

**GE 05 Ellen G White Writings**

**GE 05 05 Ellen G White Writings**—The writings of Ellen G White are, in a special sense, the property of the Church. The published writings and the manuscripts were both placed by her in the care of the Ellen G White Board of Trustees, which is responsible for their safekeeping and for the promotion of their publication in all leading languages. This Board is also responsible for the issuance of new books compiled from the Ellen G White manuscripts and periodical articles. The Board, working in close co-operation with the General Conference Executive Committee, serves as the author's representative in all matters pertaining to the published and unpublished writings, whether these be under copyright or in the public domain.

**GE 05 10 General Conference Recognition**—The General Conference recognises the Ellen G White Estate, Incorporated, established by Ellen G White herself, as the owner and proprietor of all her writings, thus bearing responsibility for their care, publication, and widest possible distribution. This understanding relates to all Ellen G White writings whether or not under copyright. Permission for publication of these writings emanates from the Ellen G White Estate Board; and publishing houses that publish and copyright Ellen G White books do so as agents of the Ellen G White Estate. From time to time, the Board may establish or amend policies respecting the use, publication, and/or circulation of Ellen G White writings. The General Conference calls upon organisations and persons, within or without the church, to honour the provisions of the author for the continuing custody of her writings.

**GE 05 15 Office Space and Finances**—The General Conference provides office space for the Ellen G White Estate. It also provides a White Estate budget, to meet the expenses represented by the regular cycle of duties of the office of the Ellen G White Estate. The Board controls this budget, authorising all expenditures. A person chosen from the General Conference Treasury staff by joint action of the General Conference and the Board serves as treasurer for the Board, and disburses the funds on authorisation from the Board with a monthly statement listing these disbursements and showing the current financial standing.

The General Conference provides annually a budget for subsidising the publication of Ellen G White books in languages other than English. Expenditures from this budget are by action of the General Conference Executive Committee on recommendation of the Spirit of Prophecy Committee.

**GE 05 20 Access to Manuscripts and Other Estate Files**—Access to the properties of the Ellen G White Estate shall be by permission of and according to policies established by the Board.

**GE 05 25 Permission to Use Writings**—There is an implied permission granted by the Board to denominational writers and publishers for a reasonable use of Ellen G White writings, with the regularly employed publishing house editors being held responsible for the proper use of selected excerpts. The Board permits the inclusion of Ellen G White material in manuscripts accepted by denominational publishing house book committees, provided that no more than 20 per cent of the manuscript is Ellen G White material. If the manuscript contains more than 20 per cent of material from Ellen G White writings, the matter should come to the Board for its study and action.

### **GE 10 Reproduction of Ellen G White Writings**

Even though a number of the Ellen G White books are in public domain and are no longer protected by copyright, it should be recognised that Ellen G White in her will, entrusted all of her writings to a group of trustees in perpetuity. This represents a sacred trust which is morally binding. The Ellen G White writings should not be reproduced without written permission from the Trustees of the Ellen G White Estate.

### **GE 15 The Ellen G White Estate and the Spirit of Prophecy Committee**

**GE 15 05 Spirit of Prophecy Committee**—The Spirit of Prophecy Committee is appointed by the General Conference Administrative Committee, and is constituted as follows: representatives of the General Conference officer group, one of whom shall serve as chair; Board of Trustees, and others. This committee shall serve during the period between the General Conference Sessions.

General responsibility for the publication of Ellen G White books throughout the world is shared by the Board and the Spirit of Prophecy Committee, a standing committee of the General Conference.

1. The Board is responsible for:
    - a. New editions, changed formats, and other changes in presently published works.
    - b. Abridgments, translations, and related changes.
    - c. Editions of works for the blind.
    - d. Obtaining and keeping current all necessary copyrights.
    - e. The nature and content of any indexes that may be made.
  2. The Spirit of Prophecy Committee is responsible for:
    - a. The overall planning of Spirit of Prophecy promotion.
    - b. Encouraging the reading and use of Ellen G White writings.
    - c. The annual Spirit of Prophecy Sabbath programme.
    - d. Promoting the non-English publication of Ellen G White material
- and, if subsidies are required, recommending to the General Conference Administrative Committee the subsidy that should be granted. However, the

preparation of such editions, with related correspondence and attention to legal or copyright matters, shall be the responsibility of the Board.

**GE 15 10 Publication of Ellen G White Books**—Ellen G White books are handled differently from other denominational publications. As a legal organisation the Ellen G White Estate is authorised to hold the copyrights of all Ellen G White books. The Board grants permission for the use of Ellen G White writings and acts on plans involving the publication of Ellen G White materials or works drawn largely from her writings.

**GE 15 15 Trade Books**—The publication of Ellen G White trade books in the North American Division is shared between the two General Conference publishing houses. Because of their unique value to the church such books, once issued, shall continue as stock items. When such books need to be reset, the Board shall be informed.

Manuscript for new compilations shall be passed by the Board to the publishing houses, but it shall not be submitted to the respective book committees. The General Conference publishing houses are empowered to publish Ellen G White trade books in English for use by the world field. This permission, however, does not preclude the publishing of English editions outside the North American Division if such are deemed advisable. All negotiations for English editions which are printed outside the territory of the North American Division as well as foreign language editions are to be made between the Division and the Board.

Apart from these special arrangements, Ellen G White trade books are published on the same basis as others issued by the General Conference publishing houses, with the publishers meeting all initial expenses and being responsible for advertising, distribution, and similar costs.

**GE 15 20 Subscription Books**—Ellen G White subscription and trade books are handled on the same terms. The publishing house to which the book is assigned bears all initial expense. Control of the English printing of the books by the North American publishing houses is restricted to its use in the United States and Canada and to the territories served by the Stanborough Press as a subsidiary of the Review and Herald Publishing Association.

Prior to the publication, resetting, or reillustrating of any Ellen G White subscription book now in circulation, counsel shall be sought of the Board and the General Conference Publishing Department.

**GE 15 25 Responsibility for Compilations**—When there is a call for a compilation of Ellen G White writings in book form, the need for such a book shall be considered by the Board and on favourable action it shall be referred to the Spirit of Prophecy Committee for counsel. The Spirit of Prophecy Committee may also take the initiative in recommending the publication of new compilations. Responsibility for the authorisation of the compilation and supervision of the manuscript preparation shall rest with the Board.

If the compilation is made by others than the Ellen G White Estate staff, remuneration, if any, shall be through a definite sum authorised by the Board in

consultation with the General Conference. The publishing house shall bear the expenses associated with the preparation and publication of such books.

**GE 15 30 Study Guides**—The following guidelines are established for the preparation of study guides for Ellen G White books:

1. It should be the sole objective of the study guide to lead the reader to a knowledge of the counsels and instructions given by Ellen G White, and great care should be exercised to avoid interpretation of writings either by comment, emphasis, or wording of the text.

2. Study guides to the Ellen G White books, being fully dependent on these books for their existence, are supplements to these books, and should therefore be handled under the regulations pertaining to the publication of Ellen G White books.

3. When there is a call for a printed study guide to any Ellen G White book to be issued for distribution as a regular publication by one of the publishing houses, the responsibility for authorisation and supervision of manuscript preparation and publication shall rest with the Board. Royalty shall be paid to the General Conference at five per cent of the retail price of these study guides (the same as for the annual devotional and missionary books of the year—see FP 55 10, category D).

4. The manuscript may be prepared in the Ellen G White Estate office, or the work may be assigned to a person not on the office staff. In the latter case remuneration, if any, shall not be made under the royalty plan but shall be a definite sum authorised by the Board in consultation with the General Conference Corporation. Such payment may be charged against the General Conference account to which, by agreement, Ellen G White royalty income accrues.

5. Policies that call for Spirit of Prophecy Committee approval for the publication of new Ellen G White books shall apply to such study guides.

6. These policies shall not apply to such outlines and study guides that are temporary in nature, mimeographed for use in institutes or classrooms in educational or other institutions.

**GE 15 35 Royalty**—Ellen G White books shall be royalty free.

**GE 15 40 Releasing Unpublished Material**—The decision as to the suitability of unpublished material for general release rests with the Board which shall approve both the release and the manner of release.

**GE 15 45 Authorisation to Print**—Any territory desiring to translate and publish any of the Ellen G White writings shall communicate with the Division Publishing Director who in turn shall communicate with the Board and the Publishing Department of the General Conference before beginning the translation. The publishing house issuing the book shall be subject to the conditions governing the issuance of denominational literature as these relate to the use of illustrations and to royalty in such cases as royalty is called for. Upon completion of the work the publishing house shall report the language, the size of the edition, and other helpful information to the Division Publishing Director

who in turn shall report to the Board for their records, and shall file two copies of the completed work with the office of the Ellen G White Estate and one copy with the Publishing Department of the General Conference. Board authorisation to publish is separate and distinct from any financial commitment to aid in publication. (See GE 15 75.)

**GE 15 50 World-wide Publication of Subscription Books—**

Encouragement is given to the publication of such Ellen G White subscription books as may meet the needs of the various territories. These books may be issued either in their entirety or in abridged form. When it is deemed advisable to use the abridgment, the standard approved abridgment should be used.

This plan brings a desirable uniformity into our literature. Manuscripts for abridgments may be obtained from the office of the Ellen G White Estate. If a special abridgment is called for, plans for its preparation must be worked out in counsel with the Board. The Board, the Spirit of Prophecy Committee, and the General Conference Publishing Department encourage publication of the Ellen G White books in their entirety as far as is practical.

**GE 15 55 World-wide Publication of Trade Books—1. *Purchase of Printing Rights and Files***—Publishing houses wishing to print Ellen G White trade books in a language already in print may purchase the printing rights and printers from the original publishers as follows:

- a. Text only—Five per cent (5%) of initial cost of text.
- b. Combined text, art work, and pictures—Seven-and-a-half per cent (7.5%) of total initial cost.
- c. Initial cost shall include actual origination expense incurred up to the point the negatives are stripped and flats made ready for the production of printing plates/digital files. Normal factory overhead percentages shall be included but not promotion or distribution costs.
- d. Author and artist royalties are additional as required.
- e. Digital files shall be supplied at cost, as defined in paragraph 1.c. above, plus fifteen per cent (15%).
- f. **Distribution Rights**—The purchasing publisher's distribution rights on the purchased book shall be limited to its own territory.

2. ***Permission to Translate***—A request for the translation of an Ellen G White Trade book in a major language used by more than one division shall be approved and the translating assigned by the World Literature Ministry Coordinating Board (WLMCB).

**GE 15 60 Translations**—Translating Ellen G White books presents a unique problem. Being Spirit of Prophecy literature, the translation must be faithful and made from the original English text, and shall convey to the readers of other languages an accurate picture of the Ellen G White teaching. Care should be exercised to avoid making the translation literal, hence stilted and sometimes meaningless. On the other hand, the translator must not take the liberty to introduce his own viewpoint or add sentences to further delineate the subject presented. Nor is the translator at liberty to delete sentences. Such translations

are not acceptable, and their publication must not be permitted. All translations should be carefully checked by readers designated by the union in which the work is done.

In some cases a given translation may serve several territories. When this is so, the translation shall, if feasible, be made available for checking in all areas concerned.

The Trustees of the Ellen G White Estate retain the responsibility to approve the translations of the Ellen G White books prior to their publication, and shall take such steps as they deem advisable to assure themselves that the translation is acceptable.

**GE 15 65 Introductory Spirit of Prophecy Library**—Unions are urged to arrange for the publication of the volumes designated as constituting the Introductory Spirit of Prophecy Library. These volumes are to be issued in their entirety so as to correspond to their English counterparts. The books comprising this library are:

List A (First Priority)

*Acts of the Apostles, The*  
*Adventist Home, The*  
*Christ's Object Lessons*  
*Christian Service*  
*Counsels on Stewardship*  
*Desire of Ages, The*  
*Early Writings*  
*Education*  
*Gospel Workers*  
*Great Controversy, The*  
*Ministry of Healing, The*  
*Patriarchs and Prophets*  
*Prophets and Kings*  
*Steps to Christ*  
*Story of Redemption, The*

List B (Second Priority)

*Child Guidance*  
*Counsels on Diet and Foods*  
*Evangelism*  
*Life Sketches of E. G. White*  
*Messages to Young People*  
*Testimony Treasures, Volume I*  
*Testimony Treasures, Volume II*  
*Testimony Treasures, Volume III*  
*Thoughts From the Mount of Blessing*  
*Selected Messages, Book 1*  
*Selected Messages, Book 2*

*Selected Messages, Book 3*  
*Welfare Ministry*

**GE 15 70 Responsibility for Publishing**—The primary responsibility for producing these books rests with the Division committee, but the General Conference Executive Committee, through the Spirit of Prophecy Committee, may render assistance. The question of the order in which the Introductory Spirit of Prophecy Library books shall be published is left with committees in the various territories.

**GE 15 75 Financial Assistance**—1. The objective of the Spirit of Prophecy Book Subsidy Fund is to help make the Ellen G White books available in the various languages spoken by Seventh-day Adventists, at a price within their local buying ability, taking into account the economy of the country, earning power of the people and size of the language group. Wherever possible, the books shall be produced and distributed on a self-supporting basis. Where this is not possible, financial assistance in the form of subsidies may be called for.

2. Although preference is given to the Introductory Spirit of Prophecy Library, requests for subsidies may be made on any Ellen G White book for trade or subscription printings and on materials as approved by the Board.

3. Subsidies for the initial publication of Ellen G White books in languages other than English shall be made by the General Conference Administrative Committee on the recommendation of the Spirit of Prophecy Committee and made available from the Subsidy Fund for initial publication expense based on the number of pages of the English edition on one of the following plans:

a. *Plan A*—For language areas with more than 5,000 members, up to US\$20 per page based on actual costs, and apportioned as follows:

General Conference	40%
Division	35%
Union	25%
per page	100%

b. *Plan B*—For language areas with fewer than 5,000 members, up to US\$26 per page based on actual costs, and apportioned as follows:

General Conference	46%
Division	39%
Union	15%
per page	100%

c. *Plan C*—For language areas with more than 5,000 members in countries with inadequate economies, as approved by the General Conference Spirit of Prophecy Committee, up to US\$30 per page based on actual costs, and apportioned as follows:

General Conference	60%
Division	27%
Union	13%
per page	100%

d. *Plan D*—For language areas with fewer than 5,000 members in countries with inadequate economies, as approved by the General Conference Spirit of Prophecy Committee, up to US\$35 per page based on actual costs, and apportioned as follows:

General Conference	69%
Division	23%
Union	8%
per page	100%

4. The union committee concerned shall take the initiative in making the arrangements for the translation.

5. The union officers shall, in consultation with the division, prepare the request for the subsidy which shall include the following information:

- a. Number of pages in English edition
- b. Number of pages in translation
- c. Number of church members served by the language
- d. Per capita tithe
- e. Proposed retail sale price
- f. Approximate number of people who use the language
- g. Number of books to be printed
- h. Steps which have been taken to have the translation checked by individuals in other areas of the world where the publication may be used
- i. Provision for checking the translation for accuracy
- j. Proposed date of publication, etc.
- k. Plans for the promotion of the book

6. The request shall be approved by the division committee, and placed on the form provided and forwarded to the Secretary of the General Conference Spirit of Prophecy Committee.

7. *Division Fund*—The Division shall set up a fund to cover their portion of the above subsidies.

8. *Book Stocks*—Inasmuch as it is the objective of this plan to make these Ellen G White books available on a continuing basis, the publishing houses shall keep a stock of each published volume to meet the need of a growing constituency. If a publishing house is not financially able to carry the investment involved in this programme, the Division Committee shall arrange for the necessary capital for this purpose.

9. In order to ensure the continual availability of Spirit of Prophecy books subsidised by this policy, funding for a second printing shall be available from the General Conference at the following percentages of the maximum provision per page for original translated printing and will be released to the publisher upon proof of the second printing:



Plan A—20%

Plan B—23%

Plan C—13%

Plan D—17%

10. To make economical reprints possible, steps should be taken at the time of the initial printing to preserve the positive printers, plates, etc.

11. When an original translation is found to be inaccurate, or outdated, a retranslation may be done. The subsidies for retranslation work per page, from the General Conference, the Division, and the union shall be set at 50 per cent of the regular translation subsidies as set out in paragraph 3. a. to d. above.

12. For transferring translated material onto CD-ROM format, the General Conference, the Division, and the unions involved shall subsidise with 5 per cent of the regular translation subsidies as set out in paragraph 3. a. to d. above.

**GE 15 80 Handling Subsidy Funds**—The funds voted by the General Conference Executive Committee to assist in the publication of the Ellen G White books, as a usual procedure, shall be held in trust by the General Conference until the publishing house has the translation in hand and is ready to proceed with the printing. Then upon the request of the field, together with notification of the status of the project, the Treasurer/Chief Financial Officer of the General Conference shall release such funds for use in the initial expense.

**GE 15 85 Unused Subsidies**—Any funds appropriated from the Subsidy Fund to assist in the initial expense of the production of an Ellen G White book outside the North American Division shall automatically revert to the fund if uncalled for within three years of the time the action was taken appropriating such funds, unless an extension in the time is granted on specific request of the Division.

**GE 15 90 Reports**—Publishing houses are to report annually to the secretary of the Board informing the Board of the Ellen G White books published, the number of copies sold, and any related pertinent information that would be of service to the Board.

## **GE 20 Ellen G White Estate Branch Offices and Ellen G White Seventh-day Adventist Research Centres and Study Centres**

**GE 20 05 Ellen G White Estate Branch Offices**—Branch Offices of the Ellen G White Estate are extensions of the main office of the White Estate and are located at educational institutions belonging to the General Conference and serving the world church. As such, they are responsible for promoting an understanding of the writings and ministry of Ellen G White. They are established when deemed necessary by the Board of Trustees and in consultation with the General Conference. Initial setup costs, salaries and allowances, as well as operational expenses are provided by the General Conference budget.

The director of a Branch Office is appointed by the Board every five years, at the first Board meeting after the General Conference Session, and holds the position of assistant director of the Ellen G White Estate. The Branch Office director is a full-time employee of the White Estate unless other arrangements are made between the General Conference and the institution involved.

**GE 20 10 Ellen G White—Seventh-day Adventist Research Centres—**

Where there is no Branch Office the Division is authorised to establish one Ellen G White Seventh-day Adventist Research Centre in an educational institution located within its territory, subject to the approval of the Board and the General Conference Executive Committee. Research Centres serve the division where they are located as a resource regarding the writings and ministry of Ellen G White. Unlike Branch Offices, Research Centres are encouraged to preserve the broader history of Adventism within their territory. In addition, the Ellen G White Estate and the General Conference share oversight of the Research Centre with the Division. Any relocation of the centre will require approval by the Division and the White Estate Board.

The director of the Research Centre is to be recommended every five years by the Division in counsel with the institution where the Centre is located, and appointed by the White Estate Board as soon as possible after the General Conference Session. Unlike a Branch Office, 50 per cent of the director's time is devoted to the Centre and 50 per cent to the educational institution in which the Centre is located. The designated employing organisation of the Research Centre director will be determined by the Division and the host educational institution in consultation with the White Estate. In the event of a vacancy during the quinquennium, the Division is to recommend a new director to the Board for appointment.

Where there is an authorised Research Centre the Division will receive annually, an appropriation from the General Conference equivalent to 75 per cent of the denominational annual basic wage factor for the territory where the Centre is located. This appropriation is intended to cover 50 per cent of the Research Centre director's salary and includes an additional 25 per cent of the wage factor for the director's estimated benefits. In cases where this appropriation does not cover 50 per cent of the salary and benefits for the director of the Research Centre, the difference between the appropriation and 50 per cent of the actual salary and benefits can be charged to the General Conference in a time period not to exceed one calendar year following when the appropriation has been released to the division. An appropriate travel budget is to be provided by the Division for the director's field services. The General Conference also may provide annual supplemental travel assistance. All other operating expenses, such as secretarial services, office supplies, maintenance, etc., as well as the physical facilities, such as the vault, office space, and general furnishings, are to be provided by the Division with the co-operation of the educational institution involved. The General Conference provides the specialised equipment and research materials necessary for the establishment of the Centre, as specified by the Ellen G White

Estate. All White Estate files, including copies of the Ellen G White letters and manuscripts, are provided on a loan basis and remain the property of the Ellen G White Estate. Should it become necessary to close an Ellen G White Seventh-day Adventist Research Centre, all White Estate files, including the Ellen G White letters and manuscripts, are to be returned to the Ellen G White Estate.

A supervisory committee of seven to nine members, including the Division Spirit of Prophecy Co-ordinator, is responsible for management of the Centre, including preparation of the Centre's annual budget. Its members are recommended by the Division after each General Conference Session, and appointed at the first subsequent meeting of the White Estate Board. The director of the Centre is the secretary of the committee. The director of the White Estate, or a person who officially represents the director, is an ex officio member of the committee. The supervisory committee is to meet at least once a year and keep records of its actions. A copy of the committee's minutes is to be forwarded to the White Estate. An in-house committee of three, including the director of the Centre, is appointed every five years by the division, for consultation as needed in regard to day-by-day decisions in the Centre.

**GE 20 15 Additional Ellen G White Seventh-day Adventist Research Centres in a Division**—The General Conference and the Board provide funds for only one Research Centre per division. Additional Research Centres in a division that already have been established with the authorisation of the White Estate Board and the General Conference, follow the policies stated under GE 20 10 except for the financial arrangements which are the following:

All operating expenses of the additional Research Centre, including setup costs, 100 per cent of the salary and allowances of the director, secretarial services, and travel budget, are the responsibility of the Division/union in co-operation with the educational institution where the Research Centre is located.

The Division may choose to divide its annual appropriation received from the General Conference between the initial Centre and additional Centres, but the total amount received will not exceed what was provided to the initial Centre. Dividing the General Conference subsidy should not result in the reduction of any services or resources at any of the Research Centres in the territory. If an additional Centre should close, all White Estate files are to be returned to the Ellen G White Estate, as stated in GE 20 10.

Colleges and universities owned and operated by unions may also elect to establish a Research Centre with authorisation of the union, Division, and the Board. All setup and operating expenses are the responsibility of the educational institution and/or its union. The director of the Research Centre is to be recommended every five years by the employing organisation, in counsel with the union/Division, and appointed by the Board as soon as possible after the General Conference Session. A supervisory committee of no fewer than five, nominated by the college/university board, and appointed by the Board, is responsible for management of the Centre. The Division Spirit of Prophecy Co-ordinator, director of the White Estate, or persons who officially represent them,

shall be ex-officio members of the committee. All other policies follow those stated under GE 20 10.

**GE 20 20 Additional Ellen G White Seventh-day Adventist Study Centres**—An educational institution may request authorisation from its union and the Board for the opening of a Study Centre to serve its local academic community. The Ellen G White Seventh-day Adventist Study Centre consists of a physical space, in or near the library, containing resource materials pertaining to the writings and ministry of Ellen G White, and Adventist history. Distinct from Branch Offices and Research Centres, Study Centres do not have photo reproductions of the unpublished Ellen G White letters and manuscripts. All operating expenses, including initial costs and salaries, are to be provided solely by the institution involved.

A part-time or full-time faculty member appointed by the educational institution in consultation with the White Estate, is responsible for the operation of the Study Centre. This individual reports to the institution's board. The Research Centre of the Division serves as the main consultant and adviser for the Study Centre.

A list of required resource materials and equipment needed to establish a Study Centre is available from the White Estate.

**GE 20 25 Summary of Financial Responsibilities**—1. Branch Offices:

a. General Conference – Setup costs, operational expenses, salaries, travel and other allowances

b. Institution – Physical space to house office

2. Research Centres (first in a division):

a. Operation:

1) General Conference – Resource materials and specialised research equipment (including shipping)

2) Division/Host Academic Institution – Any duty on imported items, physical space to house Centre, furnishings, operating expenses, such as secretarial services, office supplies, maintenance, etc

b. Salary/Travel:

1) General Conference – 75 per cent of the division's basic wage factor for the territory where the Centre is located; may provide supplemental travel assistance

2) Division/Host Academic Institution – Balance of director's salary, appropriate travel budget

3. Research Centres (additional in a division):

a. General Conference – No assistance

b. Division/Host Academic Institution – All operating expenses, including physical space, furnishings, setup costs, shipping and any import duty, 100 per cent of the salary and allowances of the director, secretarial services, and travel budget

4. Study Centres:

a. General Conference/Division – No assistance

b. Host Academic Institution – All operating expenses, including physical space, furnishings, setup costs, shipping and any import duty, 100 per cent of the salary and allowances of the director, and secretarial services.