

CONSTITUTION AND BY-LAWS
FIRST UNITED PROTESTANT CHURCH OF HILO

ARTICLE I - NAME

The corporate name of this Church is the First United Protestant Church of Hilo, United Church of Christ.

ARTICLE II - PURPOSE

The church is the outward expression of God's Word forever alive, and as such the purposes of this church are:

- To provide for worship and prayer for God's people who need not only to commune with God, but to do so together;
- To explore the life, teachings, death and resurrection of God's Son, Jesus Christ, seeking afresh in the present the truth which God has long sought to disclose;
- To act upon the truth as it is discovered;
- To foster a Christian community characterized by fellowship, love and support;
- To participate in acts of service to people locally, nationally and world-wide;
- To provide an opportunity to examine Christian principles as they relate to matters of morality, justice and peace.

ARTICLE III - COVENANT

Together we promise to search for and act upon the truth as revealed to us by God through the life, death and resurrection of God's Son, Jesus Christ. We will endeavor to understand and follow the teachings of Christ made known to us through the Holy Scriptures and witness to them as we relate to the people and situations of the world. We covenant through worship and prayer to seek truth, justice and peace for this generation and all generations to come. We acknowledge the presence of the Holy Spirit as the power given us by God for living full and abundant lives. We pledge ourselves, through prayer, service and love, to help in the task of achieving the realm of God on earth; and look with faith to the day when all people accept the will of God and realize eternal life.

ARTICLE IV - MEMBERSHIP

Section 1. Active Member

Procedures for enrolling and terminating active members and associate members shall be vested in the Church Council as set forth in the Constitution and By-Laws of this church.

Any baptized person who accepts the Purpose (Article II) and joins in the Covenant of this church (Article III), may be received as an active member upon recommendation of the Pastor and with the concurrence of the Church Council.

Application for membership may be through: Confession of Faith and Baptism; Confirmation of Faith (youth previously baptized); Reaffirmation of Faith; or Letter of Transfer.

Persons approved for membership shall be received at a regular service of worship. Any who are unable to attend in public may be received in absentia.

Section 2. Associate Member

- a) Members of any other church who are eligible for membership in this church, but who do not wish to sever their affiliation with the other church, may be admitted as associate members.
- b) An associate member shall be entitled to all privileges of membership, except the right to vote on the calling of a pastor or the disposition of real property of this church.
- c) When an associate member leaves the community, the associate member's name will be deleted from the church's membership.

Section 3. Duties

As a part of the governing body of this church, it is the duty of each member to:

- a) Participate actively in the Covenant of the church;
- b) Participate actively in the worship, fellowship and outreach of this church;
- c) Participate in Congregational Meetings, and vote on church organization and policy, including the calling of pastors.

Section 4. Status

Members who, for a period of two years have not communicated with the church or pledged to its support, may be transferred to inactive status by the Church Council. If possible, written notification must be sent to such persons of the intention to place them on the inactive list at least thirty days prior to such action. From the date of transfer, such persons shall cease to be reported on the church's membership roll and shall not have the privilege of voting. If one year after being placed on the inactive list there is still no communication from these persons, they shall be deleted from the membership rolls.

Any person who has been transferred to inactive status may apply for restoration to active membership, and may be restored by vote of the Church Council.

Section 5. Transfers

Any member who wishes a Letter of Transfer to another church is entitled to such a letter upon written request. Such a letter shall be issued by the Clerk and the issuance shall be confirmed at the next regular meeting of the Church Council. Membership in this church shall terminate upon notice of acceptance in the receiving church or upon the expiration of sixty days after the issuance of the letter. Letters shall be addressed to a specific church.

ARTICLE V - POLITY AND AFFILIATION

Acknowledging Jesus Christ as its Head and the Holy Scriptures as its Guide in matters of faith and discipline:

Section 1. Government

The government of this church is vested in the members who exercise control in all its affairs. It is an independent and autonomous congregation free of all jurisdiction of any outside ecclesiastical judicator.

Section 2. Affiliation

This church, while recognizing its right to control its own affairs free and independent of all outside ecclesiastical authority,

- a) recognizes its spiritual union with all Christians and its responsibilities of fellowship in the community of churches;
- b) accepts ties of mutual counsel, comity and cooperation involved in the fellowship of the Hawaii Island Association, the Hawaii Conference and the General Synod of the United Church of Christ; and
- c) pledges, as far as possible, to share the common aims and work of the Hawaii Island Association, the Hawaii Conference and the General Synod of the United Church of Christ.

ARTICLE VI - SERVICES AND SACRAMENTS

Section 1. Worship

Services of worship shall be held at stated hours each Sunday and at any other time the Church Council may direct.

Section 2. Lord's Supper

The Sacrament of the Lord's Supper shall be observed at such times as set by the Church Council, but not less than four times each year. The invitation to the Lord's Table shall be extended to all who love our Lord Jesus Christ and who desire to express their faith in him.

Section 3. Baptism

The sacrament of Baptism shall be administered at such times as circumstances may require. The Pastor shall report all baptisms to the Clerk.

Section 4. Other Services

Other worship, inspirational, prayer, study, marriage and memorial services may be held. Current policy statements of the church should be consulted.

ARTICLE VII - MEETINGS AND OFFICIAL YEAR

Section 1. Congregational Meetings

There shall be a Congregational Meeting of the membership held the second Sunday of February, or as soon thereafter as possible, the time and place to be set by the Church Council, for the purpose of receiving previous year reports of the officers, including the Pastor and committees of the church, and for the transaction of any business which might come before the congregation.

There shall be a Congregational Meeting of the membership held the last Sunday of November, or sooner but not later, the time and place to be set by the Church Council, for the purpose of electing officers and adopting the annual budget for the coming year.

Section 2. Special Meetings

Special meetings of the congregation may be called by the Church Council or by the Clerk upon written request of ten members of the church.

Section 3. Notice of Meetings

Notice of the call of any meeting of the church shall be made at three Sunday morning services prior to the meeting, except in the case of an emergency meeting for which a written notice may be mailed to the church members by the Clerk at least five business days before the date of the meeting. Such a notice shall state the purpose for which the meeting is called.

Section 4. Quorum

When a congregational meeting is held, a quorum shall consist of those active members present.

Section 5. Voting

Except as otherwise specified in the Constitution and By-Laws, a majority of votes by active members present and voting at the meetings of the church shall govern. Voting shall be by voice vote unless otherwise specified by majority decision of the meeting.

Section 6. Official Year

The official, fiscal year of the church shall correspond with the calendar year.

ARTICLE VIII – GOVERNING COUNCIL

Section 1. The Church Council

The Church Council shall be the executive body of this church. It shall be composed of the Pastor or Pastors ex officio, a Moderator, a Vice Moderator, a Clerk, a Treasurer, an Assistant Treasurer, the Chairs of all Standing Committees, the Portfolio Manager, and a Youth Representative. Church Council members shall be active members of the church.

In addition to the regular members, the Church Council may nominate up to five members to serve as members at-large and will be approved by a majority vote of the congregation at a called congregational meeting. Such at-large members will serve for a one-year term and shall serve no more than two consecutive terms.

Section 2. Corporation Officers

The corporate officers of the church shall be the Moderator, the Vice Moderator, the Clerk and the Treasurer and the Chair of the Resources Committee.

Section 3. Election and Terms of Office

The Moderator and the Vice Moderator shall be elected for a two-year term and shall serve no more than two consecutive terms.

The Clerk shall be elected for a three-year term and may not serve for more than two consecutive terms.

The Treasurer and the Assistant Treasurer shall be elected for a three-year term and may not serve for more than two consecutive terms.

The Chairs of the Standing Committees shall be elected for a two-year term and shall serve no more than two consecutive terms.

The Portfolio Manager shall be elected for an indefinite term the terminus of which shall be by action of the Council.

The Youth Representative shall be between 14 and 23 years of age, nominated by the youth group, elected for a one-year term and shall serve no more than two consecutive terms.

Section 4. Vacancies

Vacancies created by the death, resignation or removal of any elected officer shall be filled by vote of a majority of the remaining Church Council members until the next November Congregational Meeting, at which time the congregation shall elect officers.

Vacancies created by an extended vacation, illness, etc., of any elected officer shall be filled temporarily by appointment of the Church Council.

Section 5. Duties

The Church Council shall be the policy making body of the church with ultimate fiduciary responsibility for all church finances. The Council shall conduct the affairs of the church and consider all proposals submitted to it by the standing and appointed committees. It shall authorize and bear the final responsibility for the functioning of all committees and shall coordinate the concerns of all with constant mindfulness of the unity of the congregation in Christ. An organizational meeting of the Church Council shall be held at the first regular meeting of the Church Council each year.

The Church Council shall keep a complete and accurate record of all of its proceedings and shall require an equally accurate and regular accounting from each committee and officer of the church. It will supply reports, as appropriate, at all Congregational Meetings. All acts and deliberations of the Church Council are subject to the will of, and revisions by, the congregation. All Church Council meetings shall be open to all active members of the church.

The Church Council shall meet monthly to conduct the affairs of the church. Special meetings are subject to the Moderator's call.

The Church Council may authorize any emergency expense if funds are available. The Treasurer will submit reports monthly for Church Council review. Committees will report to the Church Council at each meeting and to the congregation annually. The

Church Council and all committees will submit in September detailed budgetary requests for the following fiscal year.

The Church Council shall make provisions for and oversee the church's budgeting process. It shall provide for the annual auditing of financial accounts.

Section 6. Duties of the Church Officers

a. Moderator

The Moderator of the church shall open and conduct all regular meetings of the Church Council and of the congregation. The Moderator shall preside at all special meetings of either group. The Moderator shall be responsible for the execution of all resolutions at these meetings and shall assume all responsibilities regularly associated with the office of Moderator. The Moderator is an ex officio member of all standing and special committees of the church.

b. Vice Moderator

The Vice Moderator shall assist the Moderator and, in the absence of the Moderator, shall perform the duties of the Moderator.

c. Clerk

The Clerk shall keep an accurate record of the proceedings of the Church Council and all congregational meetings, regular or special. The Clerk will be responsible for correspondence of the Church Council and issue regular and timely notice of meetings by direction. The Clerk shall be responsible for all church registries with entries of members received or dismissed, dates, records of baptisms, marriages, funerals, deaths, transfers and all other pertinent data which the Church Council may otherwise specify or require. The Clerk will issue by direction of the Church Council and in accordance with all constitutional provisions, all proper forms and certificates appropriate to these records. The Clerk shall report the above statistics to the congregation at the Congregational Meeting in February.

d. Treasurer

The Treasurer shall receive all offerings, regular and special, and shall make prompt and proper accounting. The Treasurer shall oversee the depositing of all monies and see that such monies are recorded in the proper accounts as directed by the Church Council. The Treasurer shall oversee the paying of the bills of the church on order from the Church Council as it administers the budget approved by the congregation. The Treasurer shall oversee the keeping of accurate accounts of all receipts and disbursements, and submit a monthly report for review and approval to the Church Council as well as an annual report to the congregation. The Treasurer shall be a member of the Church Resources Committee, providing such guidance and data as may be required for the proper attention to its appropriate duties. The Treasurer shall see that an accurate account of the contributions of each contributor is kept and that all contributors are furnished with statements of their accounts.

e. Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in all aspects of the Treasurer's responsibilities.

f. Portfolio Manager

The Portfolio Manager shall be familiar with the principles of sound investment and financial management; shall seek and manage investments in accord with the goals of First United Protestant Church; shall act at the discretion and upon action of the Church Council to sell and purchase financial assets; shall advise the Church Council of the status of the investment accounts; shall serve as liaison with an outside firm as needed. The Portfolio Manager shall be a member of the Church Resources Committee, providing such guidance and data as may be required for the proper attention to its appropriate duties.

Section 7. Standing Committees

There shall be seven Standing Committees of the church. These committees are: the Christian Education Committee, the Christian Service Committee, the Mission Committee, the Outreach Committee the Resources Committee, the Worship Committee, and the Pastoral Relations Committee. Each committee shall consist of its chairperson and at least four additional members who shall be active members of the church. The Standing Committees shall meet monthly to conduct their specific responsibilities.

a. Christian Education Committee

The Christian Education Committee shall be responsible for religious education for all ages; church school teacher recruitment and training; and the maintenance of the church library.

Specific duties include:

- 1) Nursery care (cradle roll).

b. Christian Service Committee

The Christian Service Committee shall be responsible for coordinating hospitality for the church, including our cooperative ministry with other churches in our community; assisting the pastor with visitation and specialized ministries to those who are sick, shut-in, bereaved or have special needs.

Specific duties include:

- 1) Delivery of altar flowers to shut-ins.
- 2) Sending birthday, sympathy and get well cards to members.
- 3) Working with the pastor on the Pastor's Outreach Fund.
- 4) Recommending delegates to represent the church at Association, Conference and other meetings.

c. Mission Committee

The Mission Committee is the body with decision-making authority regarding those missions (local and national and global) to which our offerings and budget line items are designated each year. That responsibility includes researching potential recipients of mission giving and making recommendations to the budget committee based on this research. The committee is also responsible for bringing to the congregation's attention issues for action, prayer and special offering.

Specific duties include:

- 1) Coordination of assistance to Habitat for Humanity, Feeding Program, Prison Ministry, and Keaukaha Houseless Children's Christmas Party.
- 2) Delivering donations to the Food Bank.

d. Outreach Committee

The Outreach Committee shall be responsible for identifying and reaching out to new residents in the community, tracking and visiting prospective members, and sponsoring new members and families. The committee is also responsible for publicity and church publications.

Specific duties include:

- 1) Maintenance of church bulletin boards.
- 2) Helping to maintain membership records and directory.

e. Resources Committee

The Resources Committee shall oversee church finances and monitor the church budget, including special funds and investments; and present to the Church Council on a quarterly basis its recommendations for any budget adjustments. The committee shall also inventory and maintain church property and equipment. The Treasurer and the Portfolio Manager shall both be members of the committee and not its chairperson.

Specific duties include:

- 1) Coordination of Work Days.
- 2) Contracting of work as needed.

f. Worship Committee

The Worship Committee shall be responsible, in consultation with the pastor, choir director and organist, for music and worship. The committee shall also participate with the pastor in recruiting and orienting worship leaders; in the formation of teams of ushers; and in the scheduling of greeters, usher teams, liturgists, lay readers, coffee-hour servers, providers of flowers for the narthex and the chancel, assistants to prepare and help serve the communion elements, and pulpit supply.

Specific duties include:

- 1) Providing leis for visitors.
- 2) Acolyte recruitment and scheduling.
- 3) The display and maintenance of banners and paraments.

g. The Church Council shall establish a Pastoral Relations Committee to be made up of two persons selected by the Church Council and two persons selected by the Pastor.

Specific duties include:

- 1) Serve as a support committee for the Pastor, as a buffer or liaison between the Pastor and the congregation, and meet when requested by either the Pastor or the Church Council.
- 2) Evaluate the Pastor at six month intervals during the Pastor's first year of service and annually thereafter.

Section 8. Other Committees

In addition to the Standing Committees, the Church Council shall appoint any additional or special committees that it deems necessary, including the following:

a. Nominating Committee

The Church Council shall appoint a Nominating Committee each September for the purpose of providing a slate of nominees to be voted upon at the Congregational Meeting in November. The Nominating Committee shall be composed of at least four members, all of whom are active members of the church.

b. Budget Committee

The Church Council shall appoint a Budget Committee each September for the purpose of providing a church budget for the following year, to be voted upon at the Congregational Meeting in November. The Budget Committee shall be composed of the chairperson, or designated representative, from each of the Standing Committees, plus the Treasurer.

c. Long Range Planning Committee

The Church Council shall appoint a Long Range Planning Committee of nine members every other year to update and to review the existing plans, beginning in 1994.

d. Fundraising Committee

The Fundraising Committee shall be responsible for all revenue generating which augments the budget.

Specific duties include:

- 1) Cookbook sale.
- 2) Annual Holiday Bazaar.

e. Personnel Committee

The Personnel Committee is responsible for developing and administering the human resource policies of the church.

Specific duties include:

- 1) Development of an employee handbook.
- 2) Maintenance of employee files.

f. Portfolio Trustees

The Trustees shall at the request of the Portfolio Manager and / or the Church Council sign checks drawn on church accounts

Shall be active members in good standing of the church

Shall serve indefinite terms

May serve in addition to other offices held in the church

Shall be selected by the Portfolio Manager and approved by the Church Council

There shall be not more than five Trustees

Two signatures shall be required on all transactions

A Trustee shall be removed by the Church Council for cause

In the event of the incapacity of the Portfolio Manager the Church Council shall appoint one Trustee to (1) invest the assets of the organization; (2) to give instructions for the purchase, sale, exchange, or transfer of securities; and (3) to execute any necessary forms in connection with those securities, until a new Portfolio Manager is selected or the existing Portfolio Manager returns to duty.

ARTICLE IX - PASTOR

The congregation shall call one or more Pastors to provide spiritual and administrative guidance for the membership of the church. The Pastor may be either recognized or installed by the Church and Ministry Committee of the Hawaii Island Association of the United Church of Christ (whichever shall be agreed upon by the Pastor) and the Church Council. The Pastor shall be an ex officio officer of the church, and a non-voting member of the Church Council and all committees, and shall as soon as practical, become a member of the church and the Hawaii Island Association of the United Church of Christ.

The Pastor shall be chosen and called by the congregation whenever a vacancy occurs, and shall be elected by at least a two-thirds majority of the voters present at any meeting called for that purpose.

When a vacancy occurs in the pastorate, the Church Council shall call a meeting of the congregation for the purpose of acting on the Pastor's resignation and electing a Search Committee. This Search Committee shall consist of at least five persons., three of whom shall be elected by the congregation from among the active members. Two members shall be elected by and from the Church Council.

The Search Committee shall make a canvas of available persons; and submit to the council those who, in their judgment, would be suitable candidates. The Church Council and the Search Committee would then work together to make a final selection of a candidate to be introduced to the church, and at a duly called congregational meeting, propose the candidate's election

The tenure of the office of Pastor shall be indefinite, but may be terminated by the church upon a ninety-day notice, upon the vote of at least two-thirds of those present and voting at a duly called congregational meeting. A ninety-day notice shall also be given to the Church Council, if the Pastor wishes to leave voluntarily. The requirements of notice may be waived by mutual consent.

ARTICLE X - RULES OF DISCIPLINE AND ORDER

The Rules of Discipline shall be the words and example of our Lord Jesus Christ. The latest edition of Robert's Rules of Order shall govern procedures at all meetings, except where otherwise provided by this Constitution and By-Laws.

ARTICLE XI - AMENDMENTS

This Constitution and By-Laws may be amended by an affirmative vote of two-thirds of the active members present and voting at a meeting called for that purpose, provided that due notice of such proposed amendments has been given during Sunday services, or by mail, at least four weeks prior to such a meeting. Voting on all amendments shall be by show of hands unless, by majority vote, the vote shall be by ballot.

Amendment & Approved 2/13/12
Amendment & Approved 11/29/09
Amended 1/5/03
Amended 11/25/01
Amendment was accepted 3/25/01
Amended & Approved 2/27/00
Council Approved 9/29/02