

KAWAIAHA'O CHURCH

FAITH AND ORDER

and

BYLAWS



Revised November 19, 2023

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VISION STATEMENT

Love God, love one another and make disciples.

E aloha i ke Akua, E aloha kekahi i kekahi a me E ho'ohaumāna.

(Matthew 22:37, Matthew 22:39, Matthew 28:19)

MISSION STATEMENT

Through God's Word, we will equip God's disciples unto faithfulness, fruitfulness, and clearly represent Jesus Christ to others

FAITH AND ORDER OF KAWAIAHA 'O CHURCH

ARTICLE I. Purpose

And He is the head of the body, the Church.

*'O ia ho 'i ke po 'o o ke kino, 'o ka 'ekalesia
(Colossians 1:18)*

The purpose of Kawaiaha 'o Church is to acknowledge Jesus Christ, our Lord and Master, as head over all things; to bind together His followers in worship, education, and mission.

ARTICLE II. Covenant

Thou art the Christ, the Son of the Living God.

'O 'oe nō ka Mesia, ke Keiki a ke Akua ola. (Matthew 16:16)

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, 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 III. Motto

Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind; and thy neighbour as thyself.

Ha 'i akula ke kākā 'ōlelo, 'ī akula, E aloha aku 'oe i ka Haku i kou Akua me kou na 'au a pau, a me kou 'uhane a pau, a me kou ikaika a pau, a me kou mana 'o a pau, a i kou hoalauna e like me 'oe iho. (Luke 10:27)

The Kawaiaha 'o Church motto shall be **“God first.”**

ARTICLE IV. Disciplines

The Rules of Discipline shall be the Law of Christ.

And be ye kind to one another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you.

E lokomaika 'i 'oukou i kekahi i kekahi, e aloha aku me ka na'au, e kala ana ho 'i kekahi i kekahi, e like me kā ke Akua i kala mai ai i ko 'oukou ma o Kristo lā. (Ephesians 4:32)

Be ye therefore followers of God, as dear children; and walk in love, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet smelling savour.

No ia ho 'i, e hahai 'oukou i ke Akua, e like me nā keiki punahele; E haele ho 'i 'oukou me ke aloha, e like me kā Kristo i aloha mai ai iā kākou, a hā'awi ho 'i iā ia iho no kākou, i 'ālana a me ka mōhai i ke Akua, i mea 'ala 'olu'olu. (Ephesians 5:1-2)

The Kawaiaha'o Church Disciplines shall be:

1. Daily 'Ohana
2. Worshiping in Church
3. Tithing
4. Serving
5. Living an exemplary Christian Life
6. Winning souls for Christ (Evangelism)

ARTICLE V. Biblical Authority

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.

'O ka palapala hemolele a pau, ua hā'awi 'ia mai ia e ka 'Uhane o ke Akua, he mea ia e pono ai, no ke a'o 'ana, no ka pāpā 'ana, no ka ho'opololei 'ana, no ka ho'ona'auao 'ana ma ka pono; I hemolele ai ke kanaka o ke Akua, i mākaukau le'a ai ho 'i i nā hana maika 'i a pau. (2 Tim 3:16-17)

We believe that the Holy Scriptures, both the Old Testament and the New Testament, are the Word of God, that they are true, that they are holy, and that they are the only guide to true doctrine and the righteous service of God.

ARTICLE VI. Statement on Marriage

Then the LORD God made a woman from the rib and brought her to Adam. "At last!" Adam exclaimed. "She is part of my own flesh and bone! She will be called 'woman,' because she was taken out of a man." This explains why a man leaves his father and mother and is joined to his wife, and the two are united into one.

A ‘o ka iwi ‘ao‘ao a Iēhova ke Akua i unuhi mai ai no loko mai o ke kanaka, hana ihola ‘o ia mea i wahine, a alaka‘i a‘ela iā ia i ke kanaka. ‘Ī akula ‘o ‘Adamu, ‘O ia nei nō ka iwi o ku‘u mau iwi, a me ka ‘i‘o o ku‘u ‘i‘o; e kapa ‘ia ‘o ia nei, wahine, no ka mea, ua unuhi ‘ia a‘e ‘o ia mai loko a‘e o ke kāne. No kēia mea, e ha‘alele aku ke kanaka i kona makua kāne a me kona makuwahine, a e pili aku ‘o ia i kāna wahine: a e lilo lāua i ‘i‘o ho‘okahi. (Genesis 2:22-24).

The biblical description of marriage, a covenant with God, joins one man and one woman in a single, exclusive union. We believe that union to be holy.

In further accordance with God’s law, we believe that every person must be afforded compassion, love, kindness, respect, and dignity.

ARTICLE VII. Statement on Hawaiian Heritage

From one man he made all the nations, that they should inhabit the whole earth; and he marked out their appointed times in history and the boundaries of their lands. ²⁷God did this so that they would seek him and perhaps reach out for him and find him, though he is not far from any one of us.

“a nāna nō i hana i nā lāhui kanaka a pau i ke koko ho‘okahi, i noho lākou ma ka honua nei; aia ho‘i, ua pa‘a i kona mana‘o kahiko ka hope o nā wā, a me nā mokuna o ko lākou wahi e noho ai; i ‘imi lākou i ke Akua, inā paha lākou e hāhā a e loa‘a nō ia, ‘a‘ole ho‘i ia e lō‘ihi aku ‘o kēia mea kēia mea o kākou (Acts 17: 26-27).

Kawaiaha'o Church shall perpetuate our Hawaiian cultural heritage as we clearly represent Jesus Christ to others.

... We also believe that God has a church on earth, and that His purpose is to establish it firmly among all nations and to make it glorious forever, and that He desires that all who have been born again by the good Word of the Lord should make themselves members of His church and should walk together before Him with holy hearts in all of His laws. *(Excerpt from Deed of Kamehameha III Conveying property to Kawaiaha'o Church in 1842)*

ARTICLE VIII. Worship Services

God is a Spirit: and they that worship Him must worship Him in spirit and in truth.

He ‘Uhane ke Akua; a ‘o ka po‘e ho‘omana iā ia, he pono nō lākou e ho‘omana aku iā ia me ka ‘uhane a me ka ‘oia‘i‘o. (John 4:24)

A. Services of Worship shall be held at given hours every Sunday.

Then cometh Jesus from Galilee to Jordan unto John, to be baptized of him. *A laila, hele maila ‘o Iesū, mai Galilaia mai i Ioredane i o Ioane lā, e bapetizo ‘ia ai e ia. (Matthew 3:13)*

B. The Sacraments of Baptism and Holy Communion shall be celebrated and Confirmation and Consecration shall be administered at such times as determined by the Kahu.

...and when he had given thanks, he broke it and said, “This is my body, which is broken for you: this do in remembrance of me. In the same way also he took the cup, after supper, saying, “This cup is the new covenant in my blood; do this, as often as you drink it, in remembrance of me.” *A pau ka ho ‘ālohaloha ‘ana, wāwahi ihola ia, ‘ī akula, E lawe ‘oukou, e ‘ai; eia nō ko ‘u kino i wāwahi ‘ia no ‘oukou. E hana ‘oukou i kēia me ka ho ‘omana ‘o mai ia ‘u. Pēlā nō ho ‘i ke kī‘aha, ma hope o ka ‘ai ‘ana, ‘ī akula, ‘O kēia kī‘aha, ‘o ke kauoha hou ia i loko o ko ‘u koko. E hana ‘oukou i kēia, i ko ‘oukou wā e inu ai, me ka ho ‘omana ‘o mai ia ‘u. No ka mea, i nā wā a pau loa a ‘oukou e ‘ai ai i kēia berena, a e inu ho ‘i i kēia kī‘aha, e ha ‘i aku ana ‘oukou i ka make o ka Haku, a hiki hou mai ia. (1 Corinthians 11:24-26)*

- C. Other services of worship, inspiration, prayer, and study may be held in cooperation with the Pastorate.
- D. Kawaiaha'o Church welcomes all people to worship services and to learn about God through the Word.

ARTICLE IX. Mission Pillars

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are My disciples, if you love one another.”

“He kauoha hou ka ‘u e hā ‘awi aku nei iā ‘oukou, e aloha aku ‘oukou i kekahi i kekahi; e like me ka ‘u i aloha ai iā ‘oukou, pēlā ‘oukou e aloha aku ai i kekahi i kekahi. “Ma kēia mea e ‘ike ai nā kānaka a pau, he po ‘e haumāna ‘oukou na ‘u, ke aloha aku ‘oukou i kekahi i kekahi.” (John 13:34-35)

- A. Each of the Missions will have a specific purpose, that enables Kawaiaha 'o Church to effectively achieve the Vision, Mission, and Faith and Order Articles.
- B. The five missions, as described below, shall be guided and led by CARE:
 - 1. C - Creating a Hospitable Space
 - 2. A - Asking Self-Awakening Questions
 - 3. R - Reflecting Theologically Together
 - 4. E - Enacting the Next Faithful Steps
- C. All current and future ministries will be grouped according to purpose and objectives under one of the Five Missions of the Church
- D. Pastoral Care Mission:**
 - 1. At Kawaiaha 'o Church, every member is a disciple maker or minister [1 Peter 2:9]. The purpose of Pastoral Care is to equip believers to do works of service so that the body of Christ may be built up, attaining to the whole measure of the fullness of God [Ephesians 4:12-13]. This is done through teaching, fellowship, the Sacraments, prayer, giving, serving one another, evangelism, and worship [Acts 2:42-47].
- E. The Pastoral Care Mission develops and sustains programs that care for, attend to, protect, value and esteem Church members.
- F. Christian Education Mission:**

1. The purpose of Christian Education is to teach the Bible and equip members with the Word of God (2 Timothy 3:16-17)
2. The Christian Education Mission shall support and further Kawaiaha'o Church School's mission.

G. Community Engagement Mission

1. The purpose of Community Engagement is to serve all people in the community, including "the least of these." (Matthew 25:34-40)
2. The Community Engagement Mission is focused on executing outreach programs and events.

H. Global Mission

1. The purpose of Global Mission is to engage, partner, and serve people and organizations outside of Hawaii who are committed to (1) making disciples that make disciples and (2) planting churches committed to planting churches
2. The Global Mission is focused on providing support and relief where it is needed - locally and abroad.

BYLAWS OF KAWAIAHA 'O CHURCH

ARTICLE I. Name and Affiliations

SECTION 1. This body of Christ is named Kawaiaha 'o Church, henceforth referred to as the “Church” or “Kawaiaha 'o Church”.

SECTION 2. Kawaiaha 'o Church is a member of the United Church of Christ (UCC), the Hawaii Conference United Church of Christ (HCUCC) and its affiliates, the Association of Hawaiian Evangelical Churches (AHEC) and its affiliates, and the Oahu Association of United Church of Christ (OAUC).

ARTICLE II. Membership

Know ye not that your bodies are the members of Christ?... But he that is joined unto the Lord is one Spirit.

‘A‘ole anei ‘oukou i ‘ike, ‘o ko ‘oukou mau kino, ‘o ia nā lālā o Kristo?...Akā, ‘o ka mea pili i ka Haku, ho‘okahi nō ia ‘uhane. (1 Corinthians 6:15 & 17)

SECTION 1. Admission

- A. Membership is open to any person who has been baptized, confirmed, has made reaffirmation of faith in Jesus Christ as Lord and Savior, or is presently an active member of another Christian church.
- B. Persons desiring to join Kawaiaha 'o Church shall submit an application to the Kahu.
- C. Persons shall be accepted as members upon meeting the spiritual requirements designated by the Kahu.

SECTION 2. Active Members (the “Congregation”)

- A. Active members shall be Baptized and Confirmed or Re- affirmed in the Church, admitted by Letter of Transfer, or by a profession of faith and agreement to abide by the Covenant, Motto, and Disciplines of the Church. Active members shall commit themselves to attending the regular worship services of the Church and the celebration of the Lord’s Supper, to live a Christian life in accordance to the Word, to share in the life and work of the Church, to contribute to its support and benevolences, and to seek diligently the spiritual welfare of the membership and the community.
- B. Upon these members shall rest the responsibility and decisions in matters pertaining to the Church through their elected leaders
- C. Members 18 years and older shall be eligible to vote and hold office.

SECTION 3. Non-Active Member

- A. The Kahu (Pastor) may transfer a member to the non-active roll upon written request of that member.
- B. Members who have not participated in the work or support of the Church, members whose address has long been unknown or who, for a period of two (2) years in spite of spiritual care, has not attended the Church's worship services or contributed to its support, may be transferred and placed to the non-active membership roll by the Kahu. If, after the expiration of another year from being placed on the non-active membership role by the Kahu, the relationship remains unchanged, the individual may be notified in writing by the Kahu and may be released from membership.
- C. A non-active member shall not be entitled to vote or to hold office.
- D. A non-active member may be reinstated by the Kahu to active status by faithfully abiding by the Covenant, Motto, and Disciplines of Kawaiaha'o Church.

SECTION 4. Youth ('Ōpio) Member

- A. Persons between the ages of 10-17 may join the Church as a youth member.
- B. Youth members are empowered to contribute to the life of the Church. They may also create, assemble, and sustain a Youth Council for the furtherance of the Church.
- C. Activities conducted by this group will be under the guidance of the Christian Education Mission (ARTICLE IX, SECTION F, Faith and Order).

SECTION 5. Associate Member

- A. A person who is a member of another Christian church desiring to become an Associate Member shall submit his/her application to the Kahu.
- B. Upon acceptance by the Kahu, the Associate Member may share in support, services, and member privy activities of Kawaiaha'o Church, with the exception of the right to vote and hold office.

SECTION 6. Release from Membership

The Kahu may release any person from membership in the following manner:

- A. By granting a letter of transfer to another Church at the member's request.
- B. By granting a member's written request to be removed from the membership roll.
- C. In accordance with the provisions of SECTION 3. Paragraph B above.
- D. If a member persistently breaches his/her covenant vows and, even though faithful efforts have been made to counsel the member, there appears to be no change, and, after due written notice has been given to the member to meet with the Kahu and persistent breaches continue to take place and persist.

ARTICLE III. Membership Meetings

And let us consider one another to provoke unto love and to good works: Not forsaking the assembling of ourselves together...

A e nānā pono ho 'i kākou i kekahi i kekahi, e ho 'oikaika ai i ke aloha a me nā hana maika 'i.
(Hebrews 10:24-25)

Quench not the Spirit...hold fast that which is good.

Mai kinai i ka 'Uhane...a e ho 'opa 'a i ka mea pono. (1 Thessalonians 5:19 & 21)

- A. Semi-Annual Meetings of the Church membership shall be held on the last Sunday in April and October of each year. The membership meeting in April shall include progress reports, auditor's reports, elections, and other business. The membership meeting in October shall include reports and evaluations of various programs, adoption of the proposed budget for the ensuing year, and other business
- B. Special Membership Meetings may be called by the Chairperson of the Board of Trustees or, in his/her absence, the Vice Chairperson. At the written request of twenty-five (25) members, the Chairperson shall call a Special Meeting within thirty (30) days of the request. The notice for any duly called special meeting shall state the purpose and requested motion for such special meeting.
- C. Notification of all Church membership meetings will be accomplished by all communication means available, except adjourned meetings, at least two weeks prior to the day of the meeting.
- D. Fifty (50) voting members shall constitute a quorum. A member may be permitted to vote by proxy as permitted under Section 414D-113, Proxies, HRS.
- E. If authorized by the Board of Trustees, members may participate at an annual, regular or special meeting of members by means of the internet, teleconference, or other electronic transmission technology in a manner that allows the members the opportunity to read or hear the proceedings substantially concurrent with the occurrence of the proceedings, vote on matters submitted to the members, pose questions, and make comments. A member participating in a meeting by such means shall be deemed to be present in person at the meeting.

ARTICLE IV. Pastorate

And I will set up shepherds over them which shall feed them.

A e ho 'onoho wau i kahu ma luna o lākou, he po 'e I lānai aku iā lākou; (Jeremiah 23:4)

SECTION 1. Kahu (Senior Pastor)

- A. The Kahu shall be elected at a Special Membership Meeting duly called for that purpose. If an in-person meeting is not feasible, the Board of Trustees (“Board”) may authorize a vote by mail ballot. If authorized, the Board will provide specific rules and instructions that will be provided to the membership. The Pastoral Search Committee shall present a candidate to the membership as prescribed in Paragraph I below.
- B. The Interim Kahu shall be elected in accordance with SECTION 4 below
- C. He shall serve as Kahuhipa (Shepherd) of Kawaiaha 'o Church in a manner consistent with the Faith and Order of Kawaiaha 'o Church.
 - 1. The Kahu shall be the spiritual leader of the Church and shall 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.
 - 2. The Kahu shall have the responsibility and authority for the management of Kawaiaha 'o Church in accordance with congregational principles.
 - 3. Upon approval of position(s) by the Board of Trustees, the Kahu shall select his pastoral and administrative staff, with consultation of the Personnel Committee of the Board of Trustees and guide his/her staff and others as required in carrying out the spiritual programs of Kawaiaha 'o Church.
 - 4. The Kahu of Kawaiaha 'o Church has the unique responsibility of serving the membership, the Hawaiian people, the community, the state, the nation, and the world.
- D. The Kahu shall be a person who is preferably of Hawaiian ancestry and preferably is able to speak the Hawaiian language, has the ability to maintain the Hawaiian Sunday Services as necessary, is deeply committed to God, ordained to the Christian Ministry, a graduate of an accredited Seminary or its equivalent as defined and authorized by the United Church of Christ Multiple Pathways to Ordination Program, preferably affiliated to the Hawai'i Conference of the United Church of Christ (HCUCC)/Association of Hawaiian Evangelical Churches (AHEC), one who has previous experience as Kahu in other churches, loves people, and has a strong talent as a pastor, preacher, teacher, counselor, and community leader.
- E. The Kahu shall hold office for a term of three (3) years following his appointment. Should he perform his duties satisfactorily and maintain his position with due respect, he may be retained by the membership, through a two-thirds (2/3) majority vote, for an additional five (5) years and be reappointed for each succeeding five (5) year term
- F. The Kahu shall conduct the worship services, deliver the sermons, administer the sacraments, and perform other religious duties of the Church, render spiritual counsel to members and others seeking help, conduct Bible study classes, and conduct a membership training class for new members. The Kahu shall serve as an Advisor to the BOT, Missions, and Committees of the Church.
- G. The position of Kahu may be vacated by action of the Kahu through resignation or retirement from the position. The Kahu will give notice at least

two (2) months in advance of the desired termination date. The Board of Trustees will receive the notice of termination and will immediately inform the members. The Pastorate may also be vacated by the Kahu's failure to be retained or reappointed by the membership in accordance with Paragraph C above.

- H. The Kahu may be terminated by action of the membership at a duly called meeting of the membership for that purpose with two-thirds (2/3) vote of the members who registered as present for the meeting.
- I. In the event of an anticipated Pastoral vacancy, the Board of Trustees¹ shall meet to select a Pastoral Search Committee within ten (10) days of the announcement of the vacancy. The Pastoral Search Committee will subscribe to the Policies and Procedures Manual² for the Pastoral Search Committee to nominate a candidate for election by a two-third (2/3) vote of the members registered present.
- J. The Interim Kahu shall be elected in accordance with SECTION 4 below.

SECTION 2. Deacons

Active Deacons shall be appointed by the Senior Kahu for a term to be determined by the Senior Kahu for the purpose of fulfilling the Faith and Order of the Church.

SECTION 3. Associate Pastor(s)

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.

Akā, 'o ka po 'e hilina 'i aku iā Iēhova, e ulu hou nō ko lākou ikaika; E pi 'i 'ēheu aku nō lākou i luna, e like me nā 'aito; E holo nō lākou, 'a 'ole ho 'i e mālo 'elo 'e, E hele mua nō lākou, 'a 'ole ho 'i e ma 'ule. (Isaiah 40:31)

- A. The Associate Pastor shall be a person deeply committed to God, preferably of Hawaiian ancestry, ordained to the Christian Ministry, a graduate of an accredited Seminary or its equivalent as defined and authorized by the UCC Multiple Paths to Ordination Program, and affiliated to the United Church of Christ.
- B. An Associate Pastor shall serve as the Associate Pastor for specific areas of work as provided in the job description and as determined by the Kahu based on the needs of the Church.
- C. An Associate Pastor may be assigned additional duties and responsibilities by the Kahu.
- D. An Associate Pastor shall provide pastoral services when requested by the Kahu.

¹ Amended November 19, 2023, by deleting "remaining" before "Board of Trustees"

² Amended November 19, 2023, by replacing "Standard Operating Procedures (SOP)" with "Policies and Procedures Manual"

SECTION 4. Interim Kahu

- A. In the prolonged or extended vacancy of the Senior Kahu for a period of sixty (60) days or more, an Interim Kahu may be elected to serve until the replacement Kahu has been called.
- B. An Ordained minister with specialized training in interim ministry will be called by the Congregation within UCC guidelines.
- C. The Interim Kahu shall serve as Kahuhipa (Shepherd) of Kawaiaha'o Church as prescribed in ARTICLE IV, SECTION 1, Paragraph C above, focusing on the transitional needs of the Church and prepare the Church for the incoming pastoral leadership.
- D. The interim Kahu is ineligible for the Senior Kahu candidacy.

SECTION 5. Kahu Pono (Licensed Minister)

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.

Akā, 'o ka po'e hilina'i aku iā Iēhova, e ulu hou nō ko lākou ikaika; E pi'i 'ēheu aku nō lākou i luna, e like me nā 'aito; E holo nō lākou, 'a'ole ho'i e mālo'elo'e, E hele mua nō lākou, 'a'ole ho'i e ma'ule. (Isaiah 40:31)

- A. The Kahu Pono (Licensed Minister) designation shall meet the requirements of the Committee of Ministry of the Association of Hawaiian Evangelical Churches (AHEC), an association of the Hawaii Conference United Church of Christ, in accordance with guidelines set forth in "UCC Manual of Ministry, Licensed Ministry, Section 7, *Perspectives and Procedures for Ecclesiastical Authorization of Ministry.*"
- B. The Kahu/Senior Pastor of Kawaiaha'o Church will oversee and guide the prospective Kahu Pono candidate through a deliberative process from the initial step of invitation or call through training and documentation process and the final step of licensing under AHEC
- C. The Kahu Pono shall perform duties as assigned by the Senior Kahu to include fulfilling pulpit supply functions in his/her absence. Additionally, the Kahu Pono may serve as pulpit supply for other AHEC churches in coordination with AHEC and those churches with the need for pulpit supply.

SECTION 6. The Office of the Kahu

"Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave- -just as the Son of Man did not come to be served, but to serve"

"'A'ole pēlā iā 'oukou; a i mana'o kekahi o 'oukou i nui, e pono nō e lilo ia i mea lawelawe na 'oukou. "A i mana'o kekahi e lilo i po'okela i waena o 'oukou, e pono nō e lilo ia i kauā na 'oukou. "Pēlā ho'i, 'a'ole i hele mai ke Keiki a ke Kanaka no ka lawelawe 'ia mai; akā, no ka lawelawe aku, a me ka hā'awi aku i kona ola i kumu ho'ōla no nā mea he nui loa." (Matthew 20:26-28)

A. Administrative and Support Services

1. The office of the Kahu shall include:
 - a. Executive Director
 - b. Office Staff
 - c. Consultants
2. The Office of the Kahu provides administrative, financial, logistical, and human resources support to all elements of the Church to include the pastoral staff, the Board of Trustees, and Church clientele.

B. Worship Services – See FAITH AND ORDER OF KAWAIAHAO CHURCH

C. Music and Performing Arts

1. The Director of Music and Performing Arts is under the direct supervision of the Senior Kahu whose primary mission is to plan, prepare, rehearse, and execute the music and performing arts that directly support Sunday Worship Services and the mission of the Church. Additionally, the Director of Music and Performing Arts supports other approved Church events and programs as directed by the Senior Kahu. The Music and Performing Arts internal organization consists of:
 1. The Church Choir, led by the Choir Director.
 2. The Church Hand Bell Choir, led by the Church Hand Bell Choir Director.
 3. The Hula Hālau, led by the Kumu Hula

D. Diaconate

1. Deacons are lay people with a heart of service that tend to the physical and spiritual needs of the Church and are integral to the well being of the life of the Church.
2. They take direction from the Kahu in overseeing the pastoral ministry of the Church which includes participating in Church services, serving communion, and ministering to Church members (providing member care).
3. Deacons are selected by the Senior Kahu.

E. **Hui Aloha** - The Hui Aloha is an integral part of the Worship Team and is responsible for welcoming our members, first-time attendees, and all visitors with love and aloha.

F. **Associate Pastors** (ARTICLE IV, SECTION 3)

G. **Kahu Pono** (ARTICLE IV, SECTION 5)

ARTICLE V. Board of Trustees of Kawaiaha'o Church

Take heed to yourselves, and to all the flock, in which the Holy Spirit has made you overseers, to care for the Church of God, which He obtained with the blood of His own Son.

No laila e ao 'oukou iā 'oukou iho, a me ka 'ohana a pau, ma luna ona i ho'olilo 'ia ai 'oukou e ka 'Uhane Hemolele i po'e kahu. E hānai i ka 'ekalesia o ke Akua, i ka mea āna i kū'ai ai i kona koko iho.(Acts 20:28)

SECTION 1. Purpose

- A. The Board of Trustees shall administer its duties in a manner consistent with the Covenant, Motto, and Disciplines of the Church, serving with the heart of an elder as prescribed in 1 Timothy 3:1-7.
- B. Its Mission is to serve as One Body that grows the Kingdom of God, provides stewardship over its resources, and act in a fiduciary capacity in the best interest of Kawaiaha'o Church.

SECTION 2. Duties and Responsibilities of the Board of Trustees

- A. Board members are required to attend at least nine Board meetings per year. Board members who miss three of the monthly scheduled meetings, beginning in July of year 1 and continuing to June the next year, shall be removed from their position.
- B. The Board serves the Congregation with sound counsel, strategic planning, and support to the vision, mission, and goals of Kawaiaha'o Church. The Board is responsible for decisions that affect the Church's Faith, Order, and Worship. As an elected Board, it is empowered to ensure sound and good management and governance of the Church, its property, and affairs.
- C. The Board shall review and or define the goals and programs of the Church; receive reports from and review the operations of the Pastorate, the Missions, and all Standing Committees to determine the needs for new programs, task forces, or bodies to further the goals and objectives of the Church.
- D. The Board shall plan and execute fiscal matters of the Church.
- E. The Board shall be responsible for the management of the properties of the Church subject to the Charter and the respective sections of the Bylaws; however, it shall not be lawful for the Board to sell or demolish any building, or to transfer title thereto, or to lease for more than five (5) years, sell or otherwise convey any of the real estate belonging to the Church without a two-thirds (2/3) vote of the members who registered as being present at a membership meeting called for that purpose. Furthermore, the Board shall not purchase any real estate or erect any building at the expense of the Church without a two-thirds (2/3) vote of the members who registered as being present at a membership meeting called for that purpose.
- F. The Board shall execute written instruments of the Church and shall provide the signatures of no less than two (2) officers on official documents, including the transaction of checks. The signature of the Treasurer and any one of the following Trustees (in order of precedence): Chairperson, Vice Chairperson and Secretary are authorized. In the absence of the Treasurer, the signature of any two of the aforementioned Trustees of the Board are authorized.
- G. Board Members shall be responsible for generating income and coordinating fundraising activities.
- H. Policies and Procedures Manual³ shall be provided to each member of the Board within 30 days of joining the Board.

³ Amended November 19, 2023, by replacing "Standard Operating Procedures Manual" with "Policies and Procedures Manual"

SECTION 3. Composition/Vacancy/Removal

- A. Composition. The Board of Trustees shall consist of twelve (12) members. The Board of Trustees shall be comprised of:
1. Nine (9) members elected by the Congregation at a regular or special membership meeting of the Church. The nine (9) members elected to the Board by the Congregation shall concurrently be elected to serve as Chairperson, Vice Chairperson, Secretary, Treasurer, Director of Community Engagement Mission, Director of Pastoral Care Mission, Director of Christian Education Mission, Director of Global Mission, or Congregational Representative.^{4/5}
 2. Two (2) ex-officio members comprised of the Senior Kahu (voting member) and the Executive Director (non-voting member).
 3. One (1) Deacon (non-voting member)⁶ appointed by the Senior Kahu.
- B. Term. In order to achieve a reasonable level of staggered terms among the Board of Trustees, the Chairperson, Vice Chairperson, Secretary, and Treasurer shall serve for a term of three (3) years and shall be eligible for a second term on the condition that such Trustees take at least a two (2)-year hiatus from the Board. The Director of Community Engagement Mission, Director of Pastoral Care Mission, Director of Christian Education Mission, Director of Global Mission, and a Congregational Representative shall serve for term of three (3) years and shall be eligible for a second term without a two (2)-year hiatus from the Board. The Senior Kahu (voting member) and the Executive Director (non-voting member) shall have no term limits while serving in such capacities. The term of the appointed Deacon to the Board shall be two (2) years and shall be immediately available for a second term.
- C. Vacancy. In the event of death, resignation, or incapacity of a Trustee resulting in a vacancy, the Board may appoint an active member of the Church within thirty (30) days of such vacancy to serve until the next membership meeting when a successor shall be elected to fulfill the remaining term of the member whose position on the Board has been vacated by such Board member.
- D. Removal. A Trustee may be removed for cause by a two-thirds (2/3) vote of the members who registered as being present at a special membership meeting called for that purpose. In the event of a removal of a Board member, the Board may appoint an active member of the Church within thirty (30) days of such removal to serve until the next membership meeting when a successor shall be elected to fulfill the remaining term of the member who has been duly removed from the Board.

⁴ Amended November 19, 2023, by deleting “(Officer(s))” after “Representative”

⁵ Amended November 19, 2023, by deleting “A person may only be eligible for a trusteeship and one Officer position during any election by the Congregation.”

⁶ Amended November 19, 2023, by adding “(non-voting member)” after “Deacon” and removing the same after “Kahu”

SECTION 4. Qualifications

Minimum qualifications for Church members who wish to serve as a Trustee of the Board of Trustees of the Church include:

1. Three (3) years as an active member of the Church.
2. Two (2) years of financial experience and/or training.
3. Has demonstrated a commitment to the mission and vision of the Church.
4. Shall not be a paid employee of the Church and/or be paid from any agency contracted by the Church.

SECTION 5. Elections

- A. Nine (9) members of the Board of Trustees shall be elected at a regular or special membership meeting of the Church Congregation.
 1. The Senior Kahu (voting member) and the Executive Director (non-voting member) shall serve as two (2) ex-officio members of the Board of Trustees.
 2. The Senior Kahu shall appoint one (1) Deacon (non-voting member) to serve as a Trustee of the Board.
- B. The Congregational Representative shall be elected for a three (3) year term. He/she may serve up to two (2) consecutive terms.
- C. No member shall hold more than one office at a time. No member shall be eligible to serve more than two (2) consecutive terms⁷; however, he/she may serve another term after a break period of two (2) years (see also Article V, Section 3.B.)
- D. Vacant elected positions under this Article shall be filled by members as designated by the Board of Trustees for the remainder of the current term of the Trustee/Officer who vacated such positions.
- E. The term of office of all elected positions shall begin July 1st of the year of the election, notwithstanding that the fiscal year is on a calendar year basis as provided in SECTION 12 below.
- F. If an in-person meeting of Church members is not feasible, the Board of Trustees may authorize a vote by mail ballot in which case fifty (50) members shall constitute a quorum of any regular or special in-person meeting of the Congregation to conduct the election of Trustees. In the case a mail ballot is used, fifty (50) ballots must be submitted to constitute a quorum for such ballot election.

SECTION 6. Appointments

Church Delegates shall be appointed by the Board of Trustees to the 'Aha Pae'āina and other HCUCC/AHEC functions and shall be active members of Kawaiaha'o Church. The number of delegates and alternates shall be in accordance with the Bylaws of the HCUCC/AHEC. Church Delegates shall be appointed for a term not to exceed two (2) years.

⁷ Amended November 19, 2023, by deleting “in the same office” after “terms”

SECTION 7. Nepotism

A person serving as a paid staff member of Kawaiaha'o Church (including Kawaiaha'o Church School) or having members of their immediate family (spouse, children, parents, or siblings) on Kawaiaha'o Church staff shall not be eligible to serve as a Trustee or ex-officio member of the Board, except for the Senior Kahu and the Executive Director.

SECTION 8. Executive Committee

In addition to the standing committees set forth in SECTION 11 below, the Executive Committee shall constitute a standing committee of the Church and shall consist of the Senior Kahu, Chairperson, Vice Chairperson, Secretary, Treasurer and the Congregational Representative. The Executive Committee shall be accountable to the Board of Trustees, shall meet more frequently than the Board of Trustees, shall deliberate and act upon matters of urgency to the Church in a manner consistent with the policies and mandates of the Board of Trustees and Church, shall initially review and vet all agenda matters for the Board of Trustees, and shall oversee the operations of any Board committee or task force.

SECTION 9. Duties and Responsibilities of the Officers of the Board of Trustees

A. The Chairperson

1. The Chairperson shall preside at all meetings of the Board.
2. The Chairperson shall attend and be an automatic delegate to all Association and Conference meetings, ordinations, installations, and other ecclesiastical activities in the Association of Hawaiian Evangelical Churches/ Hawaii Conference of the United Church of Christ, and State Council of Hawaiian Congregational Churches / Oahu Council of Hawaiian Congregational Churches.
3. He/she shall be an ex-officio member of all committees except the Nominating and Elections Committee.

B. The Vice Chairperson

1. The Vice Chairperson shall perform the duties of the Chairperson during his/her absence.
2. The Vice Chairperson shall provide leadership and oversight to the standing committees and ad hoc committees.
3. The Vice Chairperson shall take responsibility in preparing Church delegates prior to any association conferences and meetings.

C. The Secretary

1. The Secretary shall record the proceedings at all meetings of the Board and file a copy of the minutes with the Church Office.
2. The Secretary shall receive all correspondences addressed to the Board, distribute accordingly, and facilitate a timely response (when necessary).
3. The Secretary records the proceedings of the membership meetings (regular and special) and file all minutes in the Church Office.

D. The Treasurer

1. The Treasurer shall have oversight and stewardship of all the funds and securities of the Church.
2. The Treasurer shall collaborate with the Executive Director on all financial matters of the Church including, but not limited to:
 - a. Establish, implement and strictly adhere to internal controls
 - b. Formulation and executing an annual budget
 - c. Facilitating an annual audit
 - d. Monthly production and analysis of financial statements
 - e. Change auditors every 5 years

SECTION 10. Meetings of the Board of Trustees

- A. Annual Meeting, Regular Meetings. The Board of Trustees shall have an annual meeting in the first quarter of each year and shall meet regularly on a monthly basis, unless otherwise determined by the Board. The Secretary shall provide the notice and agenda for each annual and regular meeting to all members of the Board within two (2) days from the date of the meeting, unless otherwise determined by the Chairperson in the sound and reasonable discretion of the Chairperson.
- B. Special Meetings. Special Meetings of the Board may be called by the Chairperson or any two members of the Board, establishing the date, time, and place for holding such special meeting. The notice and agenda covering the specific purpose of the special meeting shall be made provided to all members of the Board in no less than 48 hours⁸ from the date of the special meeting, unless otherwise determined by the Chairperson in the sound and reasonable discretion of the Chairperson.
- C. Electronic Meeting. The Board may permit any or all Trustees to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of telephonic communications or similar audio-visual communications equipment by which all Trustees and other persons participating can hear each other during the meeting. Participation by these electronic means shall constitute presence in person at such meeting.
- D. Quorum. Six (6) members of the Board of Trustees shall constitute a quorum.
- E. Voting. Except as where expressly provided by law, the affirmative vote of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees. Each director shall have one (1) vote. In the case of a quorum of six (6) members of the Board of Trustees at any regular or special meeting, an affirmative vote of the majority shall require at least four (4) votes. Voting by proxy shall not be permitted.
- F. Action Without Meeting. Any action required or permitted to be taken at any meeting of the Board of Trustee, or any committee designated thereby, may be taken if all the Trustees or all the members of the committee, as the case may be, sign a written consent setting forth the action taken or to be taken at any time before or after the intended effective date of such action. Such consent

⁸ Amended November 19, 2023, "in no less than 48 hours" replacing "within seven (7) days"

shall be filed with the minutes of the Board of Trustees or committee, as the case may be, and shall have the same effect as a unanimous vote.

- G. Presumption of Assent. A Trustee of the Board of Trustees who is present at a meeting of the Board of Trustees at which action on any Church matter is taken shall be presumed to have assented to the action taken unless such Trustee's dissent or refusal to vote is entered in the minutes of the meeting or unless the Trustee either files a written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or forwards such dissent to the Secretary of the Board immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Trustee who voted in favor of such action.

SECTION 11. Standing Committees

- A. Each Standing Committee shall consist of a chairperson, a secretary, and committee members that are to be appointed by the Board of Trustees. On behalf of the Board of Trustees, the Executive Committee shall oversee the management of the Board's Standing Committees as set forth below. The secretary of each Standing Committee shall be responsible of issuing the notice and agenda and preparing the minutes for each meeting.
- B. The Standing Committees shall include but not be limited to the following:
1. The Pastoral Relations Committee shall promote faithful, shared ministry between the Senior Kahu and the Congregation.
 - a. The committee shall be comprised of a minimum of six (6) members of the Church who are at least 18 years or older.
 - b. The Pastoral Relations Committee shall meet at least quarterly with the Senior Kahu.
 2. The Building, Grounds /Joint Planning Committee shall support the Executive Director who has the overall responsibility for the Church campus, grounds, facilities, and equipment management.
 - a. The committee shall be composed of a minimum of four members of the Church who are at least 18 years or older.
 - b. The committee shall meet monthly.
 3. The Stewardship and Missions Committee shall oversee, manage, and direct the Church's God-given resources to fulfill the Church's mission, visions, and goals.
 - a. The committee shall be comprised of a minimum of four members who are at least 18 years or older.
 - b. The Treasurer shall be an ex-officio member of the Stewardship and Missions Committee.
 - c. This committee shall meet quarterly or as needed.
 4. The Security and Safety Committee shall ensure the security and safety of the people, grounds, and facilities of the Church.
 - a. This committee shall be composed of a minimum of four Church members who are at least 18 years or older.
 - b. This committee shall meet monthly

5. The Nominating and Elections Committee shall oversee, coordinate, and execute the nominating and election process of the Church.
 - a. The committee shall be composed of a minimum of five Church members who are at least 18 years or older.
 - b. This committee shall meet as needed.
 6. The Bylaws Committee shall be responsible for the review, maintenance, and integrity of the Bylaws.
 - a. This committee shall be composed of a minimum of five members who are at least 18 years or older.
 - b. This committee shall meet as needed
- C. A Policies and Procedures Manual⁹ shall be made available to each member of a standing committee.

SECTION 12. Fiscal Year and Audit

- A. The fiscal year of the Church shall be the calendar year.
- B. There shall be an annual audit or review of the Church records by a certified public accountant hired by the Board.

SECTION 13. Restrictions and Dissolution

- A. Kawaiaha 'o Church is a not-for-profit organization and will not issue any stock; no part of its assets, income, or earnings shall be distributed to its members or officers, except for services rendered to the Church as authorized by the Board of Trustees.
- B. No Trustees shall participate in discussion nor vote on any business item where there is a possible conflict of interest, either personal or financial. Each¹⁰ Director shall complete and execute a Conflict of Interest Disclosure Form from Kawaiaha 'o Church's Business Office annually by July 1, or within 10 days of taking office, whichever is earlier.
- C. Kawaiaha 'o Church shall not engage in any activities which are unlawful under the laws of the United States or the State of Hawai'i, nor shall it engage in any transaction defined at the time as "prohibited" under the Internal Revenue Laws of the United States.
- D. In the event of the dissolution of Kawaiaha 'o Church, the assets and property of the Church, after payment of its debts, shall be distributed to organizations operated exclusively for ecclesiastical, eleemosynary, and educational purposes and exempt from taxation under the applicable provisions of the Internal Revenue code and the laws of the State of Hawai'i.
- E. Per IRS Code, Section 501(c)(3), all Trustees are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.

⁹ Amended November 19, 2023, by replacing "Standard Operating Procedures manual" with "Policies and Procedures Manual"

¹⁰ Amended November 19, 2023, by deleting the dash (-) after "Each"

SECTION 14. Liability and Indemnification of Trustees, Pastorate, Officers, Members, Employees and Agents.

- A. Definitions. As used in this Section, unless the context otherwise requires:
- (a) “Agent” means any person who is or was a Trustee, Pastorate, Officer, member, employee or other agent of the Church, or
 - (b) “Expenses” include, without limitation, attorney’s fees and any expenses of a completed action or proceeding, whether civil, criminal, administrative or investigative.
- B. The property of the Church shall alone be liable in law for the debts and liabilities of the Church. The Trustees, Pastorate, Officers, Members, employees and agents of the Church shall incur no personal liability for said debts and liabilities by reason of such position.
- C. Power to Indemnify. The Church shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (*other than an action by or in the right of the Church of where the person was found liable on the basis of his or her improper receipt of a personal benefit*) by reason of the fact that the person is or was an agent of the Church against expenses (including reasonable attorneys’ fees), judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if the person acted in good faith and in a manner the person reasonably believed to be (1) in or not opposed to the best interests of the Church if the person was acting in an official capacity; or (2) in all other cases, at a minimum, did not oppose the Church’s best interests; and, with respect to any criminal proceeding, had no reasonable cause to believe the conduct of the person was unlawful.
- 1. In addition, the Church shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the Church to procure a judgment in its favor by reason of the fact that the person is or was an agent of the Church against expenses (including reasonable attorneys’ fees) actually and reasonably incurred by the person in connection with the defense or settlement of such action if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Church. No indemnification shall be made in respect of any claim, issue or matter as to which the person shall have been adjudged to be liable for negligence or misconduct in the performance of the person’s duty to the Church unless and only to the extent that the court in which the action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.
 - 2. To the extent that an agent has been successful on the merits or otherwise in defense of a proceeding referred above, or in defense of any claim, issue or matter therein, the agent shall be indemnified by the Church

against expenses (including reasonable attorneys' fees) actually and reasonably incurred by the agent in connection therewith.

3. Any indemnification provided above of this Section shall be made by the Church only as authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth above. The determination shall be made by (1) the Board of Trustees by a majority vote of a quorum consisting of Trustees who were not at the time parties to the proceeding; or (2) majority vote of a committee duly designed by the board consisting of two or more Trustees not at the time parties of the proceeding, if a quorum is not obtainable; or (3) independent legal counsel selected by (1) or (2); or (4) the full Board of Trustees if a quorum cannot be obtained under (1) or a committee appointed under (2); or (5) the members; or (6) the court in which the proceeding is or was pending upon application made by the agent.
4. Expenses incurred in defending any proceeding may be paid by the Church in advance of the final disposition of the proceeding upon (1) receipt of a written affirmation of the person's good faith belief that he has met the applicable standard of conduct under subsection (b) or (c) of this Section; (2) receipt of a written undertaking by or on behalf of the person to repay such amount if it shall ultimately be determined that the person did not meet the applicable standard of conduct; and (3) the Church making a determination that the facts then known would not preclude indemnification.
5. The indemnification provided by this Section is not exclusive of any other rights to which those indemnified may be entitled under any Bylaw, agreement, vote of the disinterested Trustees or otherwise, both as to action in a person's official capacity and as to action in another capacity while holding office, and shall continue as to a person who has ceased to be an agent and shall inure to the benefit of the heirs and personal representatives of such a person.
6. The Church shall have the power to purchase and maintain insurance on behalf of any agent of the Church against any liability asserted against or incurred by the agent of any such capacity or arising out of the agent's status as such, whether or not the Church would have the power to indemnify him against such liability under the provisions of this Section. Any such insurance may be procured from any insurance company designated by the Board of Trustees.

SECTION 15. Policies and Procedures Manual¹¹

1. Each Mission shall develop and maintain SOP manual stating its purpose and objectives; the purpose and objective must align with the overall Purpose, Mission, and Faith and Order Articles of the Church
2. The manual shall also include guidelines and procedures necessary to carry out the duties and responsibilities of the mission in the most effective manner.

¹¹ Amended November 19, 2023, by replacing "Standard Operating Procedures (SOP)" with Policies and Procedures Manual"

SECTION 16. Seal

- A. Kawaiaha'o Church shall have a Corporate Seal as determined by the Board.
- B. The Corporate Seal shall be used on all official documents and will be kept in the custody of the Executive Director.

ARTICLE VII. Association with Other Ecclesiastical Bodies

This Church is not subject to the authority of any ecclesiastical body; however, it accepts the obligations of mutual counsel, cooperation, and consideration involved in the free association of the United Church of Christ General Synod, the Association of Hawaiian Evangelical Churches, the Hawai'i Conference of the United Church of Christ, and the O'ahu Association, and shares their common goals and missions.

ARTICLE VIII. Amendment

These Bylaws may be amended by a two-thirds (2/3) vote at any membership meeting provided notice and purpose of such meetings have been given during two consecutive Sundays (at all services) prior to the day of the meeting. If an in-person meeting is not feasible, the Board of Trustees may authorize a vote by mail ballot. Copies of the proposed revisions will be made available to all interested members two weeks prior to the meeting.

ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the proceedings of Kawaiaha'o Church in all cases to which they are applicable and not inconsistent with these Bylaws and any special rules of order the Church may adopt.

Amendments to the Bylaws were approved on the following dates:

- 1. November 19, 2023**