

TO: Pastors, Head Elders, School Principals, Business Managers
FROM: Richard Magnuson, Jr., Director
Planned Giving and Property Management Department

RE: Services of Conference Retained Attorney

Dear Friends:

In today's complex world, the services of a skilled attorney are essential. Whether reviewing contracts before signing, drafting shared-use agreements or giving advice on property use or taxation issues, legal counsel can save your church and school many precious dollars in the long run.

While it is true that the Northern California Conference of Seventh-day Adventists has legal counsel on a retainer basis, this retainer covers only direct Conference work, legal work on planned giving documents and review of routine shared use agreements. The retainer does not generally include providing legal services for local churches or schools.

However, because of our litigious society which could result in judgments or liens against our facilities, the Conference has voted that "all contracts relating to real property be reviewed by Conference Legal Counsel and that payment for the review be a cost of doing business for the Conference and not charged to the respective school, church, or institution." This means that the INITIAL review will be free, but should the contract require additional legal review or advice, you will be charged for it. To request legal review and approval for contracts please forward the agreement to the Conference Property Management Department at property@nccsda.com or fax to 888-312-0319.

For all other legal matters, it is recommended that schools first contact the Education Department and that Churches and other Conference entities first contact the Planned Giving and Property Management Department in order to facilitate the necessary legal assistance.

Should you need additional information or clarification, please do not hesitate to contact our office at (925)603-5057.