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+ By Laws*

# CONSTITUTION OF THE MINISTRY OF STEWARDSHIP

KAWAIAHAO CHURCH

## Preamble

As we are stewards of God, of our Church and of our membership, we shall give of our time, talents and treasures. We were chosen to serve God and shall try to better understand His Love and His Word.

## Article I. Name

Section 1. The name of this organization shall be the Ministry of Stewardship of Kawaiahao Church.

## Article II. Purpose

Section 1. The purpose of the Ministry of Stewardship shall be:

- a. To assist in the care and maintenance of church grounds and church property;
- b. To assist the chairman of the Annual Enlistment program in the organization and execution of this program;
- c. To provide services to the Church through the Kawaiahao Daughters, Kawaiahao Doorkeepers and the Kawaiahao Laymen;
- d. To study and approve the related budgets of these organizations;
- e. To seek to establish and develop harmonious relationships between the members of the Church;
- f. To create interest in and participation by the membership in the work of Kawaiahao Church.

## Article III. Membership

Section 1. The Ministry of Stewardship shall consist of fifteen (15) men and women who are members of Kawaiahao Church.

Section 2. These members shall be selected by a Nominating Committee, elected by the Ministry membership, approved by the Church membership, and shall serve for a period of three (3) years.

Section 3. Out-going members, upon completion of their terms, shall not be re-elected to the Ministry for a period of one year.

Section 4. Members shall have no more than three (3) consecutive unexcused absences. Excused absences from regularly scheduled meetings, may be arranged by letter or telephone prior to the meeting, with the president or secretary. After three (3) consecutive unexcused absences, a letter of explanation will be required, and if no satisfactory answer is received, the membership on the Ministry may be terminated by the discretion of the Ministry. A letter from the secretary shall notify the member of his terminated membership.

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## KAWAIAHAO CHURCH

### Article III. Membership

Section 5. Where members have died or been removed in mid year, the president shall have the authority to appoint, with the advice and consent of a quorum of the Ministry membership, such additional members as needed to fulfill a membership of fifteen (15).

### Article IV. Officers

Section 1. The officers of the Ministry shall be president, vice president, secretary, and treasurer.

Section 2. The officers shall be elected annually in December, from and by the membership of this Ministry. They shall be installed during a Church Worship Service the following month.

Section 3. An officer may be removed for cause by a majority vote of the members of the Ministry.

Section 4. The vice president shall be elected from the members with a full three year term. The other officers shall all be elected from the members with two years to serve.

### Article V. Duties

Section 1. The president shall act as presiding officer at all regular and called meetings of this Ministry, appoint standing and special committees, appoint officers pro tem, act as chairman of the executive board, and vote when votes are equally divided. The president shall exercise all other powers invested by this constitution in his office. The president shall represent the Ministry at all official Church meetings. The president shall make a written semi-annual report, to be presented to the entire Church membership at the Semi-annual Church meetings, on behalf on the Ministry.

Section 2. The vice president in the absence of the president shall perform all duties of the president.

Section 3. The secretary shall record the proceedings of all meetings of the Ministry and the executive board and shall certify same with his signature. He shall perform such other duties as properly pertain to his office, or such duties as the Ministry shall prescribe.

Section 4. The treasurer shall issue purchase orders as directed by the Ministry and perform all other duties as pertain to his office or directed by the Ministry.

### Article VI. Executive Board

Section 1. The Executive Board shall consist of the president, vice president, secretary, and treasurer.

Section 2. This Board shall meet at the call of the president and shall handle all matters requiring immediate decision and action.

# CONSTITUTION OF THE MINISTRY OF STEWARDSHIP

## KAWAIAHAO CHURCH

### Article VII. Special Committees

Section 1. Special committees, as may be required for the effective work of this Ministry, may be created with such duties, powers, and functions as may be determined by the Executive Board or the Ministry Membership.

### Article VIII. Meetings

Section 1. Regular meetings shall be called monthly by the president for the purpose of carrying on the business of this Ministry.

Section 2. Special meetings may be called by the president or by written request of seven (7) or more members of this Ministry. A written notice shall be mailed to each member, seven (7) days in advance of the meeting date, giving the specific purpose of such meeting. A majority of the ministry members shall constitute a quorum.

Section 3. A quorum for the regular business meetings of this Ministry shall consist of a majority of the total number of Ministry members.

### Article IX. Amendments

Section 1. This constitution may be amended or repealed by a two thirds majority vote of the membership at any time when duly called to meet for this purpose; notice of such meeting shall be sent to each member seven (7) days prior to such meeting.

### Article X. Order of Business

Section 1. All business meetings of this Ministry shall be conducted in accordance with Robert's Rules of Order.

Section 2. The Order of Business shall be:

1. Call to order
2. Invocation
3. Roll call
4. Secretary's minutes
5. Treasurer's report
6. Communications
7. Committee Reports
8. Old business
9. New business
10. Miscellaneous
11. Adjournment
12. Benediction

Passed by the Ministry of Stewardship of Kawaiahao Church this ninth day of April 1967 A.D.

## ARTICLE XII.

A. There shall be as many Ministries as may be required to effectively pursue the work and program of the Church, including but not limited to the following:

1. Ministry of Evangelism and Missions.

2. Ministry of Stewardship. There shall be a Ministry of Stewardship whose purpose shall be:

a. To encourage and coordinate participation by Members in the domestic affairs of the Church.

b. To plan and coordinate fund-raising activities of the various Organizations of the Church.

c. To coordinate and oversee, under the direction of the Board of Trustees, the maintenance and repair of Church facilities.

2. no change

a. no change

b. To plan and coordinate fund-raising activities for the Church including the Every-Member Canvass, Makeke, Kamehameha Day Luau, and such other fund-raising activities as may be developed and assigned to it.

c. no change

## ARTICLE XV. FINANCIAL MATTERS.

A.

B. The Ministry of Stewardship, under the guidance of and in coordination with the Board of Trustees, shall plan and coordinate fund-raising activities to raise funds required to offset anticipated deficits in the current operating budget. Ministries, Boards, and other Church Groups may conduct fund drives as may be required to obtain funds for special projects. Such fund-raising activities, however, shall have been cleared with the Ministry of Stewardship and approved by the Board of Trustees.

B. The Ministry of Stewardship, under the guidance of and in coordination with the Board of Trustees, shall plan and coordinate fund-raising activities to raise funds required to meet the budgetary goal. Ministries, Boards, and other Church Groups may conduct fund drives as may be required to obtain funds for special projects. Such fund-raising activities, however, shall have been cleared with the Church Council and approved by the Board of Trustees.

DRAFT (1975)  
PROPOSED BY-LAWS  
OF  
KAWAIHAO CHURCH

returned 5-27-75  
at Gim-  
Kindward Church

ARTICLE I. NAME.

This Church shall be known as "KAWAIHAO CHURCH."

ARTICLE II. PURPOSE.

The purpose of this Church shall be to bind together followers of Jesus Christ for the purpose of sharing in the Worship of God and in making His Will dominant in the lives of Men and to establish, conduct and maintain Missions and other Institutions in the State of Hawaii <sup>and throughout the world</sup> for the advancement of the cause of Christianity and the Faith, Doctrines and Discipline of the general Christian system known as Evangelical.

(Add Mission with respect to the Hawaiian People)

ARTICLE III. POLITY.

This Church acknowledges the True God, Jesus Christ, our Lord and Master, as the Head of the Church and all Religious Activity.

The Government of this Church is vested in its Members who exercise the right of control in all its affairs subject, in legal matters, to the Charter of Incorporation of Kawaiahao Church, granted it by the Governor of the Territory

of Hawaii on the 5th Day of December, A. D. 1911.

While this Church is not subject to the authority of any ecclesiastical body, it accepts the obligations of mutual council, cooperation and consideration involved in the free association of Congregational Christian Churches and the United Church of Christ, and pledges itself to share their common aims and work.

#### ARTICLE IV. FAITH AND COVENANT.

This Church recognizes the Bible as the sufficient rule of Faith and Practice, and holds that living in accordance with the teachings of Jesus Christ is the true test of Fellowship. It recognizes further that each Member should have freedom to follow the Word of God according to the dictates of his own conscience, under the enlightenment of the Holy Spirit. Its Members agree, nevertheless, to subscribe to the following Covenant and Statement of Faith:

"WE BELIEVE IN GOD THE FATHER, INFINITE IN WISDOM, GOODNESS AND LOVE, AND IN JESUS CHRIST HIS SON, OUR LORD AND SAVIOUR, WHO FOR US AND OUR SALVATION LIVED AND DIED AND ROSE AGAIN AND LIVETH EVERMORE: AND IN THE HOLY SPIRIT WHO TAKETH OF THE THINGS OF CHRIST AND REVEALETH THEM TO US, RENEWING, COMFORTING AND INSPIRING THE SOULS OF MEN. WE ARE UNITED IN STRIVING TO KNOW THE WILL OF GOD AS TAUGHT IN THE HOLY SCRIPTURES, AND IN OUR PURPOSE TO WALK IN THE WAYS OF THE LORD, MADE KNOWN OR TO BE MADE KNOWN TO US. WE HOLD IT TO BE THE MISSION OF THE CHURCH OF CHRIST TO PROCLAIM THE GOSPEL TO ALL MANKIND, EXALTING THE WORSHIP OF THE ONE TRUE GOD, AND LABORING FOR THE PROGRESS OF KNOWLEDGE, THE PROMOTION OF JUSTICE, THE REIGN OF PEACE AND THE REALIZATION OF HUMAN BROTHERHOOD, DEPENDING AS DID OUR FATHERS UPON THE CONTINUED GUIDANCE OF THE HOLY SPIRIT TO LEAD US INTO ALL TRUTH. WE WORK AND PRAY FOR THE TRANSFORMATION OF THE WORLD INTO THE KINGDOM OF GOD, AND WE LOOK WITH FAITH FOR THE TRIUMPH OF RIGHTEOUSNESS, AND THE LIFE EVERLASTING."

This Church also accepts the following Statement of Faith of the United Church of Christ as a substantial expression of Christian Teaching:

"WE BELIEVE IN GOD, THE ETERNAL SPIRIT, FATHER OF OUR LORD JESUS CHRIST AND OUR FATHER, AND TO HIS DEEDS WE TESTIFY:  
HE CALLS THE WORLDS INTO BEING, CREATES MAN IN HIS OWN IMAGE AND SETS BEFORE HIM THE WAYS OF LIFE AND DEATH.  
HE SEEKS IN HOLY LOVE TO SAVE ALL PEOPLE FROM AIMLESSNESS AND SIN.  
HE JUDGES MEN AND NATIONS BY HIS RIGHTEOUS WILL DECLARED THROUGH PROPHETS AND APOSTLES.  
IN JESUS CHRIST, THE MAN OF NAZARETH, OUR CRUCIFIED AND RISEN LORD,  
HE HAS COME TO US AND SHARED OUR COMMON LOT, CONQUERING SIN AND DEATH AND RECONCILING THE WORLD TO HIMSELF.  
HE BESTOWS UPON US HIS HOLY SPIRIT, CREATING AND RENEWING THE CHURCH OF JESUS CHRIST, BINDING IN COVENANT FAITHFUL PEOPLE OF ALL AGES, TONGUES, AND RACES.  
HE CALLS US INTO HIS CHURCH TO ACCEPT THE COST AND JOY OF DISCIPLESHIP, TO BE HIS SERVANTS IN THE SERVICE OF MEN, TO PROCLAIM THE GOSPEL TO ALL THE WORLD AND RESIST THE POWERS OF EVIL, TO SHARE IN CHRIST'S BAPTISM AND EAT AT HIS TABLE, TO JOIN HIM IN HIS PASSION AND VICTORY.  
HE PROMISES TO ALL WHO TRUST HIM FORGIVENESS OF SINS AND FULLNESS OF GRACE, COURAGE IN THE STRUGGLE FOR JUSTICE AND PEACE, HIS PRESENCE IN TRIAL AND REJOICING, AND ETERNAL LIFE IN HIS KINGDOM WHICH HAS NO END.  
BLESSING AND HONOR, GLORY AND POWER BE UNTO HIM. AMEN."

#### ARTICLE V. MEMBERSHIP.

This Church shall be composed of all who, by Confirmation of Faith, have been admitted to Membership in Kawaiahao Church and upon whose shoulders shall rest the responsibilities and decisions of all matters pertaining to the Church, to attain a common goal as "One Body in Christ!"

Regular Members. Members of this Church shall be persons who subscribe

to the Covenant and Statement of Faith expressed in Article IV, and to the Motto and Disciplines of Kawaiahao Church. Their admission into membership shall have been approved by majority vote of the Church Council. Members shall be of age 15 years or over and shall enjoy full participation in all Church affairs with the following exception:

Only Members of Kawaiahao Church of twenty (20) years of age or older, who have worshipped with the same for one year and have been regular contributors for the support of the Church, shall be eligible to vote for, or to hold office as, Trustees of the Corporation.

Associate Members. Persons not desiring to become regular Members yet wishing to participate in its activities may be admitted by majority vote of the Church Council as Associate Members. They shall share in the Worship, Support and Service of the Church and enjoy the same privileges as Regular Members except the right to vote and hold office.

Inactive Members. Members may, upon written request to the Church Council, be transferred to the inactive roll. Members who have not participated in the work or support of the Church for a period of two years may, after being informed, be transferred to the inactive roll. Inactive Members shall not be entitled to vote or hold office. Upon their written request, Inactive Members may be restored to active membership. The Church Council shall pass on changes in membership status.

Admission of Members. Persons desiring to join this Church shall submit applications to the Pastor of the Church. Applicant shall attend prescribed classes of instruction. The Pastor shall then recommend applicants to the Church Council for approval. After approval by the Council, they shall be received by the Church at a regular Service of Worship.

Termination of Members. The Church Council may terminate membership of any person by:

- a. Granting a letter of transfer to another Church at the Member's request.
- b. Granting the Member's request to be removed from the membership rolls.
- c. Removing the name of the Member from the membership roll should the Member become an offense to the Church by reason of immoral or unchristian conduct. Such removal shall be made only after faithful efforts have been made to bring such Member to amendment in accordance with the Law of Christ (Matthew 18: 15-17). Removal action must be approved by the Pastor and by a two-thirds vote of the Board of Deacons at a meeting duly called for this purpose.

#### ARTICLE VI. SERVICES AND MEETINGS.

##### A. Worship.

1. Services of Worship shall be held at given hours each Sunday except when temporarily suspended by vote of the Church.

2. The Sacraments of the Lord's Supper shall be celebrated at such times as the Church may determine. The Baptism of Adults and the Baptism or Consecration of Children shall be administered at such times as the Pastor or, in his absence the Assistant Pastor may appoint.

3. Other Services for Worship, Inspiration, Prayer and Study may be held as determined by the Church.

B. Business Meetings.

1. The Annual Meeting of the Church shall be held on the last Sunday of October of each year at such time and place as the Church Council may designate for the Election of Trustees, Church Officers, Church Council Members, and Members of duly constituted Ministries, Boards and other Church bodies, for consideration of the proposed Budget for the ensuing year, for the reception of reports, and also for the transaction of any other business of the Church.

2. Special Meetings. Special Meetings of the Church shall be called by the Moderator within thirty (30) days after request for such has been made by the Pastor, the Trustees, the Church Council, or any ten (10) Members of the Church.

3. Notice of Meetings. Notice of all Church Meetings, Annual or Special, shall be given from the Pulpit on two successive Sundays prior to the day of the meeting. If at such meeting it is proposed to amend the Corporate Charter, or to adopt, amend or repeal any By-Laws, the substance of the proposed change shall be announced at the time notice is given.

4. Quorum. Fifty (50) voting members shall constitute a quorum for the transaction of business, and the concurring vote of a majority of the voting members present shall be sufficient to validate any legitimate action of the membership.

#### ARTICLE VII. OFFICERS.

A. Officers of the Church shall be the Pastor, a First Assistant Pastor, a Second Assistant Pastor (or Lay Minister), the Chairman of the Board of Deacons, the Moderator and the Vice Moderator.

B. Officers of the Corporation shall be a President (Chairman), a Vice President, a Secretary, a Treasurer and an Auditor.

#### ARTICLE VIII. THE PASTORATE.

##### A. The Pastor.

1. He is the representative of Christ here on Earth, supplicating to God, through Jesus Christ, for the benefit of the membership ( II Corinthians 5: 20); an interceder between mankind and Christ, as Christ interceded between His

Disciples and God (John 17: 9); one consecrated to God and ordained in his professional call (I Corinthians 1: 1; Hebrews 5: 1)

2. He is the Leader of the Church dedicated to minister to the Members, inspire their spirits, stimulate their vision, and point out the course for those who are committed to our Lord and who make up His Body. He creates the image of the Church in the eyes of God, the membership, the Hawaiian People, the Community and State, the Nation and World.

3. He shall be:

- a. A person of Hawaiian or part Hawaiian ancestry.
- b. One who believes in God, is committed to Jesus Christ as Lord, and ordained to the Christian Ministry.
- c. One who is a graduate of an accredited Seminary, preferably related to the Congregational Christian Church.
- d. One who preferably has had at least ten (10) years of experience as a Pastor in other Churches.
- e. One who loves People and has strong talent as a Pastor, Preacher, Teacher, Community Leader, and Administrator.

f. One who accepts and supports the Faith and Order, the Life and Work of Kawaiahao Church as contained in its Statement of Faith and Purpose in its programs.

3. He Shall:

- a. Serve as Advisor and ex-officio Member of all constituent bodies of the Church.
- b. Conduct the Worship Services; prepare and preach the sermons.
- c. Administer the Lord's Supper, Baptismal Service and other religious activities of the Church.
- d. Render spiritual uplift and counselling to Members of the Church and all others seeking pastoral help, in the Community, the Nation and the World.
- e. Conduct Bible Study Classes for Members of various organizations of the Church, and Membership Training Classes for New Members joining the Church.

f. Administer to the needs of the Hawaiian People  
and Hawaiian Societies and other Organizations.

g. Serve in all other capacities as appropriate to  
Ordained Minister.

B. Procedure for selection in the event of a Pastoral vacancy.

1. In the event of a vacancy created by virtue of death,  
resignation, or dismissal of the Pastor, a Special Meeting of the membership shall  
be called within thirty (30) days for the purpose of programming the selection  
of a new Pastor.

2. Any Member of the Church may submit to the Church Council  
in writing the name and qualifications of a candidate for Pastor. At the final  
meeting of the membership the names of the candidates remaining for consideration  
shall be placed on the ballot. The candidate receiving the highest vote shall  
be invited to serve as Pastor of the Church.

C. Term of Office.

1. The Pastor shall serve for a term of three (3) years  
following his selection. Should he maintain his position with due respect and  
perform his duties satisfactorily, he may be retained for an additional five (5)  
years. Subsequent to his second term, his retention would be considered for  
terms of service of five (5) years each.

D. First and Second Assistant Pastors (or Lay Minister)

1. Prerequisites, procedure for selection and term of office of the First and Second Assistant Pastors shall be as prescribed for the Pastor.

2. The First and Second Assistant Pastor (or Lay Minister) shall assist the Pastor in promoting the Faith and Purpose of the Church in its programs, and shall perform such other duties as may be assigned by the Pastor.

ARTICLE IX. BOARD OF TRUSTEES.

A. Composition and Selection:

1. "There shall be a Board of Trustees comprised of nine (9) Members. At least five Members of the Board shall be Hawaiian or part Hawaiian. After January 1, 1969, persons elected to serve on the Board of Trustees shall serve for a period of three years. Persons elected to the Board of Trustees prior to January 1, 1969, shall serve for a period of six years. Subsequent to January 1, 1969, persons elected to the Board of Trustees may serve for not more than two consecutive terms without a one year break in such service.

Prior to the Annual Meeting of the Corporation, a nominating committee shall elect not less than two candidates for every vacancy to be filled. Additional nominations may be received from the floor at the time of the Annual Meeting." Persons nominated to serve must indicate either orally or in writing their willingness to serve if elected.

2. A person not a member of the Corporation may be elected to be a Trustee, but a majority of the Trustees must at all times be Members.

3. "In the event of a vacancy in the Board of Trustees before the time of the Annual Meeting, the vacancy shall be filled by the remaining Members of the Board of Trustees within 30 days by appointing some member of the Corporation to fill the vacancy until the next Annual Meeting, at which time an election shall be held to select a member to serve the unexpired term. Prior to the time of the Annual Meeting, a nominating committee shall select at least two (2) candidates for the vacant position. Additional nominations may be received from the floor at the time of the Annual Meeting. Persons nominated to serve must indicate, either orally or in writing, their willingness to serve if elected."

B. Responsibilities.

1. "The Board of Trustees shall have full charge and control of the property of the Corporation subject to the Charter and By-Laws. However, it shall not be lawful for the Trustees to sell, demolish or lease any building, or to transfer title thereto, or to lease, sell or otherwise convey any of the real estate held by them in trust without specific approval of the Officers of the Church, without the written consent of two-thirds of the whole number of the Board of Trustees after a meeting of the Board specifically convened to consider such business, and without a two-thirds vote of the Members of the Corporation

present at any meeting called for that purpose. Further, the Trustees shall not purchase any real estate or erect any building at the expense of the Corporation without a two-thirds vote of the Members of the Corporation present at a meeting called for that purpose and without the written consent of two-thirds of the whole number of the Board of Trustees after a meeting called for that purpose. Notice of meetings called for the purpose of acting on recommendations to buy, sell or otherwise convey real estate shall be given from the pulpit of that Church on at least two consecutive Sundays prior to the day of the meeting."

2. "The property of the Corporation shall at no time be used as security for loans without the written consent of two-thirds of the whole number of the Board of Trustees after a meeting of the Board specifically convened to consider such business, and without a two-thirds vote of the Members of the Corporation present at any meeting called for that purpose."

C. Duties.

1. President. The President shall preside at meetings of the Trustees, and may call the Trustees together whenever he deems it necessary. He shall, with the Treasurer, execute all deeds and contracts requiring to be executed by the Corporation. In the absence of the President, the Vice President shall perform the duties of the President.

2. Secretary. The Secretary shall record the proceedings at all meetings of the Board of Trustees, and shall certify the name by his signature. He shall give notice of meetings of the Corporation or of the Board of Trustees when so requested by the President, or in his absence, by the Vice President, or by two members of the Board of Trustees. Prior to the Annual Meeting, he shall prepare a list of the voting members of the Corporation and shall submit such list at the meeting. He shall perform such other duties as properly pertain to his office, or such as the Board of Trustees may prescribe.

3. Treasurer.

a. The Treasurer shall safely keep all moneys and securities of the Corporation; and shall collect and dispense the moneys of the Corporation as directed by the Trustees, and shall submit a statement of accounts to the Trustees at their Annual Meeting, and at any other time when requested by the President.

b. He shall, together with the President, or in his absence the Vice President, sign all deeds, leases, or other instruments binding the Corporation.

c. He shall keep account in a correct and accurate manner of all financial transactions, and make full statements thereof and present the same to the Corporation at its annual meeting or at any other time when requested by the President or any two members of the Board of Trustees. In addition, he shall submit in proper accounting format a Semi-annual Financial Statement which is to be mailed to every member of record not later than fifteen (15) days after the close of the business quarter. The Board, at its discretion, may allow reasonable compensation for the preparation and distribution of the aforementioned financial statements.

4. Auditor.

1. It shall be the duty of the Auditor, at the end of each year, and oftener when so directed by the Board of Trustees, to examine all books, accounts, vouchers, and evidences of property of the Corporation, and report thereon to the Board of Trustees.

D. Meetings of Trustees.

1. The Board of Trustees shall meet at least once each month to transact ordinary business. The President, Vice President or any two members of the Board of Trustees may call for a special meeting of the Board at any time there is need to transact legitimate Corporation business. The minutes of all regular and special meetings shall be furnished to the Church Council, the Pastor, and to the Heads of the various Boards and Ministries within five (5) working days after the meeting.

2. The President of the Board of Trustees shall designate one of the monthly meetings an annual meeting of the Board of Trustees for the purpose of preparing its annual report to the Members of the Corporation.

3. Five (5) of the Trustees shall form a quorum for the transaction of business.

E. Business Office.

1. The Board of Trustees may establish and maintain an office for the purpose of housing Corporation records and transacting routine Corporation business. The Board shall, at its discretion, employ and compensate the personnel required to staff the Business Office.

2. The Board shall, through its business office, provide adequate administrative support to other segments of the Church Organization.

Office machines procured for this purpose shall be maintained, distributed and controlled in such a manner as to assure efficient utilization while serving the operating convenience of authorized users.

F. Committees.

1. The Board of Trustees may appoint and define the duties of such standing and special committees as it deems expedient.

ARTICLE X. THE CHURCH COUNCIL.

A. Church Council.

1. There shall be a Church Council consisting of a Moderator, a Vice Moderator, a Recording Secretary, a Corresponding Secretary, and fourteen (14) Members. The Pastor shall be an ex-officio non-voting Member.

2. The Recording Secretary and the Corresponding Secretary shall be selected by the Church Council from the total Church Membership. They shall be non-voting Members of the Council.

B. Jurisdiction.

1. Except as otherwise provided by the Charter or By-Laws and subject to the general direction and control of the Members at all times, the Church Council shall have charge of the general welfare of the Church and its relations with the Hawaii Conference of the United Church of Christ and other organizations. It shall exercise supervision over all Church Activities, to

include Worship Services and the work and affiliations of all Schools, Departments, Boards, Societies, and other Auxiliary or Special Organizations or Bodies formed or operated within the Church or its precincts, and may make and enforce such regulations within its jurisdiction. It may appoint sub-committees to have charge under its direction and control, of departmental or other special matters, and may change or retire them at its pleasure.

C. Functions.

1. The Church Council shall assume all functions not assigned to the Pastor or to the Boards or Ministries.
2. The Church Council shall formulate policies relating to all phases of Church activity. Policies shall be in consonance with our Covenant and in keeping with the policies prescribed in the Charter and By-Laws of Kawaiahao Church.

D. Responsibilities.

The Church Council shall:

1. Review and/or approve priorities recommended by the Board of Trustees relative to funding of the Church Budget.
2. Review and/or define goals and objectives of the Church, and monitor, prepare or have prepared comprehensive plans for their attainment.

3. Receive and act upon grievances or complaints submitted by Members or any Church Organization or Group.

4. Investigate and determine need for new programs or bodies to further the goals and objectives of the Church, and take the necessary implementing action.

5. Select Delegates or act on recommendations for Delegates to such Conferences and Meetings the Membership determines the Church shall belong to or participate in. The Moderator of the Church Council, however, shall serve as the primary and principle Delegate to the Aha Paeaina and the Aha Mokupuni, and the Vice Moderator shall be included in the Church Delegation.

6. Receive reports from and review the operations of the Pastorate and all the Boards and Ministries.

7. Submit to the Membership at its Annual Meeting a report on Church Activities over the past year, and a report recommending a comprehensive program designed to carry out the goals and objectives of the Church during the coming year.

8. Coordinate and schedule use of facilities and equipment for Church Activities.

E. Selection of Members.

1. A person shall not be considered a nominee for election

to the Church Council unless and until he or she meets the following prerequisites:

- a. Be an active Member and in good standing.
- b. Have had prior service on a Church Board or Ministry.
- c. If currently serving on the Board of Trustees or any Ministry, agree to resign from said Board or Ministry if elected.
- d. If currently serving on the Board of Deacons, agree to accept a leave of absence from said Board during the period of service on the Church Council.

2. Persons shall be nominated for election to the Church Council by the Church Nominating Committee not less than sixty (60) days prior to the Annual Meeting of the Membership. They shall prepare a slate of not less than two (2) Nominees for each vacancy to be filled. Additional nominations may be received from the Members up to two (2) weeks before the time of the Annual Meeting. Persons nominated to serve must indicate, either orally or in writing, their willingness to serve if elected.

F. Terms of Office.

1. Persons elected to serve on the Church Council shall serve

a. At the time of Organization:

- (1) Four persons shall be selected to serve for four years.
- (2) Four persons shall be selected to serve for three years.
- (3) Four persons shall be selected to serve for two years.
- (4) Four persons shall be selected to serve for one year.

b. Selection to the various terms of service shall be by drawing of lots.

2. Persons selected by the Council to serve as Moderator or Vice-Moderator shall serve as such for not more than two (2) years during any four-year term of service.

3. Members may not be re-elected to the Council without a one (1) year break in service.

4. The Recording Secretary and the Corresponding Secretary shall serve for two (2) years. They may not be selected again for such service until a year has elapsed.

G. Executive Committee.

1. The Church Council shall select from among its Members an Executive Committee to transact business on behalf of the Council during intervals between regular Meetings of the Council. The Church Council shall define the functions, responsibilities, and authority of the Committee. The Moderator, or in his absence the Vice-Moderator, shall chair the Executive Committee.

H. Vacancies.

1. In the event of a vacancy in the Council before the time of the Annual Meeting, the vacancy shall be filled by the Council by appointing an eligible Member (previously nominated to serve) to fill the vacancy until the next Annual Meeting, at which time an election shall be held to select a Member to serve the unexpired term.

I. Meetings.

1. The Church Council shall meet at least once a month to transact ordinary business. The Moderator, or the Vice-Moderator in his absence, shall preside at all Meetings.

2. The Moderator, Vice-Moderator or any two (2) Members may call a Special Meeting of the Council at any time there is need to conduct legitimate Council business.

3. The Minutes of all Regular and Special Meetings shall be furnished to the Pastor and the Heads of all Boards and Ministries as soon as possible but not more than one (1) Week after the Date of the Meeting.

4. The Moderator of the Church Council shall designate one of the monthly Meetings an Annual Meeting of the Church Membership, at which he shall serve as the Presiding Officer.

5. Eight (8) Members, exclusive of the Moderator and the Secretaries, shall constitute a quorum for the transaction of business, and the concurring vote of two-thirds of the Members present shall be sufficient to validate any action of the Council.

6. The Moderator shall sit without vote except when his vote is required to break a tie.

7. The Rules of Discipline shall be the Law of Christ, recorded in St. Matthew 18: 15-17.

8. The latest edition of "Robert's Rules of Order" shall govern parliamentary procedure at all Meetings.

#### ARTICLE XI. THE BOARD OF DEACONS.

##### A. Composition and Selection.

1. There shall be a Board of Deacons consisting of one (1)

Deacon for every twenty (20) Members of the Congregation.

2. Members of the Board of Deacons shall select from among the active members of the congregation people who have demonstrated in their own lives a high moral standard of conduct and the possession of deep spiritual sensibilities.

3. Names shall be submitted to a duly called meeting of the membership for approval.

B. Positions.

1. They shall serve as assistants to the Pastor, carefully and ever watchful over the Sanctuary, the House of God. (Ezekiel 3: 17); (St. Matthew 5: 13-14); (Acts 26: 17-18)

2. They shall be duly consecrated, trained and ordained in their respective offices.

C. Duties.

1. They shall be of assistance to the Pastor at all times, assisting the Pastor with the observances of the Lord's Supper, Baptismal Services and other activities of the Church.

2. They shall assist the Pastor in the conduct of the Worship Services of the Church, and in visitations to sick and distressed Members.

3. They shall perform all other duties as set forth in the

**D. Terms of Office.**

1. They shall retain their positions for a term of three (3) years from the time of their appointment.

2. Should they perform their duties satisfactorily, they may serve an additional term of three (3) years.

3. After serving satisfactorily for two consecutive terms, they may elect to be ordained for life.

**E. Officers of the Board of Deacons.**

1. The Officers of the Board of Deacons shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

2. The Pastor and Board shall elect these Officers from their membership annually and define their respective duties.

**F. Meetings of the Board of Deacons.**

1. Meetings shall be held regularly every month at a definite time and place, with such added meetings as may from time to time be necessary.

**G. Committees.**

1. The Board of Deacons may appoint and define the duties of such Standing and Special Committees as may be necessary to specialize in and be responsible for certain phases of their program.

## ARTICLE XII. MINISTRIES.

A. There shall be as many Ministries as may be required to effectively pursue the work and programs of the Church, including but not limited to the following:

1. Ministry of Evangelism and Missions. There shall be a Ministry of Evangelism and Missions whose purpose shall be as follows:
  - a. To coordinate, assist and act as liaison between the Christian Endeavor Societies and the Mother's Missionary Group.
  - b. To establish and encourage programs of fellowship and common projects between the Christian Endeavor Societies and Mother's Missionary Group.
  - c. To develop Evangelical programs to attract and retain the Youth and Adult Members of the Church.
  - d. To maintain the fundamental doctrines of the Christian Faith.
2. Ministry of Stewardship. There shall be a Ministry of Stewardship whose purpose shall be:

- a. To encourage and coordinate participation by Members in the domestic affairs of the Church.
- b. To plan and coordinate fund raising activities of the various Organizations of the Church.
- c. To coordinate and oversee, under the direction of the Board of Trustees, the maintenance and repair of Church Facilities.

3. Ministry of Music and the Arts. There shall be a Ministry of Music and the Arts whose purpose shall be:

- a. To organize and staff such Choirs as may be deemed necessary for the proper presentation of the Worship Service.
- b. To organize and staff informal musical groups that may assist in the Spiritual, Moral, and Evangelical Goals of the membership of Kawaihao Church.
- c. To organize and supervise the operation of a Fine Arts Program for the spiritual and

personal fulfillment of the Membership.

4. Ministry of Education, There shall be a Ministry of Education whose purpose shall be:

- a. To draw individuals into the reality of Christian Fellowship and to nurture them in the Christian Faith and Mission, so that by accepting with gratitude and obedience God's forgiveness and power for new life, they shall mature as Christian Persons and shall become faithful participants in the Mission of the Church.
- b. To determine educational objectives for the total Church fellowship, engage in study, long-range planning and evaluation, and initiate new educational ventures.

#### ARTICLE XIII. CHURCH LIBRARY.

##### A. Purpose.

1. A Church Library shall be established to accomplish the following:

- a. Procure, maintain and control books, periodicals and other educational materials suitable to and required for the educational development of the Members of Kawaiahao Church.
- b. Procure, maintain and control the educational materials, graphic aids and related equipment required to support the Sunday School Activities of Kawaiahao Church as determined by the Ministry of Education.

#### ARTICLE XIV. YOUTH COUNCIL.

A. Purpose. There shall be a Youth Council whose purpose shall be:

1. To coordinate and monitor Youth and Young Adult programs at Kawaiahao Church.
2. To identify new needs and implement new programs as may be required to satisfy the spiritual, intellectual, and social needs of the Youth and Young Adults of Kawaiahao Church.

B. Compositions and Functions. The Youth Council shall be composed of the following:

1. The Pastor: Ex-officio Member and Advisor. The Youth Council shall function under the guidance (and direction) of the Pastor and his

**Assistants.**

2. The Assistant Pastor. Administrator of the Youth Council, assisting in the conception, planning, organization, execution and evaluation of the entire Youth Program.

3. Age Group Committees consisting of three (3) Members each from the 12-13, 14-15, 16-17, and 18-25 age groups. They shall make recommendations regarding policies, programs and activities to be formulated or pursued, and shall assist in the administration and supervision of Youth Activities.

4. Parents Advisory Committee consisting of three (3) parents for each Age Group. They shall present their views with regard to policies, programs and activities, and shall render support as needed to the Youth Council.

**C. Selection of Committees. (To be determined at a later date).**

**ARTICLE XV. FINANCIAL MATTERS.**

A. The Trustees shall prepare and submit to the Church Council not less than two weeks prior to the Annual Meeting, the proposed Budget for the ensuing year. After review, the Budget shall be submitted to the Membership at the time of the Annual (Meeting) for their consideration. Appropriation and disbursement shall conform to the Budget as approved by the Membership.

contingent fund for disbursement to meet unanticipated needs, extraordinary expenses or special uses as may be determined by the Board of Trustees and the Church Council.

B. The Ministry of Stewardship, under the guidance of and in coordination with the Board of Trustees shall plan and coordinate fund-raising activities to raise funds required to offset anticipated deficits in the current operating budget. Ministries, Boards, and other Church Groups may conduct fund drives as may be required to obtain funds for special projects. Such fund-raising activities, however, shall have been cleared with the Ministry of Stewardship and approved by the Board of Trustees.

#### ARTICLE XVI. NOMINATING COMMITTEE.

A. The Church Council shall, within ninety (90) days after the Annual Meeting, select a Committee of five (5) Church Members to serve as a Church Nominating Committee for the year. The Church Council shall designate the Chairman of the Committee, and shall inform the Membership, by letter or in a Church Publication, the names of persons selected.

B. The Church Nominating Committee shall present at the Annual Meeting and at such other times as it may be requested to do so, the names of persons