



## Nevada-Utah Conference of Seventh-day Adventists

10475 Double R Blvd., Reno, NV 89521

(775) 322-6929

[www.NUCadventist.com](http://www.NUCadventist.com)

(775)322-9371 (fax)

### BRANCH SABBATH SCHOOL REQUIREMENTS

**Do Not Alter This Form - Use Only To Apply For Branch Sabbath School Status**

A church plant is formed by a sponsoring church and is considered a Branch Sabbath School. The following structure and sequence assures that Branch Sabbath Schools are well established and that all criteria are met in sequence. The intent is to lead the Branch Sabbath School to the next step of Group, then to Company, and finally to a healthy organized Church. Each status shall be maintained for a period of one year prior to making application for next status.

**The Branch Sabbath School is under the umbrella of a sponsoring church:**

**1. Formation of Branch Sabbath School:**

- A. The Mother Church votes to form and sponsor the Branch Sabbath School.
- B. Conference Administration presents this recommendation to the Conference Executive Committee for approval.

**2. Membership:** The membership of the Branch Sabbath School members remain in the Mother Church books.

**3. Leadership:** Branch Sabbath Schools do not qualify for a pastor; therefore a member from the sponsoring church may serve as Leader.

**4. Officers:** The approved Branch Sabbath School will submit nominations of its officers to be ratified by the Sponsoring Church.

**5. Tithe & Offerings:**

A. The Branch Sabbath School:

- (1) Is not authorized to open a bank account.
- (2) Regularly submits their tithes and offerings to the Sponsoring Church.

B. The Sponsoring Church:

- (1) Records the tithes and offerings
- (2) Issues receipts
- (3) Pays the Branch Sabbath School bills
- (4) Includes the Branch Sabbath School tithes and offerings in the Mother Church's Conference remittance

**6. Independence:** A Branch Sabbath School who desires to become independent of the sponsoring church, will complete the Branch Sabbath School requirements and meet all obligations for a period of one year prior to making application to become a group.



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**APPLICATION TO ESTABLISH A BRANCH SABBATH SCHOOL**

**A Branch Sabbath School is under the umbrella of the sponsoring church**

Branch Sabbath School Name \_\_\_\_\_

Location \_\_\_\_\_

Proposed Branch Sabbath School Leader \_\_\_\_\_

Haves all requirements for establishing an affiliate group been met \_\_\_\_\_

Number of baptized members anticipated to attend \_\_\_\_\_

Miles from nearest SDA Church \_\_\_\_\_ Name \_\_\_\_\_

Miles from sponsoring SDA Church \_\_\_\_\_ Name \_\_\_\_\_

Reason for establishing a Branch Sabbath School in this specific area \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach the following documents:

\_\_\_\_\_ Sponsoring church board minutes approving this affiliate group

\_\_\_\_\_ Name and address of baptized members anticipated to attend

\_\_\_\_\_ Branch Sabbath School Evangelistic/outreach plans and potential

Authorization Signatures:

\_\_\_\_\_ Sponsoring Church Pastor

\_\_\_\_\_ Branch Sabbath School Leader

\*\*\*\*\* RETURN APPLICATION TO CONFERENCE SECRETARY'S OFFICE \*\*\*\*\*

\_\_\_\_\_  
Date of Executive Committee Vote

\_\_\_\_\_  
Conference Executive Secretary



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## GROUP REQUIREMENTS

**Do Not Alter This Form - Use Only To Apply For Group Status**

A church plant is formed by a sponsoring church after maintaining Branch Sabbath School status for a period of one year and is considered a Branch Sabbath School. The following structure and sequence assures that Groups are well established and that all criteria are met in sequence. The intent is to lead the Group to the next step of Company, and finally to a healthy organized Church. Each status shall be maintained for a period of one year prior to making application for next status.

### **The Group is under the umbrella of a sponsoring church:**

1. **Formation:** After maintaining Branch Sabbath School status for a period of one year, keeping all obligations current, application may be made for Group Status.
  - A. The Mother church votes to form and sponsor the Group, then recommends the formation of the Group to conference administration.
  - B. The formation of a new Ethnic affiliate group will be through the joint recommendations of the Local Conference Administration and the ethnic coordinator.
  - C. Conference Administration presents this recommendation to the Conference Executive Committee for Approval.
2. **Membership:** A group shall be established with a minimum of 20 Baptized members whose membership shall remain in the sponsoring church.
3. **Leadership:** Affiliate groups do not qualify for a pastor; therefore a member from the sponsoring church may serve as group leader.
4. **Officers:** The approved affiliate group will submit nominations of its officers to be ratified by the sponsoring church.
5. **Tithe & Offerings:**
  - A. The Group:
    - (1) Is not authorized to open a bank account.
    - (2) Regularly submits their tithes and offerings to the Sponsoring Church.
  - B. The Sponsoring Church:
    - (1) Records the tithes and offerings
    - (2) Issues receipts
    - (3) Pays the Group's bills
    - (4) Includes the Group's tithes and offerings in the Mother Church's Conference remittance
6. **Term:** A group will be limited to two years, subject to review of the Executive Committee for any extension of this two year period.
7. **Independence:** A Group who desires to become independent of the sponsoring church, will meet all requirements and obligations for a period of one year prior to making application to become a company.



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**APPLICATION TO ESTABLISH A GROUP**

**A group is under the umbrella of the sponsoring church**

Group Name \_\_\_\_\_

Location \_\_\_\_\_

Proposed Group Leader \_\_\_\_\_

Has all requirements for establishing an affiliate group been met \_\_\_\_\_

Number of baptized members anticipated to attend \_\_\_\_\_

Date approved by Executive Committee to operate as a Branch Sabbath School \_\_\_\_\_

Miles from nearest SDA Church \_\_\_\_\_ Name \_\_\_\_\_

Miles from sponsoring SDA Church \_\_\_\_\_ Name \_\_\_\_\_

Reason for establishing an affiliate group in this specific area \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach the following documents:

\_\_\_\_\_ Sponsoring church board minutes approving this group

\_\_\_\_\_ Name and address of baptized members anticipated to attend

\_\_\_\_\_ Evangelistic/outreach plans and potential

Authorization Signatures:

\_\_\_\_\_ Sponsoring Church Pastor

\_\_\_\_\_ Group Leader

\*\*\*\*\*RETURN APPLICATION TO CONFERENCE SECRETARY'S OFFICE\*\*\*\*\*

\_\_\_\_\_  
Date of Executive committee Vote

\_\_\_\_\_  
Conference Executive Secretary



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## COMPANY REQUIREMENTS

**Do Not Alter This Form - Use Only To Apply For Company Status**

The following structure and sequence assures that Companies are well established and that all criteria is met in sequence, leading the Company to operate as a healthy organized Church. Each status shall be maintained for a period of one year prior to making application for next status.

1. **Formation of the Company:** After maintaining Group status for a period of one year, keeping all obligations current, application may be made for Company Status.
  - A. The Group votes to form a Company and submits application to Administration.
  - B. The formation of a new Ethnic Company will be through the joint recommendations of the Local Conference Administration and the ethnic coordinator.
  - C. Conference administration presents this recommendation to the Conference Executive Committee for Approval.
2. **Membership:** A Company shall be established with a minimum of 30 baptized members, at least 10 of these baptized members must be giving units.
3. **Leadership:** Companies do not qualify for a pastor, but may share a pastor with the sponsoring church.
4. **Officers:** A list shall be submitted of the following leadership positions:
  - A. Elder
  - B. Treasurer
  - C. Clerk
  - D. Adult Sabbath School Leader
  - E. Children's Sabbath School Leader
5. **Tithe & Offerings:**
  - A. Tithe base requirement is a minimum of \$10,000 per year
  - B. Offerings must be sufficient to support all the local needs
  - C. The Company is authorized to open a non corporate bank account and regularly submit their tithes and offerings to the Conference by the 10<sup>th</sup> of each month.
6. **Evangelism:** Plans for first year's evangelism to include:
  - A. One Lay led evangelistic event
  - B. One Ministry led evangelistic event
7. **Church Establishment Plans:** For becoming a Church within a specific period of time



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**APPLICATION TO ESTABLISH A COMPANY**

Company Name \_\_\_\_\_

Location \_\_\_\_\_

Company Leader \_\_\_\_\_

Number of baptized members anticipated to attend \_\_\_\_\_ Number of giving units \_\_\_\_\_

Anticipated Yearly Tithe base \$ \_\_\_\_\_ Anticipated Monthly Offerings \$ \_\_\_\_\_

Date approved by Executive Committee to operate as a Group \_\_\_\_\_

Miles from nearest SDA Church \_\_\_\_\_ Name \_\_\_\_\_

Miles from sponsoring SDA Church \_\_\_\_\_ Name \_\_\_\_\_

Reason for establishing a Company in this specific area \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach: \_\_\_\_\_ Group board minutes approving the formation of this Company

\_\_\_\_\_ Name and address of baptized members anticipated to attend

\_\_\_\_\_ Names, address and email address of officers

\_\_\_\_\_ Evangelistic/outreach plans and potential

Signatures:

\_\_\_\_\_ Mother Church Pastor

\_\_\_\_\_ Company Leader

\*\*\*\*\*RETURN APPLICATION TO CONFERENCE SECRETARY'S OFFICE\*\*\*\*\*

\_\_\_\_\_ Date of Executive committee Vote

\_\_\_\_\_ Conference Executive Secretary



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## CHURCH REQUIREMENTS

Do Not Alter This Form - Use Only To Apply For Church Status

The following structure and sequence assures that Churches are well established and that all criteria is met in sequence, leading to the operation of a healthy organized Church. Each status shall be maintained for a period of one year prior to making application for the next status.

1. **Formation of the Church:** After maintaining Company Status for a period of one year, keeping all obligations current, application may be made for Church Status.
  - a. The Company votes to form a Church and submits application to Administration.
  - b. The formation of a new Ethnic Church will be through the joint recommendations of the Local Conference Administration and the ethnic coordinator.
  - c. Conference administration presents this recommendation to the Conference Executive Committee for Approval.
2. **Membership:** There is a minimum of 30 baptized members
3. **Leadership:** shall be established according to the Church Manual
4. **Evangelism:** Plans are submitted for the first year's evangelism
5. **Financial Base:**
  - a. **Tithe Base:** Of at least \$20,000 per year
  - b. **Offerings:** Sufficient to support all the local needs
  - c. **Building Fund:** Is established
  - d. **Education:** An adequate plan is submitted that is sufficient to meet the educational needs of the young people

