
GOVERNING DOCUMENTS

of the

Lutheran Church of Honolulu
1730 Punahou Street • Honolulu, Hawaii 96822

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Constitution

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Mission Statement

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Bylaws

•
Continuing Resolutions

January 26, 1992

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Terminology

In these documents, except where used in a proper name, the word "Church" with a capital letter refers to the one, holy, catholic, and apostolic Church. In references to organized bodies within the Church, "church" in lower case letters is used.

In these documents, the words "synod" or "synodical" refer to the Pacifica Synod of the Evangelical Lutheran Church in America.

The word "bishop" in these documents refers to the bishop of the Pacifica Synod.

THE LUTHERAN CHURCH OF HONOLULU
CONSTITUTION

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PREAMBLE We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. NAME AND INCORPORATION

§1.01. The name of this congregation shall be The Lutheran Church of Honolulu.

§1.02. For the purpose of this constitution, the Lutheran Church of Honolulu is hereinafter referred to as "the congregation" or "this congregation."

§1.03. This congregation was incorporated September 9, 1900, under the laws of the Territory of Hawaii.

§1.04. This congregation's corporate seal shall bear the legend "Lutheran Church of Honolulu" around an outer circle and a cross (+) within an inner circle.

Chapter 2. CONFESSION OF FAITH

§2.01. This congregation confesses the Triune God: Father, Son, and Holy Spirit.

§2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.

b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

§2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source of its proclamation, faith, and life.

§2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

§2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

§2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise; the Small Catechism, the Large Catechism, and the Formula of Concord; as further valid interpretations of the faith of the Church.

§2.07. This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3. NATURE OF THE CHURCH

§3.01. Supreme power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.

§3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

Chapter 4. STATEMENT OF PURPOSE

§4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

§4.02. To participate in God's mission, this congregation as a part of the Church shall:

a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.

b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.

c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.

d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.

e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.

f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

§4.03. To fulfill these purposes, this congregation shall:

a. Provide services of worship at which the Word of God is preached and the sacraments are administered.

b. Provide pastoral care and assist all members to participate in this ministry.

c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.

d. Teach the Word of God.

e. Witness to the reconciling Word of God in Christ, reaching out to all people.

f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.

g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.

h. Foster and participate in interdependent relationships with other congregations, the Pacifica Synod, and the churchwide organization of the Evangelical Lutheran Church in America.

i. Foster and participate in ecumenical relationships consistent with churchwide policy.

§4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. Such descriptions shall be contained in continuing resolutions of the Congregation Council.

§4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

Chapter 5. POWERS OF THE CONGREGATION

§5.01. The powers of this congregation are those necessary to fulfill its purpose.

§5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and the bylaws.

§5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. approve the annual budget;
- e. acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. hold title to and use its property for any and all activities consistent with its purpose;
- g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. elect its Congregation Council and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- i. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

Chapter 6. CHURCH AFFILIATION

§6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Pacific Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

§6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

§6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop.
- d. This congregation agrees to consider associates in ministry for appointment to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the Pacific Synod.

§6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in §6.05.

§6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within ten days after the resolution has been adopted.
- c. The bishop shall consult with this congregation during a period of at least 90 days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least ten days in advance of the meeting.

e. A certified copy of the resolution to terminate its relationship shall be sent to the bishop, at which time the relationship between this congregation and Evangelical Lutheran Church in America shall be terminated.

f. Notice of termination shall be forwarded by the bishop to the secretary of this church and published in the periodical of this church.

g. In addition to the other provisions in this paragraph, this congregation is required to receive approval from the synod before terminating its membership in the Evangelical Lutheran Church in America.

§6.06. If this congregation considers relocation, it shall confer with the bishop before any steps are taken leading to such action. The approval of the Pacifica Synod Council shall be received before any such action is effected.

Chapter 7. PROPERTY OWNERSHIP

§7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Pacifica Synod of the Evangelical Lutheran Church in America.

§7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

§7.03. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the synod.

§7.04. If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

Chapter 8. MEMBERSHIP

§8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintained their membership in accordance with the provisions of this constitution and its bylaws.

§8.02. Members shall be classified as follows:

- a. Each pastor of the congregation shall be a member of the congregation.
 - b. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - c. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - d. Voting members are confirmed members. Such confirmed members shall have communion or made a contribution of record during the current or preceding year.
 - e. Associate members are persons who are not confirmed members of the congregation, but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.
- §8.03. All applications for confirmed membership shall be presented to the Congregation Council who will welcome the applicants into membership.
- §8.04. It shall be the privilege and duty of members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
 - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
 - c. support the work of this congregation, the Pacifica Synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

§8.05. Membership in this congregation may be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in §8.02.d of this constitution. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

Chapter 9. PASTORS

§9.00. The staff of this congregation shall include one or more pastors who are ordained to serve in congregations of the Evangelical Lutheran Church in America.

§9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop.

§9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or who has been recommended for it by the bishop of any synod of the Evangelical Lutheran Church in America may be called as a pastor of this congregation.

§9.03. The duties of the pastor shall be performed consistent with the faith and practice of the Evangelical Lutheran Church in America, and shall be:

- a. To minister to the congregation and its members;
- b. To speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world;

- c. To seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the dominion of God in the community, in the nation, and abroad;
 - d. To impart knowledge of the Evangelical Lutheran Church in America and its wider ministry through distribution of its periodicals and other publications;
 - e. To endeavor to increase the support given by the congregation to work of the Evangelical Lutheran Church in America churchwide organization and of the Pacifica Synod; and
 - f. To carry out other duties as described in the bylaws.
- §9.04. A statement of duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call. Letters of call which are originated after the adoption of this constitution shall be attested by the bishop. A pastor's letter of call shall be amended if changes occur in the pastor's defined duties, compensation or other conditions of the call, except cost-of-living salary adjustments. Amended letters of call shall become effective when approved by at least a two-thirds majority ballot vote of members present and voting at a regular meeting of the congregation.
- §9.05.1. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the bishop and for the following reasons:
- a. mutual agreement to terminate the call or the completion of a call for a specific term;
 - b. resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - c. inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - d. the physical or mental incapacity of the pastor;

- e. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
 - f. the dissolution of the congregation; or
 - g. suspension of the congregation as a result of discipline proceedings.
- §9.05.2. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council, or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall investigate such conditions personally in company with a committee of two ordained ministers and one lay person.
- §9.05.3. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in this congregation or in another field of labor.
- §9.05.4. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop, together with the committee described in §9.05.2, shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting after consulting with the bishop.
- §9.05.5. If, in the course of the proceedings described in §9.05.4, the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the bishop who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of the synod.

§9.05.6. After the appointment of the committee described in §9.05.2 or §9.05.4, if it becomes apparent that local conditions preclude the pastoral office from being conducted effectively in the congregation being served by the ordained minister, the bishop may temporarily suspend the pastor from service in the congregation without prejudice. During such a suspension, the pastor's pay will be provided through a joint churchwide/synod fund and housing will be provided by the congregation.

§9.06. At a time of pastoral vacancy, an interim pastor may be appointed by the bishop with the consent of this congregation or the Congregation Council.

§9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

§9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

§9.09. If a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop. As occasion requires, the documents may be revised through a similar consultation.

§9.10. With the approval of the bishop, the congregation may depart from §9.05.1 and call a pastor for a specific term of years. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of §9.05.1.

§9.11. The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod.

§9.12. Each pastor shall submit a report of his or her ministry to the bishop at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10. CONGREGATION MEETINGS

§10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.

§10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of ten percent of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

§10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least ten days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

§10.04. Ten percent of the voting members shall constitute a quorum.

§10.05. Voting by proxy or by absentee ballot shall not be permitted.

§10.06. All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

§10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11. OFFICERS

§11.01. The officers of this congregation shall be a president, vice-president, secretary, and treasurer.

a. Duties of the officers shall be specified in the bylaws.

b. The officers shall be voting members of the congregation.

c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council except that the Secretary and Treasurer are not required to be elected members of the Council, and if so, they may not vote.

§11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the meeting at which they are elected.

§11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12. CONGREGATION COUNCIL.

§12.01. The voting membership of the Congregation Council shall consist of not more than twelve elected members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. The pastor(s) also shall be voting members of the Congregation Council unless prohibited by Hawaii state laws governing non-profit corporations. A pastor not eligible to be a voting member is expected to participate in the Council's meetings, particularly in matters pertaining to the spiritual life and growth of the congregation, but will be excluded for determining quorums and will not participate in voting.

§12.02. The members of the Congregation Council, except the pastor(s), shall be elected at a legally called meeting of the congregation during the month of November. The term of office shall be for three years with the term beginning on January 1 and ending on December 31. Newly elected Congregation Council members shall be installed at worship the Sunday prior to the date they assume office.

§12.03. A member's place on the Congregation Council shall be declared vacant if the member ceases to be a voting member of this con-

gregation or if he or she is absent from two successive regular meetings of the Congregation Council without cause. If a member's place on the Congregation Council is declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

§12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council are described in the bylaws.

§12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.

a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Hawaii, except as otherwise provided herein.

b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.

c. The Congregation Council shall prepare an annual budget for adoption by this congregation, and shall supervise the expenditure of funds in accordance therewith following its adoption. Any expenditure costing up to five percent of the budgeted annual receipts may be approved by the Congregation Council; expenditures of greater amount require approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.

d. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

§12.06. The Congregation Council shall see that the provisions of this constitution, its bylaws and continuing resolutions are carried out.

§12.07. The Congregation Council shall provide for an annual review of the membership roster.

§12.08. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

§12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

§12.10. The Congregation Council shall normally meet once a month. Special meetings may be called by a pastor or the president; and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

§12.11. A quorum for the transaction of business shall consist of a majority of the voting members of the Congregation Council.

Chapter 13. CONGREGATION COMMITTEES

§13.01. The officers of this congregation and the pastors shall constitute the Executive Committee.

§13.02. A Nominating Committee of three to five voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be appointed by the Congregation Council for a term of one year. Members of the Nominating Committee are not eligible for consecutive appointment.

§13.03. An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection.

§13.04. Staff Support Committees (in the absence of a staff support committee, its duties shall be fulfilled by the Executive Committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, with three members to be appointed each successive year.

§13.05. When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly-called pastor.

§13.06. Other congregation committees may be formed as the need arises, by decision of the Congregation Council.

§13.07. Duties of congregation committees shall be specified in the bylaws or continuing resolutions.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

§14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

§14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15. DISCIPLINE OF MEMBERS

§15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:

a. private admonition by the pastor;

- b. admonition by the pastor in the presence of two or three witnesses; and
- c. citation to appear before the Congregation Council.

§15.02. A member charged with an offense shall appear before the Congregation Council, having received a written notice specifying the exact charges that have been made against the member, at least ten days prior to the meeting.

§15.03. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation. Disciplinary actions b. and c. shall be delivered to the member in writing.

§15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

§15.05. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of evidence that injustice has been done or evidence of repentance and amendment. The action will be acknowledged and recorded and public apology shall be made if injustice was done.

§15.06. If there is disagreement on a substantive issue among factions within the congregation that cannot be resolved by the parties, members of the congregation may consult with the bishop after informing the Congregation Council of their intent. If such consultation fails to resolve the issue, the Consultation Committee of the synod shall consider the matter. If the Consultation Committee fails to resolve the issue, the matter shall be referred to the Synod Council whose decision shall be final.

Chapter 16. BYLAWS

§16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.

§16.02. Bylaws may be adopted or amended by a majority vote of those voting members present and voting at any legally called meeting of this congregation with a quorum present.

§16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.

§16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. AMENDMENTS

§17.01. Amendments to this constitution may be proposed by at least 30 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its annual meeting or a special meeting called for the purpose of considering the amendment. The Congregation Council shall notify the congregation members of the proposal with recommendations at least 30 days in advance of the meeting.

§17.02. A proposed amendment to this constitution shall:

- a. be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
- b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

§17.03. Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Pacific Synod.

§17.04. This constitution is based on the Model Constitution for Congregations of the Evangelical Lutheran Church in America. When that document is amended by the Churchwide Assembly, such amendments will be reviewed by the Executive Committee, and will be presented in appropriate form to the Congregation Council to be proposed to the congregation in accordance with the provisions of this Chapter.

Chapter 18. CONTINUING RESOLUTIONS

§18.01. The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

§18.02. Continuing resolutions shall be enacted or amended by a majority vote of all voting members of the Congregation Council.

APPROVALS AND ADOPTION

The proposed constitution was accepted by the Congregation Council of the Lutheran Church of Honolulu

15 Oct 91
Date

Lindemuth, d. Scherer
Secretary

The proposed constitution was sent to the synod for approval.

10 Oct 90
Date

Lindemuth, d. Scherer
Secretary

The constitution was adopted by the congregation at its meeting.

26 Jan 92
Date

Janice K. Scherer
Secretary

THE LUTHERAN CHURCH OF HONOLULU

STATEMENT OF MISSION

As an extension of the Confession of Faith, Chapter Two of the Constitution, and as members of God's family, our mission at the Lutheran Church of Honolulu is:

- To nurture, sustain, and support our members and friends of all ages in Christian faith and wholeness of life.
- To bring people together, accepting and using their different gifts, and encouraging them to make relationships of trust and understanding with each other.
- To reach out to the surrounding community with the gospel and its mystery in a manner that is meaningful in today's world, so that people may respond to its claims and make a covenant with Jesus Christ.
- To follow, in humility, the examples set by Jesus Christ, to become advocates for world peace, social justice, human rights, the poor and disadvantaged, and to care responsibly for God's creation.
- To find ways in our ministry to cooperate with other religious communities.

LUTHERAN CHURCH OF HONOLULU

BYLAWS

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PREAMBLE These bylaws are an extension of the Constitution of the Lutheran Church of Honolulu to more specifically define this congregation's operating entities and procedures. The numbering of paragraphs is the same as that of the Constitution to serve as a cross reference between the two documents.

Part A CORPORATE PROCEDURES

§1.01. The name of the congregation is the Lutheran Church of Honolulu. Its operating location is 1730 Punahou Street, Honolulu, Hawaii 96822.

§1.02. For the purpose of these bylaws, the Lutheran Church of Honolulu is hereinafter referred to as "the congregation" or "this congregation."

§1.03.01. The business of this congregation shall be conducted on a calendar year basis.

§1.03.02. Checks shall be signed by the treasurer and by others authorized by the Congregation Council.

§1.03.03. Contracts or other business instruments in writing shall be signed by the president or vice-president and the secretary or treasurer. Such documents shall be kept on file in the church office.

§1.03.04. A safe deposit box shall be provided for the protection of deeds, certificates of investment and other official documents. Entry to the safe deposit box shall be by any two of the following persons: the president, the vice-president, the treasurer, the secretary, the pastor, or others authorized by the Congregation Council. An inventory of the contents of the safe deposit box shall be kept on file in the church office.

§1.03.05. Endowment funds or scholarship funds may be established when special gifts are received or by allocation of cash or other assets. Management procedures including restrictions on the funds, distribution instructions or other conditions, if any, will be described in a charter document governing each such fund. Fund charter documents will be prepared by the Finance Committee or by others authorized by the Congregation Council. Fund charter documents must be approved by the Congregation Council before they become effective.

§1.04. The corporate seal shall be kept in the custody of the pastor.

Part B. CONGREGATIONAL PROCEDURES

§4.03. To communicate with the members and friends of the congregation, a newsletter called *The Heart Beat* will be distributed periodically.

§4.03.01. A congregational Archives will be maintained to preserve records which document the heritage of the church and the history of the people of faith, making the record of the past available now and ensuring that current activities will be understood in the future. Materials archived shall include but not be limited to records of membership, pastoral acts, decisions of the Congregation Council meetings, legal papers, and a limited number of photographs.

§4.05. The Mission Statement of this congregation shall be examined periodically and evaluated by the congregation in light of changing conditions in society, and amended, if appropriate, at an annual or special meeting.

§6.01.01. This congregation shall participate in the annual Assembly of the Pacifica Synod.

a. The Congregation Council shall elect annually one male and one female lay delegates who, together with the pastor(s), shall represent this congregation at the Assembly.

b. Travel allowances for the pastor(s) and lay delegates shall be paid by the congregation if not paid from the synod treasury at a rate to be established by the Synod Council. All other expenses shall be paid by the congregation.

c. The lay delegates shall present a report after returning from the Assembly either at each of the worship services on the first Sunday thereafter, or in the first issue of *The Heart Beat* thereafter. A copy of this report shall be placed in the secretary's records and a copy shall be filed in the church office.

§6.01.02. This congregation shall participate in the activities of the Hawaii Conference (Hukilau) of the Pacifica Synod.

a. The Congregation Council shall elect annually one male and one female lay delegates to represent the congregation, together with the pastor(s), at meetings of the Hawaii Conference (Hukilau).

b. Expenses that delegates and pastor(s) incur to participate in Hawaii Conference activities shall be paid by the congregation.

c. The delegates shall present a report of the Hawaii Conference activities in the first issue of *The Heart Beat* thereafter. A copy of this report shall be placed in the secretary's records and a copy shall be filed in the church office.

§6.01.03. This congregation shall maintain membership in the Lutheran Council of Hawaii.

§6.01.04. This congregation shall participate in the Hawaii Council of Churches.

a. The Congregation Council shall elect annually one lay delegate to represent the congregation at meetings of the Hawaii Council of Churches.

b. Expenses that delegates or pastor(s) incur to participate in Hawaii Council activities shall be paid by the congregation.

c. The delegates shall present a report of the Hawaii Council activities in the first issue of *The Heart Beat* thereafter. A copy of this report shall be placed in the secretary's records and a copy shall be filed in the church office.

Part C. MEMBERSHIP PROCEDURES

§8.01. A classification report of members shall be presented annually by the pastor to the Congregation Council for review and action before being sent to the synod and to the Evangelical Lutheran Church in America.

§8.03. Applicants for membership shall have been properly instructed in the Word of God and in the faith of the Lutheran Church.

§8.04. The list of members of the congregation shall not be used by anyone to circularize or solicit the members for business purposes.

§8.05.01. At the request of a confirmed member, a certificate of standing or of transfer of membership to another Lutheran or another evangelical congregation shall be issued and reported to the Congregation Council.

§8.05.02. Inactive members shall remain a concern of the congregation. They shall receive pastoral care, and shall be restored to active membership by the Congregation Council when they again receive the sacrament of the Lord's Supper or make a contribution of record to the financial support of the congregation.

Part D. DUTIES OF THE PASTOR

§9.03.01. In addition to the duties described in the constitution, and in a manner consistent with the faith and practice of the Evangelical Lutheran Church in America, the pastor shall:

a. Preach the Word;

b. Administer the sacraments;

c. Perform marriages in accordance with the teaching of the Church and the laws of the state, and conduct services for the burial of the dead;

d. Sign all certificates of baptism, confirmation, marriage and other official pastoral acts, and affix the corporate seal thereto;

e. Have custody of the congregational register, which is a permanent record of the congregation, in which to record all official pastoral acts: baptisms, confirmations, marriages, funerals, communions, receipt of new members, and transfers of membership. A report of these pastoral acts shall be presented to the Congregation Council at its monthly meeting, and to the congregation in the annual report;

f. Maintain the active confirmed membership roll of this congregation and submit the annual classification of members report to the Congregation Council for review and action before being sent to the Evangelical Lutheran Church in America and the synod;

g. Conduct public worship consistent with the faith and practice of the Evangelical Lutheran Church in America. Together with the choirmaster and organist, the pastor shall coordinate all worship and music events of the congregation by selecting themes and liturgical forms for worship events;

h. Supervise and assist in the education of children, youth and adults in the Word of God and Christian values using appropriate educational materials provided by or approved by the Evangelical Lutheran Church in America or other materials consistent with our theological position described in Chapter Two of the Constitution;

- i. Give catechetical instruction to youth and adults and confirm catechumens;
- j. Inform and inspire members of the congregation to nurture and witness through faith in a personal way, and to develop and encourage individual and family life and seasonal and home devotions;
- k. Nurture all auxiliary organizations of this congregation;
- l. Create an extended family of this congregation; and aid, support and counsel the sick, shut-ins, poor, and distressed in this congregation;
- m. Impart knowledge of the Evangelical Lutheran Church in America and its wider ministry, and distribute periodicals and other publications on social conditions and issues;
- n. Install elected and appointed members of the Congregation Council, and, with the Congregation Council, administer discipline;
- o. Encourage and promote benevolence offering within this congregation for the support of the synod and Evangelical Lutheran Church in America;
- p. Attend, as required, the annual Synod Assembly;
- q. Make periodic reports to this congregation and may call special meetings of this congregation or the Congregation Council;
- r. Assist the president in the preparation of the agenda for meetings of this congregation and the Congregation Council;
- s. Participate in the work of the Congregation Council as defined in §12.01 of the Constitution, and, with the council, be responsible for the administration of the church office;
- t. Oversee maintenance of the congregation's Archives including the appointment of an archives task force.

Part E. CONGREGATIONAL MEETINGS

- §10.01.01. The annual meeting of this congregation shall be held in two sections: one in November and one in January, at times that are convenient to the congregation calendar. The Congregation Council shall issue the calls for the meetings.
- a. At the November part of the meeting, the congregation shall elect members to serve on the Congregation Council for terms beginning the following calendar year, receive a proposed budget for the following year, and conduct other business that may be appropriate; and
 - b. At the January part of the meeting, the congregation shall receive the annual reports and visions for ministry of the pastor(s) and committees of the congregation, approve the budget proposed at the November meeting section, elect delegates as described in Part B of these bylaws, and conduct other business that may be appropriate.
- §10.01.02. Other regular meetings of the congregation may be called by the president at any time convenient to the congregation calendar.
- §10.01.03. The president, with assistance from the pastor, shall prepare an agenda for the annual or other regular meetings. The order of business may be as follows, or items may be transposed or dispensed with at the discretion of the president.
- a. Call to order and establishment of a quorum.
 - b. Opening devotions and a prayer.
 - c. Minutes of the previous congregational meeting may be read for information purposes.
 - d. Report of nominating committee, nominations from the floor, appointment of tellers, and ballots.
 - e. Reports of pastor, standing committees, and special committees.
 - f. Report of the treasurer.

- g. Report of the auditing committee.
 - h. Presentation and adoption of proposed goals and program for the following year with supporting proposed budget.
 - i. Old business.
 - j. New business
 - k. Report of tellers and declaration of election.
 - l. Announcements.
 - m. Adjournment and benediction.
- §10.01.04. The minutes of the annual or other regular meetings of the congregation shall be prepared on a timely basis. These minutes shall be approved by the Congregation Council, and after approval, distributed to the members and friends as an insert in *The Heart Beat*.

Part F. DUTIES OF OFFICERS

§11.01.01. The president shall:

- a. Preside at meetings of the congregation and the Congregation Council;
- b. As elected lay leader of the congregation, be responsible for overseeing and expediting the responsibilities and duties of the Congregation Council, and for the performance of other responsibilities and duties that may be required by the constitution, these bylaws, or by resolution of the congregation or the Congregation Council;
- c. With assistance from the pastor, prepare the agenda for meetings of the congregation and the Congregation Council;
- d. Review written reports made by the chairpersons of committees, task forces, or members; follow up recommendations made with appropriate action by the Congregation Council and return the reports to the secretary for proper disposition or filing; and

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- e. Be responsible that the actions of the Congregation Council are reported regularly in *The Heart Beat*.
- e. Delegate any of the responsibilities of the Congregation Council to the vice-president, the secretary, the treasurer, the Congregation Council members and others as the need arises.

§11.01.02. The vice-president shall:

- a. Perform all the duties and possess the powers of the president in case the president is absent or unable to serve;
- b. Understudy the president; assist the president in preparing meeting agendas; and be knowledgeable about the constitution, these bylaws, the functions and programs of the various committees and activities of the congregation; and
- c. Be responsible for the performance of other duties as required by the constitution, these bylaws, resolution of the congregation or the Congregation Council, or upon delegation by the president.

§11.01.03. The secretary shall:

- a. Issue the notice of each meeting of the congregation as directed by the Congregation Council;
- b. Establish the quorum for the meetings of the congregation and the Congregation Council;
- c. Report quarterly the attendance record of Congregation Council members;
- d. Review minutes of previous meetings of the congregation or the Congregation Council and report to the president any outstanding reports or unfinished business or recommendations;
- e. Receive written reports from committee chairpersons for referral to the president for action, and file the reports in the secretary's records supporting the minutes of the meeting at which the reports are presented;

- f. Prepare the minutes of meetings of the congregation on a timely basis; reproduce and distribute the minutes to members and friends of the congregation as an insert in *The Heart Beat*; and include in the minutes book in proper chronological order any written report presented to the congregation;
- g. Prepare the minutes of meetings of the Congregation Council on a timely basis. The reproduction and distribution of these minutes shall be as directed by the Congregation Council;
- h. Arrange meeting facilities;
- i. Have available at meetings of the congregation and the Congregation Council: minutes of prior meeting and supporting secretary's records; a copy of the latest edition of *Robert's Rules of Order*; a copy of the constitution, mission statement, bylaws and continuing resolutions of the congregation; a copy of the governing documents of the Evangelical Lutheran Church in America and the Pacifica Synod;
- j. Provide for the safekeeping of the corporate minutes book and secretary's records, especially while off the premises of the congregation, and turn over to the archives task force these original records for inclusion in the permanent records of the congregation;
- k. Provide for the safekeeping of the official corporate documents of the congregation, namely, the certificate of incorporation, the constitution and the bylaws;
- l. When the constitution and bylaws are amended, distribute amended copies to the synod, the members of the Congregation Council, the church office, and make copies available to members of the congregation;
- m. Certify documents and other instruments in writing and, together with the president or vice-president, sign contracts and other instruments in writing;
- n. Upon adjournment of the Congregation Council meeting at which action on them is taken, date and sign all requests for membership, transfers in and out, and requests for use of property or facilities; and

- o. Perform other duties required by the constitution, these bylaws, resolution of the congregation or Congregation Council, or upon delegation by the president.
- §11..01.04. The treasurer shall:
- a. Be a member of the Finance and Stewardship Committees;
 - b. Assist in preparing the annual budget;
 - c. Act as custodian of all funds and maintain all records necessary to document the receipts, expenditures and status of the congregation's funds including checking accounts, savings accounts, records of stocks, bonds and other investments;
 - d. Sign checks and notify the banks and brokers at which the congregation has accounts of any change in the authorization of persons who may sign checks, withdraw from deposit accounts, initiate monetary transactions to investment accounts, or have access to the safe deposit box;
 - e. Together with the president or vice-president, sign contracts and other instruments in writing;
 - f. Be responsible for regular payment of benevolence to the synod, prompt payment of obligations, and follow up on any contested bill or non-payment thereof;
 - g. Handle all tax forms, and file forms and reports required by government agencies;
 - h. Present a financial report at each meeting of the Congregation Council, an annual report at the second section of the annual meeting, and other reports to the congregation as required, and submit financial reports to synod as required;
 - i. Provide for safekeeping of official documents of the congregation: deeds, lease agreements, rental agreements, mortgages, notes payable, investment certificates, insurance policies, contracts, and warranties; and be responsible for delegation and follow up of this responsibility as needed;

- j. Submit records for an annual audit by an audit committee; and
- k. Perform other duties required by the constitution, these bylaws, resolution of the congregation or the Congregation Council or upon delegation by the president.

Part G: DUTIES OF THE CONGREGATION COUNCIL

§12.04.01. The leadership duties of the Congregation Council shall be:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate the congregation's activities in light of its mission and goals;
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support;
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment;
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons;
- f. To promote a congregational climate of peace and goodwill and endeavor to foster mutual understanding;
- g. To arrange for pastoral service during the sickness or absence of the pastor;
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America; and
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.

§12.04.02. Each member of the Congregation Council shall:

- a. Provide for the spiritual health of this congregation through family and private devotions, a disciplined prayer life, regular worship attendance, and spiritual leadership in the opening and conduct of Congregation Council meetings;
- b. Notify by telephone or personal contact any anticipated absences from Congregation Council meetings, or in writing after the meeting; standing committee liaison persons shall submit a written report to the Congregation Council meeting when unable to attend; and
- c. Attend an annual leadership training and planning workshop, and, in addition, attend six sessions of Christian education each year.

§12.04.03. The Congregation Council shall:

- a. Delegate one member of the Congregation Council each month to open the Council's meeting with devotions and to call with the pastor, when appropriate, on the sick, the shut-ins, and the grieving;
- b. Review the mission statement of this congregation annually and implement it into the work of the standing committees;
- c. Develop an organizational structure with appropriate organizational charts for approval by this congregation;
- d. Prepare, in conjunction with each chairperson of standing committees, committee descriptions, responsibilities and appropriate inter-relationships with other units of this congregation and the synod; review and evaluate the actions and activities of the standing committees on an annual basis; and change the committee descriptions in these bylaws as required;
- e. Appoint special and appropriate committees or task force groups which do not necessarily fall within the scope of the standing committees functions; prepare or require the appointed group to develop and prepare for itself a continuing resolution describing its purpose,

- function and term; and require proper reporting procedures from such appointed groups to keep the Congregation Council informed;
- f. Review the time and talent forms annually and take measures to spread the leadership and responsibilities of this congregation among all its members;
- g. Oversee the proper maintenance and protection of church property and the management of its business and fiscal affairs, and ensure that proper policies and procedures are maintained to accomplish this goal;
- h. Authorize the use of all church facilities and the solicitation of funds or of kind in this congregation;
- i. Provide the pastor(s) with a contract, in the form of a letter of call and any amendments thereto, detailing his or her responsibilities, duties and benefits, with copies also to be filed with the treasurer, the Finance Committee and the business office;
- j. Provide an annual performance review of the work of the pastor(s);
- k. Provide adequate administration and management staffing to fulfill expediting all functions to perform our mission as a congregation;
- l. Provide for employment and supervision of all salaried lay workers, proper job descriptions, safe and healthful working conditions, and periodic performance evaluation and salary review;
- m. Develop a long-range plan: setting goals and priorities, setting up adequate funding, and providing for periodic review and evaluation of progress toward established goals in expediting the long-range plan; and
- n. Review annually the membership roll of active and inactive members and approve the parochial report to synod;
- o. Perform other duties and responsibilities as required by the constitution, by these by-laws, and by resolution of the congregation.

§12.05. To exercise its responsibility for the financial affairs of the congregation, the Congregation Council shall:

- a. Ensure that all obligations are paid promptly and benevolence is paid regularly to the synod;
- b. Prepare an annual budget with supporting goals and programs for presentation to this congregation for adoption and to expend the funds in accordance with the approved budget;
- c. Develop an investment program and insurance program for the congregation;
- d. Establish responsibility and authority for the administration of memorial, scholarship and other designated funds;
- e. Provide an annual audit of all financial accounts of this congregation and of its auxiliary organizations, as well as the care and retention of contractual and permanent records of this congregation, and present a report of said audit to the congregation at the annual meeting and to the synod to fulfill corporate surety requirements;
- f. Provide an inventory of all property, furniture, fixtures, and paraphernalia owned by the congregation;
- g. Prepare a comprehensive annual report to the congregation of all divisions and organizations of this congregation to include an outline of each unit's program and goals for the forthcoming year to fulfill the statement of mission, a statement of assets and liabilities, and an inventory of all property and investments;
- §12.05.01. The Congregation Council may enter into contracts for items not included in the budget up to the limits specified in §12.05.c of the constitution.
- §12.05.02. The Congregation Council may buy, sell and trade in securities of any nature including short sales on margin, and for such purposes may maintain and operate a margin account with brokers, and may pledge any securities held or purchased by them as security for loans and advances.

Part H. DUTIES OF THE CONGREGATIONAL STAFF

§12.08.01 The organist shall:

- a. Assist in coordinating, together with the pastor and the choir director, all worship and music events of this congregation through the selection of themes and liturgical forms for worship events;
- b. Provide general and reasonable care of the organ and provide a practice schedule of organ users to be on file in the church office;
- c. Assist in the continuing development of the music library; and
- d. Be provided with a contract detailing further responsibilities, duties, and benefits (copies of the contract shall be filed with the treasurer, the Finance Committee, the Worship and Music Committee and the church office) and an annual performance review by the Worship and Music Committee, approved by the Congregation Council.

§12.08.02 The choir director shall:

- a. Assist in coordinating, together with the pastor and organist, all worship and music events of this congregation through the selection of themes and liturgical forms for worship events;
- b. Provide the direction of the choir and a weekly practice schedule;
- c. Provide for the general and reasonable appearance of the choir and establish the environment and attitude of worship at any worship service of this congregation;
- d. Provide for the continuing development and proper maintenance of the music library; and

e. Be provided with a contract detailing further responsibilities, duties, and benefits (copies of the contract shall be filed with the treasurer, the Finance Committee, the Worship and Music Committee and the church office) and an annual performance review by the Worship and Music Committee, approved by the Congregation Council.

§12.08.03 The administrative assistant shall:

- a. Be under the general daily supervision of the pastor as administrator of the church office; and
- b. Be provided with a contract to include a job description detailing responsibilities and duties and a list of fringe benefits and personnel policies (copies shall be filed with the treasurer, the Finance Committee and the church office) and an annual performance review by the administrator of the church office, all subject to approval by the Congregation Council.

§12.08.04 The custodian of the buildings and grounds shall:

- a. Be under the general daily supervision of the Property Committee; and
- b. Be provided with a contract to include a job description detailing responsibilities and duties and a list of fringe benefits and personnel policies, (copies shall be filed with the treasurer, the Finance Committee and the church office) and an annual performance review by the administrator of the church office and the Property Committee, all subject to approval by the Congregation Council.

§12.08.05 The youth advisor shall:

- a. Be under the general daily supervision of the Learning Ministry Committee; and
- b. Be provided with a contract to include a job description detailing responsibilities and duties and a list of fringe benefits and personnel policies, (copies shall be filed with the treasurer, the Finance Committee and the church office) and an annual performance review by the pastor and the Learning Ministry Committee, all subject to approval by the Congregation Council.

§12.08.06 Other staff positions may be established from time to time.

Part I. STANDING COMMITTEES

§13.01 The Executive Committee shall be empowered to act in emergencies on behalf of the Congregation Council on all matters. All

actions of the Executive Committee will be fully reported to the Congregation Council.

§13.07.01. The standing committees of the congregation provide organizational support for the congregation's functions of worship, learning, witness, service, and support.

§13.07.02. The general functions of all standing committees shall be:

- a. To establish and periodically review a working policy with supporting procedures for each task responsible to the committee, to be placed in a policy and procedures manual;
- b. To have a member of the Congregation Council as chairperson or active member to provide liaison between the committee and the Congregation Council;
- c. To monitor its expenditures in accordance with budgeted limitations; any expenditure in excess of the budget must be approved by the Congregation Council.
- d. In September, at a time prior to the preparation of the annual budget in October, to establish goals and program plans for the next year, prepare a budget request, and submit the plan and budget request to the Finance Committee for preparation of the annual budget and a report of supporting goals and programs;
- e. In December, to prepare a report of activities for the current year, and a statement of the committee's vision and goals for the coming year, for inclusion in the annual report to the congregation.
- f. Prior to the annual meeting in January, to purge the files of committee chairpersons and other coordinators, submitting to the archives task force files to be retained for a period of time or for historical purposes; and
- f. To preserve photographs taken of activities of the committee or task force relating to the life of the congregation, date them, and identify activities and individuals, and turn them over to the archives task force for integration into the historical files of the congregation.

§13.07.03. The Worship and Music Committee shall:

- a. Coordinate all worship and music events of the congregation through the selection of themes, music, and liturgical forms for worship events;
- b. Coordinate the announcement of worship events in advertising, the Sunday bulletins, and *The Heart Beat*;
- c. Perform annual performance reviews of the work of the organist, choir director and leaders of other musical groups; and
- d. Recruit, train and supervise the work of the Altar Guild, acolytes, ushers, and other participants in worship services.

§13.07.04. The Learning Ministry Committee shall:

- a. Educate the children and youth in the Word of God and Christian values, using appropriate educational materials provided or approved by the Evangelical Lutheran Church in America, or other materials consistent with the congregation's theological position described in Chapter Two of the constitution;
- b. Assist the pastors to prepare youth and adults for confirmation;
- c. Provide opportunities for nurturing the faith of adult members and encourage seasonal and home devotions;
- d. Provide leadership training within the congregation;
- e. Provide guidance to the youth of the congregation; and
- f. Supervise the work of the youth advisor.

§13.07.05. The Evangelism Committee shall:

- a. Inform and inspire members of the congregation to witness their faith in a personal way;

- b. Establish and implement a program for membership development and retention;
- c. Coordinate all communication with the congregation and others through personal and written contact and the use of other media; and

d. Assist the visitation program through lay visitation groups.

§13.07.06. The Fellowship Committee shall:

- a. Create an extended family of the congregation by promoting caring relationships between people and by binding together diverse groups;
- b. Aid and support the sick, shut-ins, poor, and distressed of the congregation;
- c. Coordinate a system of sponsoring new members and integrating them into the active life of the congregation;
- d. Provide for fellowship between all groups of the congregation;
- e. Coordinate four congregational suppers each year; and
- f. Organize the summer Sunday breakfasts.

§13.07.07. The Social Ministry Committee shall:

- a. Study social conditions and issues;
- b. Encourage participation in aiding and counselling the poor and distressed in the community;
- c. Pursue special projects on social issues; and
- d. Become advocates for world peace, social justice, human rights, the poor and disadvantaged, and encourage others to responsibly care for God's creation.

§13.07.08. The Stewardship Committee shall:

- a. Educate the congregation in good stewardship practices in matters of time and talent as well as offerings; this congregation shall be supported primarily by scriptural methods of giving; the congregation and its auxiliaries shall avoid commercialism;

b. Gather commitments for the annual budget;

c. With each standing committee chairperson or task force coordinator, review and evaluate annually the groups' proposed programs and the previous year's programs as to successful and effective results;

d. Encourage special and designated gifts, pointing out need, and promote benevolence;

e. Communicate the financial status of the congregation to the members at least quarterly;

f. Give proper attention to all memorials, recording them in the memorial book;

g. Report available talent and time resources and relate them to needs; and

h. Participate in long-range planning.

§13.07.09. The Finance Committee shall:

- a. Handle all financial matters of the congregation;
- b. Establish proper accounting procedures, budget, and controls;
- c. Supervise and review the work performance of persons keeping the congregation's financial records; and
- d. Be responsible for legal services.

§13.07.10. The Property Committee shall:

- a. Keep the church's facilities in good repair and maintenance;

- b. Provide an aesthetic environment for the church buildings and parsonage with proper landscaping and grounds maintenance;
- c. Provide safe and healthful conditions for paid workers and volunteers, tenants, and all members of the congregation; and
- d. Supervise and review the work performance of the custodian of buildings and grounds.

§13.07.11. Each Staff Support Committee shall:

- a. Develop communications with their staff member about expectations, attitudes and concerns within the congregation, the community, and the staff;
- b. Serve as a group with whom the staff member can test new ideas, share confidential matters, or confide in times of personal or professional stress or of congregational crisis;
- c. Assess the working conditions, compensation, housing and benefits provided to the staff member, and recommend appropriate adjustments to the Congregation Council.

APPROVALS AND ADOPTION

The proposed bylaws were accepted by the Congregation Council of the Lutheran Church of Honolulu

15 Oct 91

Date

Lindem T. Doercher

Secretary

The proposed bylaws were sent to the synod for approval.

16 Oct 90

Date

Lindem T. Doercher

Secretary

The bylaws were adopted by the congregation at its meeting.

26 Jan 92

Date

Ann L. Schlegel

Secretary

THE LUTHERAN CHURCH OF HONOLULU
CONTINUING RESOLUTIONS

There are no continuing resolutions in effect.