

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 process 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) If approved by the Conference Executive Committee, the church will be notified so the local church through a business session approves the proposed name change.
- 7) The next 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.
- 8) Once this is received, the Vice President for Administration will notify the Conference Clerk so the appropriate updates are implemented.