

This article will be the go-to source on this church administrative unit, and so should meet the high standard that all ESDA articles will achieve: thoroughly researched, primary-source based, information-rich, clearly written, accurate, honest, comprehensive, engaging, authoritative, and written for both Adventists and the wider public. The steps in this guide will help you to write such an article.

## **Title**

Begin your article with the title and your name (as you want it to appear) on the line below it.

## **Organization**

The layout of the church administrative unit article (CAU) can follow one of two models: chronological, in which the history of the CAU is traced from its origins to the present; or one that begins with a brief overview of the history of the CAU, and then goes more in-depth by theme in separate sections (e.g., important administrators, name changes, defining eras, etc.). Below the first model is outlined.

Please note that if a CAU is defunct, after the title of the article state: “Operational from 1922 – 1975” (or whatever the dates). For all dates other than these in the article, try to include day, month, and year. Endnotes adhering to the Turabian style should be used (See Documentation Manual here: <https://www.adventistarchives.org/author-materials>).

All articles on a currently existing CAU should include, at the end of the article, the address of the headquarters, along with the geo-coordinates of that address.

## *Division*

The division article section should follow this order:

- I. Current Territory and Statistics (automatically generated from the *SDA Yearbook* site)
- II. Organizational History
- III. Executive Officers Chronology

### **I. Current Territory and Statistics**

This first section will provide a current territorial and statistical overview of the division. To be automatically generated from the *SDA Yearbook*, this encompasses the countries, church administrative units, and number of churches and membership in reference to the general population of the territory. For defunct divisions, this information can be gleaned from the final *Yearbook* that the division was reported on.

### **II. Organizational History**

Because a division encompasses the largest geographic territory in the World Church, this section will not cover the origin of the Adventist work in the area (the conference or mission article will treat on this, however), but the actual organization of the division. This should include the following components; bear in mind that your article should follow a chronological order:

- Factors that led up to the organization of the division (which may have had a different title and territory than the current division’s): e.g., organization of missions/conferences and unions that led to the division’s organization; sufficient number of conferences/missions and unions that needed collective administrative oversight; burgeoning mission in territory; increasing membership; prominent voices calling for creation of division; political developments in the territory; etc.
- Official organization of division: Meetings by committees/boards that brought about the creation of the division, including official names of committee/boards and precise dates (day, month, year) of discussions and actions along with the issues at hand; the General Conference Committee or General

Conference session vote that officially recognized the division; committee and/or board meetings that *officially* brought the division into existence; state original territory of division with headquarters address, as well as membership, church units, and institutions; original stated or implied mission of division; initial division officers; other details surrounding division's creation.

- Development of division: chart any changes of territory, membership, creation of church units, establishment of institutions, and ministries; detail reorganizations of division, noting each title, territory, and headquarters changes; when possible, characterize decades or eras; highlight significant officers, especially those with long-lasting tenures; mention the organization of departments in the division, and significant leaders of them; share history of departmental work that has had a significant impact (e.g., health food in SPD, publishing and literature evangelism in SPD); trace the effect of national and continental political developments on the division; underscore division-wide evangelistic and mission programs; discuss mission and humanitarian programs and initiatives; chart historical high points and low points; highlight significant unions and conferences, successful and challenging regions; show relation of division to the General Conference and world church; explain how union's organization helped fulfill mission of the church.
- Share the division's outlook for the future: Is it fulfilling its mission; what are challenges to progress; what lessons can be drawn from its history to provide guidance for the future.

### III. Executive Officers Chronology

Each president, secretary, and treasurer of the division should be listed in the order and years in which they served. Interims should also be included, but stated as such. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the officers popularly went by, i.e., as listed in the *Yearbook*. Remember also to list each change in the division name before listing the presidents for that iteration of the division.

#### Example: South American Division

Presidents: O.O. Montgomery (1915-1922); Charles Thompson (1922-1924); P.E. Brodersen (1924-1926); C.B. Haynes (1926-1930); N.P. Neilsen (1931-1941); R.R. Figuhr (1941-1950); W.E. Murray (1950-1958); J.J. Aitken (1958-1966); R.A. Wilcox (1966-1975); Enoch Oliveira (1975-1980); Joao Wolff (1980-1995); Ruhy H. Nagel (1995-2006); Erton Kohler (2006-)

#### *Union*

The union article will closely resemble the format and content division article, although with some important differences.

I. Current Territory and Statistics (automatically generated from the *SDA Yearbook* site)

II. Organizational History

III. Executive Officers Chronology

I. Current Territory and Statistics

This first section will provide a current territorial and statistical overview of the union. To be automatically generated from the *SDA Yearbook*, this encompasses the country or states, conferences and missions, and number of churches and membership in reference to the general population of the territory. For defunct unions, this information can be gleaned from the final *Yearbook* that the union was reported on.

II. Organizational History

Like the division article, the union article will not cover the origin of the Adventist work in its territory (the conference or mission article will treat on this), but the actual organization of the union. This should include the following components:

- Factors that led up to the organization of the union (which may have had a different title and territory than the current union's): e.g., organization of missions/conferences that led to the union's organization; sufficient number of conferences/missions and unions that needed collective administrative oversight; burgeoning mission in territory; increasing membership; prominent voices calling for creation of union; political developments in the territory; etc.
- Official organization of union: Meetings by committees/boards, division and otherwise, that brought about the creation of the union, including official names of committee and boards and precise dates (day, month, year) of discussions and actions along with the issues at hand; committee and/or board meetings that *officially* brought the union into existence; the General Conference Committee or General Conference session vote that officially recognized the union; state original territory of union with headquarters address, as well as membership, church units, and institutions; original stated or implied mission of union; initial union officers; show relation of union to its parent division; other details surrounding union's creation.
- Development of union: chart any changes of territory, membership, creation of church units, establishment of institutions, and ministries; detail reorganizations of union, noting each title, territory, and headquarters changes; when possible, characterize decades or eras; highlight significant officers, especially those with long-lasting tenures; mention the organization of departments in the union, and significant leaders of them; trace the effect of national and continental political developments on the union; underscore union-wide evangelistic and mission programs; discuss mission and humanitarian programs and initiatives; chart historical high points and low points; highlight significant conferences/missions, successful and challenging regions; show relation of union to the division; explain how union's organization helped fulfill mission of the church.
- Share the union's outlook for the future: Is it fulfilling its mission; what are challenges to progress; what lessons can be drawn from its history to provide guidance for the future.

Please note carefully how the union article will be different from an article on the country that the union covers. The union article will largely trace the *organizational history* of the union, treating on how the organization of the union brought about and reacted to the work in the country. The union article will begin quite a ways after the founding of Adventism in the country, instead when the conferences were organized into a union.

On the other hand, the country article will focus on the progress of the Adventist work in the country and less on the organizational aspect of it. This will include a detailed probing of the Adventist pioneers in the country, how the work began, baptisms and the first churches, progress in the cities and regions, increases in membership, formation of conferences, challenges to mission, the social and political dynamics that affected the work there, etc.

### III. Executive Officers Chronology

Each president, secretary, and treasurer of the union should be listed in the order and years in which they served. Interims should also be included, but stated as such. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the officers popularly went by, i.e., as listed in the *Yearbook*.

Example: Columbia Union Conference

Presidents: W.J. Fitzgerald (1907-1908); G.B. Thompson (1909); B.G. Wilkinson (1909-1918); F.H. Robbins (1918-1932); H.J. Detwiler (1932-1941); F.H. Robbins (1941-1946); D.A. Ochs (1946-1957); V.G. Anderson (1957-1958); L.E. Lenheim (1958-1962); Neal C. Wilson (1962-1966); Cree Sandefur (1966-1973); W.B. Quigley (1973-1978); Wallace O. Coe (1978-1985); Ron M. Wisbey (1985-1994); Ralph Martin

(1994-1997); Harold L. Lee (1998-2006); Dave Weigley (2006-)

*Conferences (includes Missions and Fields; only referred to as conferences in this section)*

The conference articles will differ significantly from the other types of CAU entries. The most important difference is that conferences will include the origins of the Adventist work in the particular territory they cover, which will serve as background and introduction for the organizational unit that arose from it. Because of the similarities and overlap between a conference article and a country article, it may be best to have the same author write both, when appropriate. Here is the order of the conference article:

- I. Current Territory and Statistics (automatically generated from the *SDA Yearbook* site)
- II. Origin of SDA work in territory of conference
- III. Organizational history of conference
- IV. List of presidents

#### I. Current Territory and Statistics

This first section will provide a current territorial and statistical overview of the conference. To be automatically generated from the *SDA Yearbook*, this encompasses the country or states, conferences and missions, and number of churches and membership in reference to the general population of the territory. For defunct conferences, this information can be gleaned from the final *Yearbook* that the conference was reported on.

#### II. Origin of SDA work in territory of conference

This initial section should briefly outline the Adventist activity in the area that led to the need to establish an administrative structure to best direct and manage the efforts in the territory. This will involve tracing the area in the conference in which the work began, be it the first group of seventh-day Sabbath keepers converted by literature, or a missionary or minister who initially evangelized in the area. Because these origins will not always be a straightforward, researching them should be done carefully. In truth, the identity of the first Adventists or missionaries in an area may be controversial or disputed. Further, the work may have begun in a certain area within the conference, died out, and only years later the work that led to the organization of the conference really began. This is where the judgment of an expert is required; and this is why you are writing the article. If the origins are in dispute, share both sides of the debate, and then continue to trace the developments that led to organization.

#### III. Formative events that led to the organization of the CAU

- Official organization of conference: Meetings by committees/boards of the division and union that brought about the creation of the conference, including official names of committee and boards and precise dates (day, month, year) of discussions and actions along with the issues at hand; committee and/or board meetings that *officially* brought the conference into existence ((note that these committee and board meetings may be far away from the conference territory itself, especially for early conferences); state original territory of conference with headquarters address, as well as membership, church units, and institutions; original stated or implied mission of conference; initial officers; show relation of conference to its parent union; other details surrounding conference's creation.
- Development of conference: chart any changes of territory, membership, establishment of institutions, and ministries; detail reorganizations of conference, noting each title, territory, and headquarters changes; when possible, characterize decades or eras; highlight significant officers, especially those with long-lasting tenures; mention the organization of departments in the conference, and significant leaders of them; trace the effect of national and continental political developments on the conference; underscore significant evangelistic and mission programs; discuss mission and humanitarian programs

and initiatives; chart historical high points and low points; highlight progress of work in successful and/or challenging regions; show relation of conference to the union; explain how conference's organization helped fulfill mission of the church.

- Share the conference's outlook for the future: Is it fulfilling its mission; what are challenges to progress; what lessons can be drawn from its history to provide guidance for the future.

#### IV. List of presidents

Conference articles are only required to list presidents. Each president should be listed in the order and years in which he served. Interims should also be included, but stated as such. Although in biographical articles initials in names should be spelled out when first introduced, in these lists, render the name that the officers popularly went by, i.e., as listed in the *Yearbook*.

Example: Lake Region Conference

Presidents: J.G. Dasant (1945-1949); T.M. Fountain (1949-1951); H.W. Kibble (1951-1961); Charles E. Bradford (1961-1970); John R. Wagner, Jr. (1970-1977); Charles D. Joseph (1977-1987); Luther R. Palmer (1987-1990); R.C. Brown, Sr. (1990-1994); Norman K. Miles (1994-2005); J.L. Davis (2005-2014); R. Clifford Jones (2014-)

#### Sources

The sources section (like a bibliography or works cited page) should list all of the sources used to write the article, and others that may be helpful to the reader. Use the Turabian format (See Documentation Manual here: <https://www.adventistarchives.org/author-materials>).

#### Additional Helps

The materials for ESDA authors can be found here: <https://goo.gl/YklFzg>

#### Submission

Each individual who writes an article for the *Encyclopedia* will have an Author Page on the ESDA website. This page will include a brief biography and links to all of the ESDA articles that the author wrote. Please submit in a *separate* Word document from the main article a bio of yourself no longer than three sentences. This can include any information you like, but usually covers things like birthplace, education, career, accomplishments, publications, hobbies, and family. Please send this bio to your assistant editor.

You are now ready to submit your article. There are two ways in which this can be done. First, if you have completed your article before the due date, email your editor notifying him that you are ready to submit the article. The editor will then send you a link that you will click and follow the instructions to upload the article. Second, around the time of the due date an email will arrive from your editor with the link and submission instructions. After you have uploaded the article you will receive an email confirmation that it has been received, and then you will wait for the editor to contact you further.