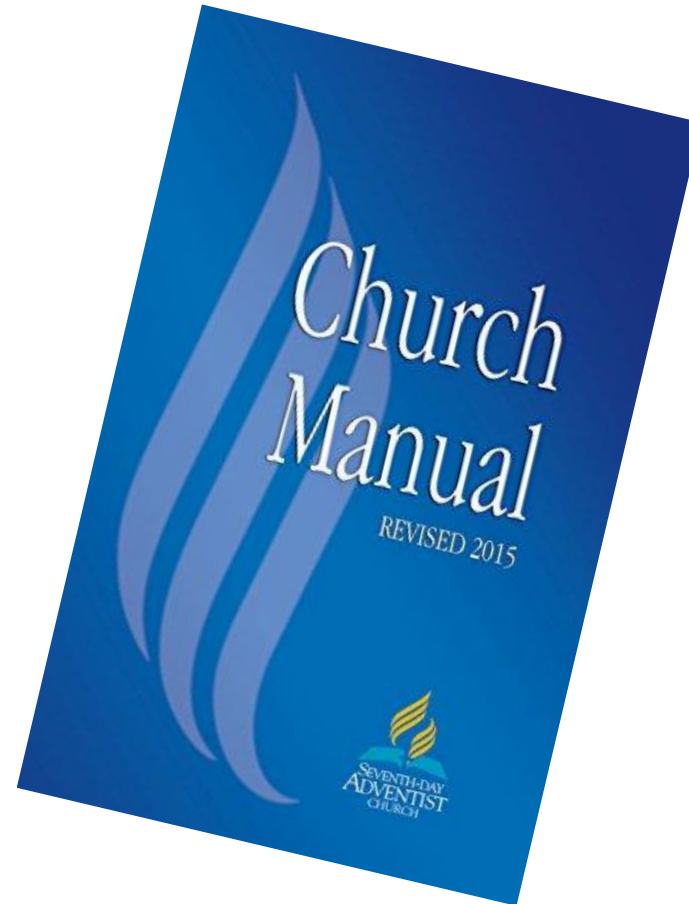
WRITINGS OF ELLEN G. WHITE

- We consider them to be inspired writings that is consulted for various areas of Christian living.



THE CHURCH MANUAL

- The official policy book of the Seventh-day Adventist church that guides local church operations.



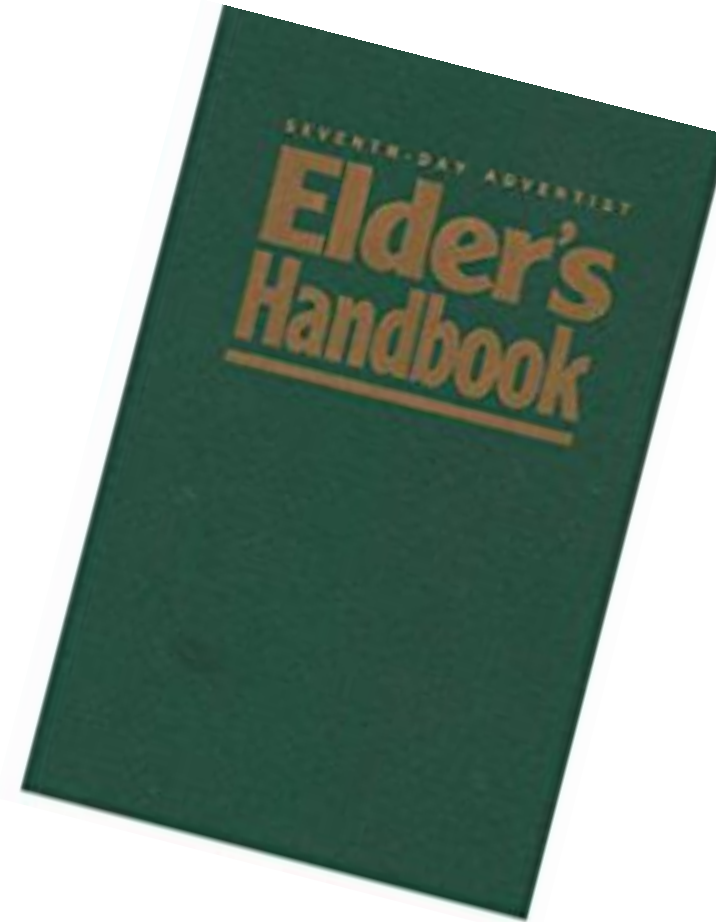
MINISTERS HANDBOOK

- A guide for the pastor on his personal and professional practices.



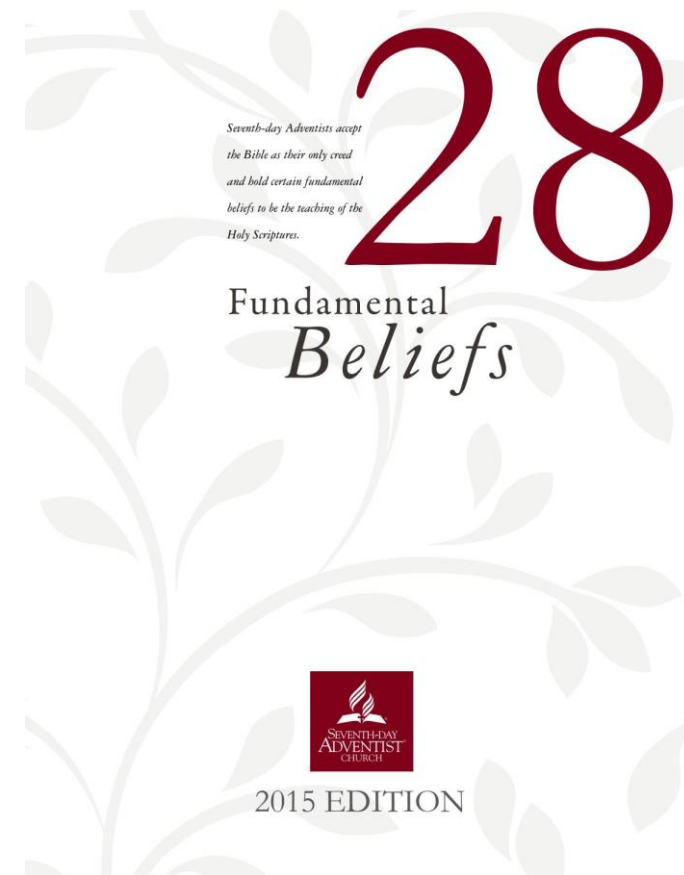
ELDERS HANDBOOK

- A guide for church elders on their personal and professional practices within the church.



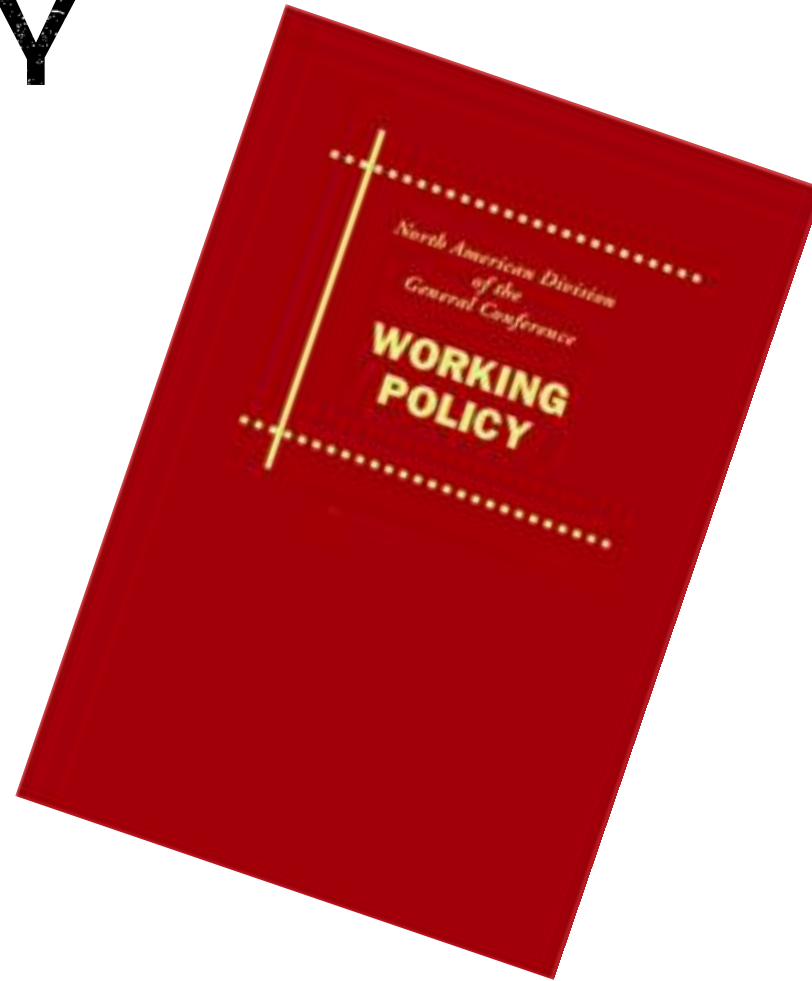
FUNDAMENTAL BELIEFS BOOK

- An official exposition on the doctrines of the church. They are not official policies, but they express how the church interprets the doctrine, they are a source of guidelines.



WORKING POLICY

- Guides the operation of employment and work relations within the church.





WEBSITES



GUIDELINES

- Official statements from the leadership of the Adventist church on topical issues.
- For example, gender and same-sex, websites, music, sexual harassment, tithes, essential services and sabbath observance, etc.
- <https://www.adventist.org/beliefs/guidelines/>



OFFICIAL STATEMENTS

- These are public statements on topical issues that represents the Adventist church's understanding of these issues from a Biblical perspective.
- For example, abortion, racism, transgenderism, vaccination, women ordination, etc.
- <https://www.adventist.org/official-statements/>



BIBLICAL RESEARCH INSTITUTE

- This is a committee of theologians who engage in continual research in current and trending theological issues.
- The General Conference will engage their services to clarify doctrinal matters.
- <https://www.adventistbiblicalresearch.org/>



ROBERTS RULES OF ORDER

- Guidebook for parliamentary procedures for conducting meetings in the Adventist church.





POLICY GUIDELINES RELATING SPECIFICALLY TO YOUR WORK AS COMMUNICATION SECRETARIES

ADVENTIST IDENTITY STANDARDS

- This website outlines the protocol for using the church symbols (logo, creation grid, fonts, colours) in official documents, church signs, advertisements, websites, and other media.
- <https://www.adventist.design/>



ADVENTIST LIVING PATTERN (ALPS)

- Guideline for the front-end design of Adventist websites.
- <https://alps.adventist.io/v3/>



ADVENTIST NEWS NETWORK STYLE GUIDE

- Official guideline for Adventist journalists.
- It outlines basic standards for newswriting and photography.
- <https://adventist.news/styleguide>



ADVENTIST CHURCH WEBSITES

- Guidelines on best practices for Adventist church websites.
- <https://www.adventist.org/guidelines/seventh-day-adventist-church-web-sites/>



LAWS AND ETHICAL STANDARDS OF YOUR COUNTRY AND REGIONS

- **Data Protection Act** – Guidelines on the protection of users' privacy.
- **The Copyright Act** – How to apply copyright laws in Jamaica.



THE FOLLOWING ESTABLISHED POLICIES OF YOUR LOCAL CHURCH, CONFERENCE:

- Social media policies of your local church, conference, or union.
- Privacy policies.
- Intellectual Property Policies.
- Customized policies relating to special services such as funerals and weddings.



CRISIS MANAGEMENT AND COMMUNICATION POLICIES

- These guidelines govern the management of crisis within the church.
- Each conference and local church usually have their own crisis management policies.





MANAGEMENT STRUCTURE OF THE SEVENTH-DAY ADVENTIST CHURCH

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- Policies are dead documents if they are not implemented and applied.
- It is important to understand who is responsible for the implementation of policies within the church.
- This is done by various officers and committees within the church.



MANAGEMENT LEVELS WITHIN THE SEVEN-DAY ADVENTIST CHURCH:

- Local church
- Conference
- Union
- General Conference



MANAGEMENT LEVELS WITHIN THE SEVEN-DAY ADVENTIST CHURCH:

- Each level is managed by a committee that is led by a chairperson of that committee.
- Each level has rights and limitations on the various policies that they implement and create.



MANAGEMENT LEVELS WITHIN THE SEVENTH-DAY ADVENTIST CHURCH:

LEVEL	COMMITTEE	PRESIDING	GUIDEBOOK
Local Church	Church Board	Church Pastor, Elder	Church Manual
Conference	Executive Committee	Conference President	Working Policy
Union	Executive Committee	Union President	Working Policy
General Conference	GC Executive Committee	GC President	Working Policy



WHAT HAPPENS WHEN POLICY IS NOT FOLLOWED

- Disunity.
- Imbalance of power.
- Litigation.
- Waste of time and money.





POLICY CHANGES: CREATING NEW POLICIES OR MODIFYING THE OLD ONES

WHAT HAPPENS WHEN THERE ARE NO OFFICIAL POLICIES TO GUIDE YOU ON A MATTER?

1. Return to the fundamental guidebooks: Bible, Spirit of Prophecy, Fundamental Beliefs book.
2. Consult the leadership of the church: Pastor, Elder, Church Board.
3. Consult the laws of the country.
4. Follow the protocol for implementing a new policy or a change of policy.
5. Doctrines
6. Policy



THE COMMUNICATION SECRETARY AND POLICY

- Be in the know.
- Follow the policy.
- Contribute to the creation of new policies.

