

Potomac Conference Guidelines for Church Name Change

Philosophy of the Seventh-day Adventist name

The name Seventh-day Adventist includes vital beliefs for us as a Church. 'Adventist' reflects our passionate conviction in the nearness of the soon return ('advent') of Jesus. 'Seventh-day' refers to the Biblical Sabbath which from Creation has always been the seventh day of the week, or Saturday.

The name *Seventh-day Adventist* also represents the Seventh-day Adventist Church, its institutions and organizations, its local churches and its members. The name and the logo are trademarked and registered identities.

It is because of this that the Potomac Conference presents the following guidelines when a church is considering changing its name.

Guidelines

1. The proposed name must reflect a clear association to the Seventh-day Adventist Church even if it is through a subscript as in the case of:

Riverside Community Church A Seventh-day Adventist Church

2. The name Seventh-day Adventist must show on all church signage and letterhead.
3. A completed church name change application must be submitted to the office of the Vice President for Administration of the Potomac Conference.
4. The Administrative Committee will first review the request.
5. If approved by Adcom, it will be submitted to the Conference Executive Committee for their approval.
6. Once the Conference Executive Committee approves the request, the church will be notified so that the local church through a business session approves the proposed name change.
7. The final step in this process will be for the local church to submit to the Vice President for Administration, a copy of the minutes showing the approved name change in a business session.

POTOMAC CONFERENCE OF SEVENTH-DAY ADVENTIST
Application for Church Name Change

Date of Request: _____

Name of church making request: _____

Proposed new name: _____

Reasons for name change: _____

Date of local church board action: _____

(Enclose copy of voted action)

Signatures:

Church Board Chair: _____

Church Head Elder: _____

Church Pastor: _____

FOR ADMINISTRATIVE USE

ADCOM Action: _____

Date: _____

Executive Committee Action: _____

Date: _____

_____ Approved

_____ Denied

Administrative Officer: _____

Date: _____

Church Business Action: _____

Date: _____