

THE BY-LAWS OF
WAIMEA UNITED CHURCH OF CHRIST
WAIMEA, KAUA'I, HAWAII
1993

ARTICLE I - NAME

The name of this church shall be WAIMEA UNITED CHURCH OF CHRIST located at Waimea, Kaua'i, Hawaii.

ARTICLE II - OBJECT

The object 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 women, individually and collectively, especially as that Will is set forth in the life, teachings, death and resurrection of Jesus Christ.

ARTICLE III - POLITY

This Church acknowledges Jesus Christ as its head and finds in the Holy Scriptures, interpreted by the Divine spirit through reason, faith, and conscience, its guidance in matters of Faith and teachings.

The governance of this Church is rested in its members, who shall maintain authority in all matters.

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While this church is a free and independent body, this church also enters freely into mutual association and accepts the obligations and blessings of counsel, oneness of spirit, and co-laboring with the United Church of Christ churches and pledges itself to share common work in ministry.

ARTICLE IV - BIBLICAL AUTHORITY DOCTRINE

This church recognizes the Bible as its major source of faith and practice and holds that living in accordance with the teachings and spirit of Jesus Christ is the true test of fellowship. Each member has the undisturbed right to follow the Word of God according to the dictates of his own conscience under the enlightenment of the Holy Spirit. The following statement of faith, therefore, is not a test but an expression of the spirit in which the Church interprets the Word of God.

Section 1. Faith: We believe in God the Father, source of all wisdom, goodness, and love; and in Jesus Christ, His Son, who has revealed to us most perfectly the character of God; and in the Holy Spirit who continues to reveal the character and will of God forevermore.

Section 2. Covenant Doctrine of Beliefs: We are united in striving to know the Will of God as taught in the Holy Scriptures, and we therefore covenant to walk in the Will of God and the way of Jesus Christ made known or to be made known to us.

We covenant to join in fellowship with other like-minded Christians together with such churches in the Kaua'i Association of the United Church of Christ. We hold it to be the mission of the Church of Christ to proclaim the Good New to all people, 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 fellowship.

We depend upon the continuing guidance of the Holy Spirit to lead us into all truth, and so 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 life everlasting.

ARTICLE V - SERVICES

Section 1. Services of Worship. Services of worship shall be held at given hours each Sunday, except under emergency conditions or when temporarily suspended by the Church Council.

Section 2. Sacrament of the Lord's Supper The Sacrament of the Lord's Supper shall be celebrated at such times as the Church Council and pastor shall determine.

Section 3. Baptism. Baptism of adults and children shall be administered at such time as the pastor may determine after meeting with those seeking baptism.

Section 4. Other Services. Other services for worship, inspiration, prayer and study may be held as determined by the Church Council and pastor.

ARTICLE VI - MEMBERSHIP

Section 1. Qualifications. Members of the Church shall be persons whose names have been presented to the Church Council and who have publicly accepted the Church's covenant on presentation of satisfactory letters of transfer from other Churches or if such letters are not available by reaffirmation of faith or by confession of faith and baptism.

Members of the Church shall fulfill the covenant of the Church by sincerely accepting Jesus Christ as Lord of their life, by sharing their time, talent and treasure in proportion as God has blessed them to do God's work through the Church, witnessing their Christian faith in word and deed in all phases of their life.

Section 2. Reception. A person who has been accepted as a member of the Church by the Church Council shall be received at a regular service of worship or at some other time as may be designated by the Church Council.

Section 3. Classification of Members.

- (a) Active Membership: An active member is one who has been received into the membership of the church as prescribed and who furthermore maintains residence on the island of Kaua'i and who shows concern through attendance at worship, prayer on its behalf, financial contributions, participation in church programs or other indications of support of the church. An active member has a voice and a vote in all congregational meetings.
- (b) Associate Membership: An associate member is one who holds membership in another church and who desires to be active in the church. An associate member may request voice and vote at a congregational meeting through the Moderator.
- (c) Inactive Membership: An inactive member is one who, whether he/she resides in the parish or not, has ceased to show interest in this church for a period of two (2) years. An inactive member may be contacted in a manner to encourage active participation. After such contact efforts, the inactive member may be placed on the inactive roll of the church with written notification by the Church Council. An inactive member has no right to vote in congregational affairs. An inactive member may be restored to active membership upon request to the council and a majority approval of the council.
- (d) Friends of the Church. Friends support the Church and its mission. Friends will always be welcomed at congregational meetings but they are not granted the privilege of voting in congregational matters.

Section 4. Termination of Membership. Termination of membership shall be in one of the following ways:

- (a) By letter of transfer of membership to another Christian fellowship upon request by an authorized person of that fellowship. Letters of transfer will be sent only to the church to which the individual intends to be transferred. The responsibility of the individual to the Church and the responsibility of the Church to the individual shall not be end until the Church receives confirmation that the transfer has been accepted at the member's new church.
- (b) By letter of dismissal issued by the Church in response to a written request from the member wishing to leave the Church.
- (c) Upon written notification to the member following the recommendation of the Council to terminate membership for due cause.

Section 5. Restoration of Membership: Any member whose membership has been terminated may be restored to active membership upon request to and by vote of the Church Council at any duly called meeting.

ARTICLE VII - CONGREGATIONAL MEETINGS

Section 1. Business Meetings.

- (a) The Annual Congregational Meeting shall be held during the month immediately following the close of the Church's fiscal year. (Currently, the fiscal year shall run from January to December). Announcement of such a meeting shall be made from the pulpit during the regular Sunday service three (3) consecutive weeks in advance to the scheduled meeting. Announcement of such meeting shall also be made in any and all printed reports to the congregation such as the monthly newsletter, church bulletin, etc. Annual reports shall be presented, elections of officers shall take place, committee chairpersons shall be elected, and a budget endorsed.
- (b) Special Congregational Meetings may be called as deemed necessary by the Church Council or by written request by at least five (5) or more members of the Council. Except in case of emergency, notification of such meetings shall be made from the pulpit, if possible, on the two (2) Sundays immediately before the meeting date.
- (c) A Quorum shall consist of one-third (1/3) of the total number of members of the congregation at the time of the meeting.
- (d) Voting and Elections for church officers may be held by ballot, voice vote, show of hands or in such other manner as the Moderator shall determine. Unless otherwise specifically required herein, or by the articles of the Church, or otherwise prohibited by local, state or federal law, a majority vote of the number of members entitled to vote and present at the meeting at which the vote is taken or election is held, shall be decisive and final.
- (e) The Official Year of the Church shall begin January 1st of each year. All officers, boards, committees and other groups shall assume their duties and responsibilities immediately after elections but in no event sooner than the Annual Meeting and they shall continue in office until their respective terms expire, they are removed pursuant to these By-laws, or they resign.
- (f) As necessary, matters of Parliamentary Procedure shall be resolved by reference to the latest edition of *Robert Rules of Order, Revised*.

Section 2. Other. A Copy of the By-Laws, Council Minutes, Budget, Treasurer's Reports and Committee Minutes shall be made available for inspection by any member of the Church at all reasonable times, upon written request to the Council.

ARTICLE VIII - CHURCH COUNCIL

The Church shall be governed by a Church Council composed of the Moderator, Vice Moderator, Secretary, Treasurer, Assistant Treasurer, Chairpersons of the following ministries: Finance, Deacons, Music and Worship, Christian Education, Fellowship, Personnel, Missions and any others deemed necessary by the Council for the orderly operation of the church. All members of the Council must be active or associate members of the congregation. The Pastor shall be an ex-officio member with no vote.

The Council shall act in behalf of the Church in all matters except those vital matters, which should be brought before the entire Church membership. (Vital matters: e.g. buying and selling of property, all changes to the by-laws, creation or elimination of paid employee positions, etc.)

The Council shall meet monthly at such dates and places as may be designated by the Moderator. Special meetings may be called by the Moderator or a majority of the members of Church Council. Meetings of the Council shall be open to all members of the Church; none of these congregational members shall have a vote at the Council meeting.

Two-thirds (2/3) of the members of the Council shall constitute a quorum for conducting business, provided proper notification of meeting was made to the members of the Council.

The Council shall prepare and submit to the members of the Church each year a report of the Council's activities undertaken during the prior year.

A vacancy in the Council caused by the death, refusal to act, removal or resignation of a Council member

shall be filled by special election held by the Council during a meeting convened for that purpose. The Council member thus chosen shall be elected to serve out the unexpired term.

ARTICLE IX - CHURCH OFFICERS

Section 1. Church Officers. The officers of this church shall be: the Moderator, the Vice-Moderator, the Treasurer, the Assistant Treasurer, the Recording Secretary and the Pastor, ex-officio.

- (a) The Moderator shall be elected at the annual meeting of the congregation for a term of two (2) years and shall be eligible for re-election.

The Moderator shall preside at all meetings of the members, at the Congregational meetings, and at all meetings of the Church Council.

The Moderator shall perform such duties as pertain to the office of moderator or as directed by resolution of the Council, and that re not inconsistent with the provisions of these by-laws.

- (b) The Vice-Moderator shall be elected at the annual meeting of the congregation for a term of two (2) years and shall be eligible for re-election. The vice-Moderator shall have and shall exercise all of the powers, authority and duties of the Moderator during absence or disability of the Moderator. The Vice-Moderator shall serve as the Chairperson of the Nominating Ministry and shall coordinate all of the church calendar during the Church year.
- (c) The Secretary shall be elected at the annual meeting of the congregation for a term of two (2) years and shall be eligible for re-election. The Secretary shall ensure that a faithful record is kept of the proceedings of all congregational meetings and all Council meetings.
- (d) The Treasurer shall be elected at the annual meeting of the church for a period of two (2) years and shall be eligible for re-election.

Working in cooperation with the Finance Ministry the Treasurer:

-shall receive all moneys of the church and shall deposit and disburse the same as the Church Council shall direct.

-shall have the custody of all papers relating to the real and personal assets of the Church and shall keep them in a fireproof container at the usual place of business of the Church.

-shall pay the bills of the church on order from the Church Council and shall keep an accurate account of all receipts, deposits and disbursements.

-shall have no authority or power to buy/ sell, mortgage, lease or otherwise transfer Church assets without the specific authority and approval of the Church Council.

- (e) The Assistant Treasurer shall be elected at the annual meeting of the church for a term of two (2) years and shall be eligible for re-election. The Assistant Treasurer shall be a member of the Finance Ministry.

-shall assist the Treasurer as necessary, as mutually agreed upon, and as directed by the Church Council.

-shall also act as Treasurer during the latter's absence or in the event of the Treasurer's inability to act.

- (f) The Pastor.

Selection. When a vacancy occurs in the pastorate, the Church Council shall appoint a Pastoral Search Ministry of at least eight (8) members, four (4) of whom shall be members of the Church Council and at least four (4) of whom must be Church members at large. The Pastoral Search Ministry shall seek the guidance of the Holy Spirit, make a canvass of available ministers, and recommend a candidate for approval by the Church Council.

The Pastoral Search Ministry, at the request of the Church Council, shall oversee any arrangements to engage an interim minister(s).

The Church Council shall convene a congregational meeting for the purpose of presenting a candidate to

the congregational members for approval. The vote to call the candidate as its Pastor shall be held by secret ballot cast by the membership. The vote to call the candidate as the next Pastor shall be at least two-thirds (2/3) of the members present at the congregational meeting.

Installation: When a pastor has been elected and has accepted the call, the Kaua'i Association shall review the Pastor's qualifications, according to the manual on ministry of the UCC, and for the purpose of installing the Pastor in accordance with established procedures.

Membership: At the earliest opportunity, the Pastor shall become a member of the Church.

Conditions of Appointment. The conditions of appointment shall be determined by Letter of Call drawn up by the Council. This document upon approval of the Council shall be presented to the congregation for final approval.

Duties. The Pastor shall be responsible for the spiritual welfare of the Church with the assistance of the Board of Deacons. The Pastor shall seek to enlist people as followers of Christ; preach the Word; administer the sacraments; be responsible for all services of public worship; and, manage the activities of the Church in cooperation with the various boards and ministries. The Pastor shall be the immediate supervisor of the church staff and ex-officio and advisory member of all boards and ministries. The Pastor shall participate in the Council and all other ministries as shepherd and guide. The Pastor shall lend insight to discussion and decisions, recall the mission and purpose of the Church, and provide spiritual support. The Pastor shall be ultimately responsible to the congregation.

Section 2. Authorized Signature. Any two church executive officers (Moderator, Vice-Moderator, Secretary, Treasurer, and Assistant Treasurer) are authorized to sign legal documents on behalf of the Church, upon review and approval of the legal document by the Church Council.

ARTICLE X - BOARDS AND MINISTRIES

Section 1 Submission of Budget Request. All of the following ministries and boards are responsible for submitting budget requests two months prior to the annual congregational meeting to facilitate the creation of the following year's budget.

Section 2 Board of Finance. The Board of Finance shall consist of seven (7) members elected at the Annual Congregational meeting. Members of this board shall be the Treasurer, Assistant Treasurer, Stewardship Chairperson, Cemetery Chairperson, Buildings and Grounds Chairperson and two (2) members-at-large. The members shall serve a term of two (2) years, and shall be eligible for re-election. A Board of Finance Chairperson and a Secretary shall be elected from the members. A quorum for the transaction of business shall consist of five (5) members.

The Board of Finance shall hold monthly meetings. Special meetings may be called by the Board Chairperson, provided due notification is given to all members. The Board shall report monthly to the Church Council and shall keep accurate records of its proceedings.

The Board of Finance shall be responsible for assisting the Church Council in the care and custody of the real and personal property of the Church and for raising and disbursing funds as provided in the Church budget or as approved by the Church Council, including the current regular expenses of the church. It also shall be responsible for setting up the annual audit by an outside auditor and for drafting the annual budget for approval by the Church Council. The Church Council may in addition prescribe other duties and responsibilities to this board. The sub-ministries of the Board of Finance shall consist of:

- (a) Buildings and Grounds: focus on the repair and maintenance of Church real property.
- (b) Stewardship: focus on Christ's vision of inviting active participation in the life of the Church through spiritual and tangible gifts such as prayers, tithes, time commitment, and pledges.
- (c) Cemetery: focus on maintenance of the grounds, procedures and policies of the cemetery.

The Finance Ministry shall have no authority to buy, sell, mortgage, lease or otherwise transfer property without specific authority and approval of the Church Council.

Section 3 Deacons: The Board of Deacons shall consist of nine (9) members of the congregation elected to serve in three classes on a staggered schedule.

The term of each deacon shall be for a three-year period.

The election of three (3) deacons for a term of three years shall take place at each annual congregational meeting

Any vacancy on the Board of Deacons shall be filled by vote of a majority of the remaining members of the Board of Deacons, but such members so elected shall hold office only until the next Annual Congregational meeting, at which time the member's term will end and a member shall be elected to complete the unexpired term (unless the term has been completely served out by the time of such election).

Each year at the first meeting of the Board of Deacons following the Annual Meeting, the members of the Board shall elect a chairperson from among their own number.

The Board of Deacons will have the following duties and responsibilities:

- a) Work with the Pastor in ministering to the spiritual interest of the church and the community
- b) Assist in the preparation and administration of the sacraments of Holy Communion and Baptism.
- c) Assist in ministering to the sick, the poor, the sorrowing, the indifferent, the stranger and others in need.
- d) Take an annual survey of the church membership and submit recommendations to the Church Council regarding necessary revision.
- e) Oversee and encourage other ministries for nurturing spiritual growth such as:

Evangelism: Finding ways, with the help of the Holy Spirit, to share the Good News in order to save humankind to Christ. Develop and implement a plan that will nurture the spiritual life of our members as well as the community.

Discipleship: Working with the pastor to build faith and spiritual care by supporting the development of small groups working on this goal.

Section 4. Music and Worship Ministry. The Chairperson of this Ministry shall be elected annually at the Congregational meeting and shall serve as a member of the Church Council. The responsibilities of this ministry shall include but not be limited to the following:

- (a) Along with the Pastor, be responsible for planning and conducting worship services.
- (b) Coordinate participation by lay members in the worship experience.
- (c) Arrange ushering and orderly reception of the offerings of the Congregation.
- (d) Manage all aspects of childcare during Sunday Services.
- (e) Coordinate the entire music program of the congregation, which may include all choirs, times of special music, musicians, choir directors and others involved in the musical program of the congregation.
- (f) Oversee the entire music program of the Congregation, including selecting appropriate music, leading or overseeing the leadership of choirs, depending on their needs, arranging for special music, musicians, choir directors, and others involved in the musical program of the Congregation.
- (g) Provide a means for those interested in the music life of the congregation to attend workshops that might enhance their abilities.
- (h) Maintain the general upkeep of the sanctuary through regular cleaning and necessary repairs and replacements.
- (i) Enable and support emerging technological Audio-Visual Ministries.

Section 5 Fellowship Ministry: The Chairperson of this Ministry shall be elected each year at the Annual Congregational meeting and shall serve as a member of the Church Council. It shall be the duty of the Fellowship Ministry to work closely with and to support other programs of the Church that relate to its social activities such as:

- (a) Pot-luck Dinners
- (b) Aloha Hour
- (c) Outdoor Service
- (d) Work Project meals
- (e) Other fellowship activities that may arise.

Section 5. Christian Education Ministry. The Christian Education Ministry Chairperson shall be elected each year at the Annual Congregational meeting and shall serve as a member of the Church Council. It shall be the duty of this Ministry to conduct all of the education activities of the Congregation such as Sunday School, Bible Study, Vacation Bible School, etc. The responsibilities of this Ministry shall include but shall not be limited to the following:

- (a) ~~Youth Education~~
- (b) Selection of teachers and materials for all educational activities of the Church.
- (c) Development of goals and objectives for all of the educational programs of the Church.
- (d) Providing for training opportunities and supporting teachers and other leaders in the educational program of the Church.
- (d) Conducting an annual evaluation of the educational program of the Church and making recommendations to the Council that are pertinent thereto.
- (e) Supporting and working with the various ministries in implementing in implementing their respective programs.

Section 7. Personnel Ministry. The Personnel Ministry shall be guided by the principles found in Matthew 18 concerning guarding the dignity and confidence of those working toward the ministry of Christ. The Personnel Ministry shall consist of a minimum of four (4) members. The Chairperson shall be elected each at the Annual Congregational meeting and shall serve as a member of the Church Council.

It shall be the duty of the Personnel Ministry to write and to revise designated job description and performance tasks.

In order to maintain an up-to-date policy manual that is by the Church Council, the Personnel Ministry:

- a Meet at the discretion of the Chairperson.
- b Work with the various church ministries in developing appropriate performance evaluation forms as required.
- c Conduct an annual survey of all programs and personnel (paid and volunteer), sharing significant findings while maintaining confidentiality.
- d Conduct an annual job performance review for each and every employee.
- e Maintain employment records for all employees, including but not limited to, hiring, performance, and termination documentation.
- f When required by the Church Council, the ministry shall check with outside agencies to obtain information and guidance in matters concerning the church or its staff.

The ministry shall be responsible for developing or obtaining employment applications for positions within the church.

Section 7. Missions Ministry. The Chairperson shall be elected each year at the Annual Congregational meeting and shall serve as a member of the Church Council. The Missions Ministry shall

- a) Promote missions education in the church.
- b) Study ways and means of supporting and developing missions, missionaries
- c) Introduce new mission programs into the life of the church.
- d) Include activities as operating a Food Pantry, performing Overseas Mission Work, and holding a Rummage Sale.
- e) Funding Projects and Missions.
- f) Work with the Congregation to develop priorities for contributing in any way to mission work.

Section 8. Nominations. At least two (2) months prior to the annual election meeting, the Church Council shall appoint a nominating committee to prepare a slate of candidates for each position on the Church Council. The Nominating Committee shall have as its Chairperson the Vice Moderator, and may have as additional members, a member of the Board of Deacons, a member of the Board of Finance, two (2) members of the Church Council and two (2) members of the congregation at large.

The Committee shall nominate at least one person for each office to be filled and shall obtain that person's consent to serve prior to including the person as a candidate on the ballot. The nominations shall be posted on the church bulletin board at least two (2) Sundays prior to the annual election meeting. Nominations from the floor shall be accepted at that meeting.

Section 9. Pastoral Relations. The Pastoral Relations Committee is a standing committee in our church that seeks to support and maintain an open and healthy relationship between the pastor and members of the Congregation, and to demonstrate concern and support for the pastor and his family. It shall seek Christ-centered materials for its work, from the Hawaii Conference UCC and other similar resources.

The committee provides an opportunity for the Pastor and members of the Church to share ideas, hopes, dreams and interpretations of mission. It can communicate to the Pastor what the people in the church are thinking, and, if necessary, provide a framework in which conflicts can be dealt with creatively. This committee will meet at least quarterly with the Pastor present, and will participate in an annual evaluation of the work of the Pastor. It shall prepare an annual report directed to the congregation.

Outgoing members of the committee shall be replaced by mutual agreement of the Pastor and the remaining members of the committee.

ARTICLE XI - AMENDMENTS

Amendments to and repeals of these bylaws may be made by the vote of not less than two-thirds of the Church members present at a congregational meeting, and provided that a statement of the proposal shall have been made known to the Church members at least one month before the meeting.

ARTICLE XII—IRREVOCABLE DEDICATION

The assets and properties of the Church are herewith irrevocably dedicated to the ministry of Jesus Christ in association with the United Church of Christ on Kauai. In the event that this body should dissolve, all assets and properties shall be presented to the Hawaii Conference of the United Church of Christ.