

Approved: FEBRUARY 2014

Revised: AUGUST 2016

REVISED BYLAWS  
OF  
HAILI CONGREGATIONAL CHURCH

ARTICLE I. NAME AND LOCATION

The name of this Church shall be HAILI CONGREGATIONAL CHURCH, referred to as Haili Church, located in Hilo, Hawaii.

ARTICLE II. PURPOSE

The purpose of Haili Church shall be (1) to bind together followers of the Lord Jesus for the purpose of worshipping the Almighty God; (2) to promote the work of the Lord Jesus Christ; (3) to fellowship with those of like precious faith; and (4) to be faithful witnesses of the Gospel both here and throughout the world.

ARTICLE III. POLITY

The church acknowledges Jesus Christ as the Head and the Bible as the Word of God which shall be our guide in matters of faith and practice. For purposes of Church doctrine, practice, policy, and discipline, our pastor and Diaconate are the Church's final interpretive authority on the Bible's meaning and application.

The government of the Church shall be vested in its members, who shall exercise the right of control in all its affairs, subject, however to the revised laws of the State of Hawaii relating to eleemosynary (charitable) organizations.

While this Church is accountable to no religious organizations, it accepts the obligations of mutual counsel, courtesy, and cooperation involved in the free fellowship of the Hawaii Island Association (Aha Mokupuni) and the Hawaii (State) Conference of the United church of Christ (Aha Paeaina), retaining its Congregational Christian Church status.

#### ARTICLE IV. DOCTRINE

1. We believe in the Scriptures of the Old and the New Testament as verbally inspired of God, and in errant in the original writings, and that they are of supreme and final authority in faith and life. II Pet. 1:19-21; II Tim. 3:16, 17; Matt. 24:35; I Thess. 2:13; Acts 1:16; I Cor. 14:37; II Sam. 23:2; I Pet. 1:23-25; John 10:34, 35; Matt. 5:18.
2. We believe in one God, eternally existing in three persons; Father, Son and Holy Spirit. Deut. 6:4; Matt. 28:18-20; I Cor. 8:6; II Cor. 13:14; John 10:30, 36; John 1:1-5; Gal. 4:6; Acts 2:17, 18; Gen 1:26; 3:22; Matt. 3:16, 17; John 14:6.
3. We believe that Jesus Christ was conceived of the Holy Spirit, and born of the Virgin Mary, and is true God and true man. John 1:1-3, 14. 18; Col. 1:15; 2:9, 10; Phil. 2:5-11; Matt 1:18-25; Gal. 4:4; Heb 1:1-3; John 5:17-23; Rev. 1:8; 22:13; I Tim. 3:16.
4. We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born with a sinful nature. Gen. 1:26; 2:7, 21, 22; Rom. 5:12; 3:10-12. 23; 6:23; Ps. 53:1-3; Jer. 17:9.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the basis of His shed blood. Isa. 53; II Cor. 5:18-21; John 1:29; 3:16, 17; Heb. 9:24-28; I Pet. 2:21-25; Col. 2:11-15;

I Cor. 6:9-11; 15:1-4; Rom. 3:22-26; 5:6-8; Gal. 3:13; Acts 13:38, 39; Eph. 1:7; Mk. 10:45.

6. We believe that all those (and only those) who by faith receive the Lord Jesus Christ as Saviour, are miraculously born again of the Holy Spirit, and thereby, without benefit of any human merit, religious rite or ceremony, partake of the Divine Life and nature, and are sealed by the Holy Spirit for time and eternity. Eph. 2:6-8; John 3:3-8; 1:12; 5:24; 6:47; Acts 13:38, 39; Rom. 5:1, 2; John 17:21-23; Col. 2:10; Heb. 10:10-14; Eph. 1:13, 14; Gal. 2:20; Col. 1:27; Acts 4:12; II Pet. 1:4; Rom. 6:13; 8:9-11; Eph. 4:30.
7. We believe that, at the time of the new birth, the believer received the Holy Spirit and by Him is baptized into the body of Christ; is forever indwelt by the Holy Spirit as guide and comforter, and if yielded to Him, is empowered for service. John 1:12; 3:3-8; I Cor. 12:12, 13; Col. 1:18; Gal. 3:26-28; Eph. 4:30; Rom. 8:9-11; John 14:16, 17, 26; 16:13-15; Eph. 5:18; Acts 1:8; Matt. 28:19, 20; Luke 24:47, 48.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ, the "Head of the Body, the Church." Eph. 4:3-6; Col. 1:18; Eph. 5:30; I Cor. 12:12, 13; Eph. 5:32; 1:3-6.
9. We believe in the bodily resurrection of our crucified Lord, in His bodily ascension into heaven, and in His present life there as High Priest and Advocate for us. Acts 10:38-41; I Cor. 15; Rom. 4:25; Luke 24; Mark 16:9-18; John 20:11-29; Acts 1:3; 3:12-16; 1:9-11; Rom. 8:31-34; Eph. 1:15-23; Heb. 1:3; 4:14-16; Heb. 7:24-28; I John 2:1, 2; John 11:25-26.
10. We believe in "that blessed hope" the personal bodily, premillennial, and imminent return of our Lord and Saviour, Jesus Christ. John 14:1-3; Acts 1:11; I Thess. 4:16, 17; 1:10; Heb. 9:28; Phil. 3:20, 21; I John 3:1-4; Titus 2:12, 13; Rev. 1:7; 22:12, 20.
11. We believe in the bodily resurrection of both the saved and the lost; the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. II Cor. 5:1-8; John 14:2, 3; I Cor. 15:35-57; I Thess. 4:13-18; Phil. 3:20, 21; I John 3:2; Col. 3:4; John 17:22-24; Rev. 20:4-6; II Thess. 1:3-12; John 8:21-24; Heb. 9:27; Luke 16:19-31; John 5:28, 29; Rev. 20:5; Matt. 25:31-46; Rev. 20:15.

12. We believe that Satan is a real being, a personal devil; that he is the enemy of God, the “father of lies,” the great deceiver of mankind, is the instigator of all false systems of religion, and that, with him, all persistent followers of such will find their end in the lake of fire. Rev. 12:7-9; John 8:37-44; Matt. 25:41; Isa. 14:12-17; Eph. 2:1-3; Heb. 2:13-15; I Pet. 5:8; Eph. 6:10-12; Rev. 20:10; 21:8.
13. We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single exclusive union, as delineated in Scripture. Ephesians 5:23-32; 1 Peter 3:1-5; 7: 1 Corinthians 7:1-2.
14. We believe that in order to preserve the function and integrity of the Church as the Body of Christ, it is imperative that all Church members, all persons employed by the Church in any capacity, and all who serve as volunteers, shall abide by and agree to this definition of marriage and conduct themselves accordingly. John 17:22; Ephesians 4:2-4.
15. We believe that God offers redemption and restoration to all who confess and forsake sin; seeking His mercy and forgiveness through Jesus Christ. Romans 3:21-26; Romans 10:8-17; Ephesians 2:1-10; James 5:16-20.
16. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be rebutted and are not in accord with Scripture nor the doctrine of the Church. Romans 12:1-2, 9-18; Galatians 6:1-3; 1 Peter 4:1-11.

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Haili Church is being faithful and obedient to the teachings found in the Holy Bible and holding true the First Amendment of the United States Constitution and Article 1 Section 4 of the State of Hawai'i Constitution; specifically the Freedom to Exercise Religion, Freedom of Speech, and Freedom of Association clauses as well as the Hawai'i Marriage Equality Act of 2013 Section 572-D, Paragraph a and b and Section 572-E Paragraph a and b hereby states that marriage in Haili church and Kuhio Chapel will only be recognized as a union between one man and one woman.

## ARTICLE V. MEMBERSHIP

### A. Qualifications

1. The members of this church shall be persons twelve (12) years or older who have been received by vote of the Church, on the basis of confession of Christ as Saviour and a genuine desire to fellowship and to support the work of this Church. This may be done by:
  - 1.a. Presentation of satisfactory letters of transfer from other churches;
  - 1.b. or if letters are not available, by reaffirmation of faith on recommendation of the Board of Deacons;
  - 1.c. or on confession of faith and baptism.
2. An applicant shall have completed a membership course, which shall include an explanation of the Charter and Bylaws.
  - a. Membership classes with Kahu and one Deacon.
  - b. Prospective Members then meet with Diaconate Board.
  - c. Prospective Members, after completion of a membership course and approved by the Diaconate Board, shall appear at a Special or Quarterly Meeting for a confirmation vote into the fellowship of Haili Congregational Church.

### B. Classifications of Membership

Church membership is a sacred trust. It should be entered upon with care and a sense of holy obligation by both the individual and the Church. When a person receives Jesus Christ as Lord and Saviour, he becomes a member of the Church Universal. Therefore, membership in this Church is always secondary to membership in the Church Universal. A Church member should be encouraged to take his Church membership with him whenever he moves from one community to another.

1. Active Membership. An active member is one who has been received into the church in an accepted manner; maintains his residence in or near the parish; and shows his concern for the church through regular

attendance at worship, prayer on its behalf, financial contribution, participation in the Church program, or other evidence of interest sufficient to the Church.

The only acceptable exceptions are members who are unable to attend due to infirmity or illness.

An Active Member who fails to attend services for more than six month period is subject to becoming an Inactive Member after being contacted and officially informed by the Diaconate Board.

2. Associate Member. An Associate Member is 1) a member who lives away from Hilo area for an extended period of time; or 2) is one who holds his membership in a church in another location but who because of temporary residence in this parish or other acceptable reason, wishes to have official connection with this local church. S/he must meet all the qualifications for Active Membership outlined in the Bylaws. While they are away from Hilo area, Associate Members are encouraged to affiliate with a Bible-believing church where they reside.

Associate Members are entitled to exercise all the privileges and responsibilities of Active Membership.

3. Inactive Member. An inactive member is one who, whether he resides in the parish or not, has ceased to show interest in the Church after a period of one year. A member is declared inactive by Church action. An inactive member may be restored to active membership by majority vote.

An inactive member does not have the right to vote.

#### c. Termination

1. Any member who desires a letter of transfer to another church is entitled to receive it from the Board of Deacons acting for the Church and a report submitted to the Church.
2. Upon request, a member may be granted a termination of membership.
3. Should a member's conduct reflect adversely upon the good name of the Church by reason of immoral or unchristian conduct or by persistent breach

of its covenant vows, the Board of Deacons shall recommend censorship, suspension, or termination of his membership to the Church by a two-thirds vote at a duly called meeting, but only after due notice and a hearing and after faithful efforts have been made to bring such a member to mend his conduct in accordance with the law of Christ. (Matt. 18:15-17).

4. Any member, who becomes a member of another faith and/or church, shall have his membership terminated by the Church at any membership meeting.

D. Restoration

Any person whose membership has been terminated may be restored by completing the membership course and by two thirds vote of the Church.

E. Voting Rights

All active and associate members shall be entitled to vote.

## ARTICLE VI. SERVICES

Services of worship shall be held at given hours each Sunday.

The Sacrament of the Lord's Supper shall be celebrated at such times as the Pastor and the Board of Deacons may determine.

The Baptism of adults and the Baptism or Dedication of children shall be administered at such times as the Pastor, or, in his absence, the Board of Deacons may determine.

Other services for worship, inspiration, prayer and Bible study may be held as determined by the Church.

## ARTICLES VII. MEETINGS AND OTHER BUSINESS MATTERS

All original minutes, approved decisions, and reports of every meeting shall be available in the Church office files.

- A. Annual Meeting. The annual meeting shall be held in February to receive the yearly reports of officers, organizations and departments, to elect officers and to transact business for the new year.
- B. Membership Meetings. Membership meetings may be held in February, May, August and November or at times decided by the Church.
- C. Special Meetings. Special meetings for business may be called by the Pastor, Board of Deacons, Church Council or on written request of 25 members of the Church. The nature of business shall be announced from the pulpit on two successive Sundays. The Special meeting shall be held on the Sunday of the second announcement.
- D. Quorum. A quorum shall consist of 30% of the active members present.
- E. Voting. Voting shall be by ballot, show of hands, or voice. Active members are allowed a maximum of one (1) proxy to represent another member who may be ill, shut-in, traveling or working and not able to attend the business meeting. The proxy must be signed and dated with a written statement of voting desires relating to a specific business item.
- F. Official Year. The official year of the Church shall begin immediately following the annual meeting, at which time all elected and appointed officers shall assume their duties. Installation shall be held on the Sunday following the election.
- G. Moderator. The Member-at-Large of the Church shall serve as the Church Moderator of all business meetings. The President of the Board of Trustees shall be the Vice-Moderator. In the absence of the Moderator and Vice Moderator, the Secretary shall call the meeting to order and the membership shall elect by majority vote a member to serve as temporary Moderator.

- H. Annual Reports. All officers, boards, committees, departments and organizations shall submit written reports two weeks prior to the annual meeting.
- I. Elected Officers. Elected officers of the Church must be active members. An exception shall be the auditor, Article X.
- J. Delegates. A delegate shall represent the Church at the Aha Moku-puni, Aha Paeaina and other official functions. For the first two hundred (200) members registered with the Hawaii Conference, United Church of Christ, there shall be one (1) voting lay delegate and an additional lay delegate for each additional one hundred (100) members, or a major fraction thereof up to a total of five (5) delegates. There shall also be a voting youth delegate twenty-five (25) years of age or younger.

The Church pastor shall be entitled to a vote. A delegate and an alternate delegate shall be elected for a term of three (3) years. Term of office shall be staggered.

## ARTICLE VIII. BOARD OF TRUSTEES

The Corporation shall be managed by the Board of Trustees, subject to review, action and decision of the Membership, the Charter and Bylaws. All approved decisions of the Board of Trustees shall be reported and circulated at the Church Council meetings. It shall be unlawful for any Trustee and the Board of Trustees to sell, lease and convey or mortgage any of the real estate held by them in trust or held in the name of the church to purchase real estate or erect any building or incur any costs for any of these purposes at the expense of the Church without the consent of two thirds of the entire Board of Trustees convened to consider such business, and without a two-thirds vote of the Church members present at the meeting for that purpose.

There shall be a Board of Trustees of nine (9) members. Each member shall serve for three (3) years, but could continue to serve another term when duly re-elected. Three (3) members shall be elected annually. No person shall serve as Trustee and a Deacon at the same time. The Nominating Committee will provide

the general membership with candidates for consideration to the Board of Trustees in accordance with Article XV, Nominating Committee.

A Trustee shall be an ACTIVE member of the Church.

In the event of a vacancy on the Board of Trustees, the vacancy shall be filled by the Nominating Committee in accordance with Article XV, Nominating Committee.

The Board of Trustees shall hold monthly meetings. Special meetings may be called by the President, Vice-President, or any three (3) Trustees. The majority of the Trustees shall form a quorum.

### ARTICLE IX. OFFICERS

The Officers of the Corporation shall be the President, Vice-President, Secretary and Treasurer. The officers shall be elected annually from the Board of Trustees, to serve for one (1) year, or until their successors are elected, but subject to removal at any time by the Board. No person shall serve in the same office for more than (2) years. Vacancies may be filled by the Trustees, from the members of the Board at any meeting.

- A. The President. The President shall preside at meetings of the Board of Trustees and may call the Trustees together whenever he deems it necessary. He shall, with the Secretary and the Treasurer, execute all required deeds or other instruments binding the Church. He shall also have the usual powers and perform the usual duties of the office of the president.
- B. The Vice-President. In the absence of the President, the Vice-President shall have the authority to perform the duties of the President. He shall perform such other duties designated by the Board of Trustees.
- C. The Secretary. The Secretary shall keep records of the proceedings at all meetings of the Board of Trustees and shall certify same by his signature. All written minutes of meetings shall be made available within two (2) weeks. He shall give notice of meetings of the Church or of the Board of Trustees when so requested by the President, or in his absence, by the Vice-President, or by three (3) members of the Board of Trustees. The

Secretary shall have in the Church office all communications and written official reports and perform other duties as are prescribed or usually pertain to the office of a secretary. The secretary shall serve as secretary of the church and the Church Council. He shall, together with the Treasurer and the President, execute all required deeds, leases, or other instruments binding the Church.

- D. The Treasurer. The Treasurer shall safely keep all monies and securities of the Church; shall collect and dispense the monies of the Church as directed by the Board of Trustees; shall submit a statement of accounts to the Board of Trustees monthly meetings and at any other time when requested by the President.

He shall together with the Secretary and the President, sign all deeds, leases or other instruments binding the Church.

He shall keep an accurate account of all financial transactions and make full written statements thereof and present the same to the Church at its annual meeting or at any other time when requested by the President or any three (3) members of the Board of Trustees.

He shall receive and deposit monies and make payments as directed by the Board of Trustees.

#### ARTICLE X. ACCOUNTANT

The membership shall at the annual meeting elect an accountant to examine all books, accounts, vouchers and evidences of property of the Church and to examine any other matter designated by the membership and only matters as requested by the membership. He shall not be a member of the Church, and shall be a licensed accountant, or a Certified Public Accountant.

#### ARTICLE XI. PERSONNEL

All job descriptions and qualifications for paid positions shall be available in the Church office files. An annual evaluation for the purpose of assisting the staff

in their duties shall be conducted by a committee comprised of 2 deacons and 2 trustees selected by the Church Council and chaired by the Member-at-large.

- A. Pastor. The Pastoral Committee shall recommend to the Church membership the Pastor for Haili Church. Upon approval of the recommendation, the Pastor shall be called for a period of three (3) years.

He shall be employed under a written contract. A renewed term six (6) months prior to term expiration may be considered through discussion with the Diaconate, the Board of Trustees and the Church Council and their recommendation submitted to the Church membership. While the term of the Pastor shall be definite, the Church may at any time by two-thirds vote at a meeting duly called for the purpose request his resignation after a thorough investigation by the Church council, which shall be presented within sixty (60) days. Likewise, the Pastor shall give sixty (60) days notice in case he wishes to leave on his own volition. The Pastor and spouse shall become a member of the church upon Church approval as the new Pastor.

The Pastor shall be in charge of the spiritual welfare of the Church assisted by the Board of Deacons. He shall seek to enlist followers of Christ, preach the gospel, administer the sacraments, conduct all services of public worship, visit members at home and hospital, and administer the activities of the Church in cooperation with the various boards and committees.<sup>1</sup> He shall not serve on the Pastoral Committee nor any committee or board where a conflict of interest exists. No member of his family shall be paid staff member of the Church.

- B. Associate Pastor. The Church council shall recommend to the Church membership the Associate Pastor for Haili Church. Upon approval of the recommendation, the Associate Pastor shall be called for a period of (1) year. He shall be employed under a written contract. A renewed term six (6) months prior to term expiration may be considered through discussion with the Diaconate, the Board of Trustees and the Church Council and their recommendation submitted to the Church membership. While the term of the Associate Pastor shall be definite, the church may at any time by two-thirds vote at a meeting duly called for the purpose request his resignation after a thorough investigation by the Church Council, which shall be presented within sixty (60) days. Likewise, the Associate Pastor shall give

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sixty (60) days' notice in case he wishes to leave of his own volition. The Associate Pastor will be asked to submit a courtesy resignation within sixty (60) days after a new Pastor has been installed. The Association Pastor and spouse shall become a member of the Church upon church approval of the new Associate Pastor.

He shall assist the pastor in the spiritual welfare of the church assisted by the Board of Deacons. He shall assist the Pastor to seek to enlist followers of Christ, preach the gospel, administer the sacraments, conduct all services of public worship, visit members at home and hospital, and administer the activities of the church in cooperation with the various boards and committees. He shall serve as a spiritual advisor and a non-voting member of Haili Congregational church's committees and boards. He shall not serve on the Pastoral Committee or any other committee or board where a conflict of interest exists.

He will assume the duties of the pastor when the pastor is not present. He will be accountable to the Pastor and Board of Deacons.

No member of his immediate family shall be a paid staff member of the Church.

- c. Director of Christian Education. The Director of Christian Education shall be responsible for the operation of the Board of Christian Education. His duties are comparable to those of a public school principal, which includes: organizing, training, supervising, developing, and formulating educational programs and policies.

The Director shall be called for a term of three (3) years by a two-thirds vote of the Church present at a business meeting called for that purpose. A renewal term of two (2) years may be considered by the Pastor, the Church Council to be presented within thirty (30) days. Likewise, the Director of Christian Education shall give thirty (3) days notice in case he wishes to leave on his own volition. The Director of Christian Education will be asked to submit a courtesy resignation within sixty (60) days after a new Pastor has been installed.

- d. Church Clerk. The Church Clerk shall be accountable to the Board of Trustees.

- E. Haili/Kuhio Custodians. The Custodians shall be accountable to the Board of Trustees.
- F. New Paid Positions. The Board of Trustees may create a new paid position as need by submitting a complete job description and submitting it to the congregation for approval. The new employee(s) shall be accountable to the Pastor and the Board of Trustees.

## ARTICLE XII. BOARD OF DEACONS (DIACONATE)

The Board of Deacons shall cooperate with the Pastor and Associate Pastor in ministering to the spiritual interests of the Church and community. The Board shall consist of up to twelve active members, who shall serve for three (3) years. Three names shall be nominated by the Church Nominating committee for election at the annual meeting. The officers of the Board shall be a chairman, a vice-chairman, and a secretary. No person shall serve as deacon and a trustee at the same time.

The Board shall: 1). Assist in the preparation and administration of the ordinances, in caring for the poor, the sick, the sorrowing, the indifferent and the stranger; 2). Receive applications for admission to church membership by letter or other means, and examine all applicants on confession of faith; 3). Give attention to discipline as provided for in these bylaws; 4). In the absence of a pastor and Associate Pastor, provide a substitute to fill the pulpit. A dismissed pastor shall not qualify. 5). Prepare a current list of the Church members and shall submit this list at the annual meeting; 6). Keep a register with addresses of the Church members, with dates and methods of their reception and removal; also a record of baptism, marriages, and burials; 7). Upon request, issue letters of transfer notifying the churches to which they will be members; 8). And in the event of a vacancy or absence of the Pastor, the Board shall nominate an Interim Pastor after his salary has been determined by the Board of Trustees, and recommend such a nominee to the Church Council for consideration and finally to the Church for a two-thirds membership approval. The Interim Pastor's services can be terminated at any time upon a recommendation from the Church Council and to the membership for a majority vote. An Interim Pastor shall serve a six (6) month tenure. The tenure may be extended six (6) months with the approval of the membership.

## ARTICLE XIII. STANDING COMMITTEES

### A. Board of Christian Education

1. The purpose of this Board is to establish policies governing its program of developing the growth of an individual.
2. The Board shall be composed of the following:
  - 2.a. The Deacon Representative shall serve as Chairman of the Board; only to preside at Board meetings.
  - 2.b. The Director of Christian Education, the Administrator of this Board, shall be responsible for the following functions:
    - (2.b.1) Plan for projections, goals and accomplishments
    - (2.b.2) Provide advice and guidance to the leadership, and
    - (2.b.3) Organize, coordinate, and direct this Board.
  - 2.c. Sunday School Superintendent, elected by the teachers, shall oversee the functions of the Sunday School.
  - 2.d. Sunday School Secretary, elected by the teachers, shall be the secretary to the board.
  - 2.e. The Christian Endeavor superintendent (an adult assistant to the Director of Christian Education) and Christian Endeavor representatives shall be responsible for fulfilling the objectives of the Christian Endeavor Societies. Term of office shall be two (2) years. The Christian Endeavor Representatives shall be chosen by the respective Christian Endeavor Societies.
  - 2.f. The Recreation Committee of five (5) members shall be chosen by the Director of Christian Education and approved by the Board. Term of office shall be two (2) years. Members of the committee shall elect the Chairman annually. The committee and Director shall develop a program on the use of the gymnasium in Christian work and the development and implementation of recreational programs.

- 2.g. The Transportation committee of three (3) members shall be chosen by the Director of Christian Education and approved by the Board of Christian Education. Term of office shall be two (2) years. Members of the committee shall elect the Chairman annually. The committee shall arrange transportation for Sunday School, Christian Endeavor, Summer Youth Camp, and the other church-related activities.
- 2.h. The Released time committee of three (3) members shall be chosen by the Director of Christian Education and approved by the Board. Term of office shall be two (2) years. Members of the committee shall elect the Chairman annually. The committee shall select meeting places and enroll students. The Director of Christian Education shall provide and train teachers and furnish materials. The function of the Released Time program shall be Christian Education.
- 2.i. The Daily Vacation Bible School Committee of five (5) members shall be chosen by the Director of Christian Education and approved by the Board of Christian Education. Term of office shall be two (2) years. Members of the committee shall elect the Chairman annually. The purpose of the Bible School is to make Jesus Christ known as Lord and Savior to the Church and the community. The Chairman and the Director of Christian Education shall plan, schedule and operate the Bible School.
3. Board of Deacon representative, chosen by the Board of Deacons, shall be the liaison between the Board of Christian Education and the Church in the areas of membership, worship, missions, outreach and fellowship.
4. This board shall have regular and special meetings as occasions demand at which sub-committee shall present a verbal or written report of its program.

B. Board of Evangelism and Discipleship

1. The purpose of the Board is to accomplish Christ's Great Commission by:
  - 1.a. Building faithful and dedicated disciples, who will teach and train others in the Christian Life.
  - 1.b. Training others to be soul winners for Christ.

2. There shall be nine (9) members, each serving three (3) years. The Church Nominating Committee shall present three (3) names for election at the annual meeting. The Chairman shall be elected by the members of this Board. This program shall be under the direction of the Pastor.
3. This ministry shall provide theory and practical training in soul-winning and discipleship. It shall also provide the materials necessary to carry out its functions.

c. Board of Church Music

1. The purpose of the Board of Church Music is to lead others to Christ through the medium of God's music and to be guided by the Scriptures: "...I will sing with the Spirit and I will sing with the understanding also." I Cor. 14:15. It shall also provide appropriate music for all Church services and holiday programs.
2. This Board shall be comprised of:
  - 2.a. The Chairman of Church Music, elected by the Board, shall preside at Board meetings and coordinate all music activities.
  - 2.b. The Organist, a compensated position, shall be recommended by the Board of Church Music to the Board of Trustees for consideration and approval by the Church. Termination shall be by just cause or by voluntary resignation. The Organist may be a member should be a professing Christian.
  - 2.c. The Choir Leader shall be approved by the Board of Church Music upon the recommendation of the respective choirs and shall hold office until removed for just cause by the Board of Church Music or by voluntary resignation.
  - 2.d. The five (5) Members-at-Large shall be elected annually by the Church upon the recommendation of the Board of Church Music.
  - 2.e. Vacancies shall be filled by the Church Council upon recommendation of the Board of Church Music, the Organist and the Choir Leaders.
3. It shall be the duty of the Board of Church Music to:
  - 3.a. Elect its own officers.

- 3.b. Prepare a budget for purchase of music materials and other essentials for programs such as gown and cleaning, props, costumes and other necessities.
- 3.c. Present the budget at the Board of Trustees budget planning session prior to the annual meeting.
- 3.d. Provide music supplies for each of the choirs, organist or pianist.
- 3.e. Plan a schedule for choir loft occupancy.
- 3.f. Provide for substitute choirs or groups when needed.
- 3.g. Enlist pianist for choir practices.
- 3.h. Inventory all music, equipment and materials.

D. Board of Missions

- 1. This board shall develop a continuous mission education program for the Church and shall coordinate and schedule a missionary conference with the missionaries, mission boards and Haili Church.
- 2. The board shall consist of eleven (11) members each serving a term of two (2) years. . One (1) member shall be selected by the Sunday School teachers. It shall elect its own officers.
- 3. The board shall prepare a missionary budget and disburse funds to recipients, develop and coordinate a program of prayer, and encourage and promote faith-promise giving and stewardship toward the work of missions of Haili Church.

E. Stewardship Committee

- 1. The purpose of this committee is to encourage members to give systematically of their time, ability and money towards the administration and mission of the Church.
- 2. There shall be two (2) members serving two-year terms, one (1) only to be elected annually.
- 3. The committee shall plan for stewardship emphasis during the year climaxed by the Stewardship Sunday worship program in November. It

shall also prepare and distribute letters of encouragement to all church members in November for tithing or pledging toward the Church's annual budget for the ensuing year.

F. Nursery Committee

1. This committee shall care for infants and children to age four (4) during morning worship service.
2. Two (2) members shall be elected annually for a term of one (1) year.
3. This committee shall schedule parents for volunteer nursery care and keep the children occupied by teaching the Bible, singing songs, playing games, making crafts and serving refreshments. It shall arrange the nursery funds for refreshments with the Church Clerk.

G. Publicity Committee

1. This committee shall inform members of Church activities planned throughout the year.
2. There shall be two (2) members serving two-year terms, one (1) only elected annually.
3. This committee shall compile Church events and publicize news in the newsletter "Ka Lama 'O Haili", the radio, the newspaper, and the other media. All publicity relating to Haili Church shall be the responsibility of this committee and shall be reviewed and approved by the Council Member-at-Large prior to publication.

H. Sanctuary Committee

The purpose of this committee is to:

1. Provide ushers for all Church services
2. Decorate the sanctuary
3. And welcome all people.

The Board of Deacons shall select three (3) members for a term of two (2) years.

## ARTICLE XIV. SPECIAL COMMITTEES

### 1. Pastoral Committee

When a vacancy occurs in the Pastorate, the Church Council shall call a meeting of the membership for the purpose of electing a Pastoral Committee to fill the vacancy. This committee's purpose shall be to bring together the Church, with its Congregational characteristics, hopes, and desires, and a minister candidate whose theology, education, ideas, experience and individual abilities will stimulate the Haili Congregation to Christian growth.

This committee shall consist of nine (9) members, with one (1) from the Board of Trustees and one (1) for the Board of Deacons. The chairman of the committee shall be chosen by its members.

The committee shall (1) canvass available ministers, (2) recommend the one who shall be called to the Pastorate, (3) introduce the candidate to the Church, (4) at a duly called meeting, propose the candidate's election and (5) whenever needed, the newly elected pastor may seek the advice of the Pastoral Committee for a period of three months.

### 2. Bylaws Committee

The purpose of this committee is to review the Bylaws as required. Eight (8) members shall serve five (5) years.

### 3. New Building Committee

1. The purpose of this committee is to be responsible for the development of new building projects.
2. This committee shall consist of up to seven (7) members, each serving two (2) year terms (one member shall be a Trustee.) The Church Nominating Committee shall present all three (3) members for election annually. It shall elect its own officers.
3. It shall propose, evaluate, plan and recommend for the development of new building projects.

## ARTICLES XV. CHURCH COUNCIL

The purpose of the Council shall be to review, coordinate, and assess all the programs and activities of the various established committees, departments and organizations. It shall also be responsible for coordinating all the other programs as recommended and directed by the Board of Trustees, Board of Deacons, Pastor and any other church-affiliated groups. It shall make recommendations and shall refer such recommendations to the Church, appropriate boards, committees, departments or other organization for action. It shall serve as the Church Nominating Committee. All candidates for Boards and Committees, including the Haili Christian School Board, shall be nominated by the Church Nominating Committee for election at the annual meeting. Any vacancy occurring during the year shall be filled by the Church Council and confirmed by a vote from Church Members at a Special or Quarterly Meeting.

The Member-at-Large shall be the Council Chairman. The Vice-Chairman shall be the President of the Board of Trustees. The Member-at-Large shall be nominated by the Church Nominating committee and shall be elected annually. The Member-at-Large shall serve as the Moderator. The Chairman shall assign specific duties to the Vice-chairman. The Council shall meet at the call of the Chairman.

The Council shall be comprised of the following”

- 3.a.1.a.i.1. Member-at-Large (Chairman)
- 3.a.1.a.i.2. President of the Board of Trustees (Vice-Chairman)
- 3.a.1.a.i.3. Secretary (from the Board of Trustees)
- 3.a.1.a.i.4. Treasurer (from the Board of Trustees)

- 3.a.1.a.i.5. Board of Deacons – Chairman or representative
- 3.a.1.a.i.6. Board of Christian Education – Director
- 3.a.1.a.i.7. Board of Evangelism and Discipleship – Chairman or representative
- 3.a.1.a.i.8. Board of Church Music – Chairman or Director
- 3.a.1.a.i.9. Building and Service Committee – Chairman or representative
- 3.a.1.a.i.10. Board of Missions – Chairman or representative
- 3.a.1.a.i.11. Stewardship Committee – Chairman or representative
- 3.a.1.a.i.12. Nursery Committee – Chairman or representative
- 3.a.1.a.i.13. Publicity Committee – Chairman or representative
- 3.a.1.a.i.14. Sanctuary Committee – Chairman or representative
- 3.a.1.a.i.15. Church Delegate

#### ARTICLE XVI. AUXILIARY ORGANIZATION

All organizations not directly affiliated with the Church, who are receiving spiritual and/or financial support from the Church, and/or using its facilities, shall come under the jurisdiction of the Church Council.

#### ARTICLE XVII. FINANCES

The Church shall be supported by the offerings and pledges from its members and friends. The Board of Trustees shall consider the use of the pledges and envelopes and other resources for support. Special collections may be taken from time to time for special purposes. It is the consensus of the Church that God's people shall support the work of His Church.

## ARTICLE XVIII. HAILI CHRISTIAN SCHOOL

All members of Haili Congregational Church are members of the HAILI CHRISTIAN SCHOOL, a corporation.

The School Board of Directors shall consist of up to eleven (11) directors of which 7 will be Church Members, or as many as decided by the members of Haili Congregational Church at a membership meeting, but in no instance shall be less than seven (7).

The Pastor and/or Associate Pastor shall be the spiritual advisors and non-voting permanent, ex-officio members of the School Board. A minimum of seven (7) elected members of the School Board shall be members of Haili Congregational Church. Each member shall serve for three (3) years. The Nominating Committee will provide the general membership with candidates for consideration of the School Board of Directors.

The affairs of the HAILI CHRISTIAN SCHOOL shall be administered by the School Board and shall have the management of the business of the corporation, subject to all restrictions imposed by law, the Articles of Incorporation of Haili Christian School, and Bylaws of Haili Congregational Church. It shall be unlawful for any School Board Member of School Board to sell, lease, convey or mortgage any of the real estate held by them in trust or held in the name of the Church or to purchase real estate, erect any building, or incur any costs for any of these purposes, at the expense of the School and/or Church without the consent of two-thirds of the entire School Board convened to consider such business, and without a two-thirds vote of the Church members present at the meeting for that purpose.

In the event of a vacancy on the School Board, the vacancy shall be filled by the Nominating Committee in accordance with Article XV, Church Council.

## ARTICLE XIX. PARLIAMENTARY PROCEDURES

Meetings shall be conducted according to Robert's Rules of Order, latest revision. The customary order of business shall be comprised of the following subdivisions:

- |                      |                        |
|----------------------|------------------------|
| 1. Call to order     | 8. Unfinished business |
| 2. Establish quorum  | 9. New business        |
| 3. Scripture reading | 10. Other business     |
| 4. Invocation        | 11. Announcements      |
| 5. Minutes           | 12. Acknowledgments    |
| 6. Officer's reports | 13. Benediction        |
| 7. Committee reports | 14. Adjournment        |

#### ARTICLE XX. AMENDMENTS

These Bylaws shall be amended according to Robert's Rules of Order, latest revision. Proposed amendments to these Bylaws shall be submitted in writing and filed with the Church Secretary at least forty-five (45) days prior to any Membership meeting.