

# CONSTITUTION AND BY-LAWS

## OF THE

## KOOLAU BAPTIST CHURCH

[45-633 Keneke Street, Kaneohe, HI 96744]

### PREAMBLE

So that things may be done decently and in order in accordance with the accepted tenets of other churches of like precious faith, and that we may more readily help each other in our Christian service, we declare and establish this Constitution and By-Laws to which we voluntarily submit ourselves.

### ARTICLE I NAME AND PURPOSE

#### SECTION 1 – NAME:

This congregation of believers shall be known as the Koolau Baptist Church.

#### SECTION 2 – PURPOSE:

- (A) This congregation is organized as a church exclusively for charitable, religious and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Revenue Law), including, but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, day care centers, camps, nursing homes, and cemeteries, and any other ministries that the Church may be led of God to establish.
- (B) The Church shall also ordain and license men to the Gospel ministry; evangelize the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; educate believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; maintain missionary activities in the United States and any foreign country; and engage in any other ministry that the Church may decide, from time to time, to pursue in obedience to the will of God.

### ARTICLE II STATEMENT OF FAITH AND COVENANT

#### SECTION 1 – STATEMENT OF FAITH:

- (A) The Holy Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible and God-breathed, and therefore are the final authority for faith and life. The sixty-six books of the Old and New Testaments are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. The King James Version of the Bible shall be the official translation used by the Church in all of its ministries, including literature (tracts, etc.). (2 Tim. 3:16-17; 2 Peter 1:20-21)

(B) Dispensationalism

We believe that the Scriptures interpreted in their normal grammatical – historical sense reveal divinely determined dispensations or periods of stewardship which define God's dealings with man in successive ages. These dispensations are not ways of salvation, but rather are divinely ordered ways by which God directs man according to His purpose. Three of these dispensations (the age of law, the age of the Church, and the age of the kingdom) are the subjects of detailed revelation in Scripture. (Gen. 1:28; I Cor. 9:17; 2 Cor. 3:9-18; Gal. 3:13-25; Eph. 1:10; Eph. 3:2-10; Col. 1:24-25, 27; Rev. 20:2-6)

(C) The Godhead

We believe in one Triune God, eternally existing in three persons – Father, Son, and Holy Spirit, each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26)

(D) The Person and Work of Christ

- (1) We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8)
- (2) We believe that the Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Ro.3:24-25; I Peter 2:24; Eph. 1:7; I Peter 1:3-5)
- (3) We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10; Heb. 7:25; 9:24; Ro. 8:34; I John 1:1-2)

(E) The Person and Work of the Holy Spirit

- (1) We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption. (John 16:8-11; Ro. 8:9; I Cor. 12:12-14; 2 Cor. 3:6; Eph. 1:13-14)
- (2) We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit. (I Cor. 2:9-16; Eph. 1:17-18; 5:18; I John 2:20, 27)
- (3) We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry. (Ro. 12:3-8; I Cor. 12:4-11, 28; Eph. 4:7-12)
- (4) We believe that speaking in tongues was never the common or necessary sign of the filling of the Holy Spirit and that ultimate deliverance of the body from sickness and death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing. (I Cor. 1:22; 13:8; 14:21-22)



(F) The Total Depravity of Man

We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27; Ro. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19)

(G) Salvation

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 1:12; Eph. 1:7; 2:8-10; I Peter 1:18-19)

(H) The Eternal Security and Assurance of Believers

- (1) We believe that all the redeemed, once, saved, are kept by God's power, and are thus secure in Christ forever. (John 6:37-40; 10:27-30; Ro. 8:1, 38-39; I Cor. 1:4-8; I Peter 1:4-5)
- (2) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, also, clearly forbids the use of Christian liberty as an occasion to the flesh. (Ro. 12:13-14; Gal. 5:13; Titus 2:11-15)

(I) The Church

Statement: We believe that the Church of Jesus Christ is not a business. It is a ministry of God for the following reasons:

- (1) We believe that the local church, which is the body and espoused bride of Christ, is solely made up of born-again persons. (I Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27)
- (2) We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27; 20:17, 28-32; I Tim. 3:1-13; Titus 1:5-11)
- (3) We believe in the autonomy of the local church free of any external authority or control. (Acts 13:1-4; 15:19-31; 20:28; Ro. 16:1, 4; I Cor. 3:9, 16; 5:4-7, 13; I Peter 5:1-4)
- (4) We recognize water baptism by immersion and the Lord's Supper as the only Scriptural ordinances for the Church in this age. (Matt. 28:19-20; Acts 2:41-42; 18:18; I Cor. 11:23-26)

(J) Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Saviour and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God. (Ro. 12:1-2; 14:13, 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; I John 2:15-17; 2 John 9-11)

(K) The Second Advent of Christ

We believe in that "blessed hope," the personal, imminent, return of Christ Who will rapture His Church prior to the seven-year tribulation period. At the end of the tribulation Christ will personally and visibly return, with His saints, to establish His earthly Messianic Kingdom which was promised to the Nation of Israel. (Ps. 89:3-4; Dan. 2:31-45; Zech. 14:4-11; I Thess. 1:10; I Thess. 4:13-18; Titus 2:13; Rev. 3:10; 19:11-16 20:1-6)

(L) The Eternal State

- (1) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28-29; 11:25-26; Rev. 20:5-6, 12-13)
- (2) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6)
- (3) We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer eternal conscious punishment and torment. (Matt 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude. 6-7; Rev. 20:11-15)

(M) The Personality of Satan

We believe that Satan is a person, the author of sin and the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire. (Job 1:6-7; Isa. 14:12-17; Matt. 4:2-11; 25:41; Rev. 20:10)

(N) Creation

We believe that God created the universe in six literal and consecutive 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution, as false and unscriptural theories of origin. (Gen. Chapters 1 & 2; Ex. 20:11)

(O) Civil Government

We believe that God has ordained and created all authority consisting of three basic institutions: 1) the Home; 2) the Church; 3) the State. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. The Home, the Church, and the State are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Ro. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Peter 2:13-14)

(P) Human Sexuality

We believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. (Gen. 2:24; 19:5; 13; 26:8-9; Lev. 18:1-30; Ro. 1:26-29; 1 Cor 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

(Q) Divorce and Remarriage

We believe that God hates divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons may hold positions of service in the Church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon. (Mal. 2:14-17; Matt:19:3-12; Ro. 7:1-3; 1 Tim. 3:2, 12; Titus 1:6)



- (R) We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable. (Job 3:16; Psalm 51:5; 139:14-16; Isa. 44:24; Isa. 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44)

(S) Missions

We believe that God has given the Church a Great Commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors for Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20)

(T) Lawsuits Between Believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe that the Church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

- (U) We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving but that every Christian should also give other offerings sacrificially and cheerfully to the support of the Church, the relief of those in need and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct use of the tithe or offering once the gift has been made. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; 1 Tim. 5:17-18; 1 John 3:17)

## SECTION 2 – AUTHORITY OF STATEMENT OF FAITH:

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible, and therefore, is binding upon all members.

## SECTION 3 – COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on profession of our faith, having been baptized in the name of our Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to give it a sacred preeminence over all institutions of human origin; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred, acquaintances, and all others; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements, and exemplary in our deportment; to avoid all gossip and excessive anger; to be free from all oath-bound secret societies and partnerships with unbelievers; to abstain from the use of tobacco in any form, illegal drugs, or intoxicating drink as a beverage; and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love, to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Saviour, to secure reconciliation without delay.

We moreover engage, that when we remove from this place, we will as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God's Word.

### **ARTICLE III MEMBERSHIP**

#### **SECTION 1 – QUALIFICATIONS FOR MEMBERSHIP:**

Upon a majority vote of the members present at any Church service or meeting, membership shall be extended to all who have professed faith in and acceptance of the Lord Jesus Christ as personal Saviour, and upon meeting any one of the following conditions:

- (A) By baptism (immersion) as a true believer in Jesus Christ as personal Saviour;
- (B) By letter of transfer from another Bible-believing church of like faith and practice; or other written statement of good standing from the prior church if the applicant has been baptized by immersion subsequent to a profession of faith, and that baptism was performed by a Bible-believing church of like faith and practice;
- (C) By testimony of faith, having been baptized by immersion in another Bible-believing church of like faith and practice; or
- (D) By restoration, if having been removed from membership, upon majority vote of the members present and voting after confession is made publicly before the Church membership of the sin or sins involved, and satisfactorily evidencing repentance to the Pastor (or Deacons/Trustees if the office of Pastor is vacant).

#### **SECTION 2 – DUTIES OF A MEMBER:**

All Church members are responsible to read and accept the Statement of Faith and Covenant as given herein. All Church members are to love, honor, and esteem the Pastor; to pray for him; and to recognize his authority in spiritual affairs of the Church; to support the Church in prayer, tithes, offerings and with other financial support as the Lord enables; and in accordance with Biblical commands to support through a Christian walk, and verbal testimony, affirmation of the beliefs and practices of the Church.

#### **SECTION 3 – PRIVILEGES OF MEMBERSHIP:**

This congregation functions, not as a pure-democracy, but as a body under the Headship of the Lord Jesus Christ; and the direction of the Pastor as the undershepherd with the counsel of the Deacons/Trustees. Membership in this Church does not afford those individuals with any property, contract, or civil rights based on principles of democratic government. Determination of the internal affairs of this Church are ecclesiastical matters and shall be determined by the Church's own rules and procedures. The Pastor shall oversee all aspects of this Church. The Deacons/Trustees shall give counsel and assistance to the Pastor as requested by him. The membership of the Church has certain limited areas of exercising a vote. Individual members may not vote to initiate any Church action, but rather the vote of a member is to confirm and ratify the direction of the Church as determined by the Pastor.



#### **SECTION 4 - DISCIPLINE OF A MEMBER:**

- (A) There shall be a Discipline Committee consisting of the Pastor, the Associate Pastor/s, and the Deacons/ Trustees. These men shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the Church Covenant. If the Pastor, the Associate Pastor/s, or a Deacon/Trustee is the subject of a disciplinary matter, he shall not sit as a member of the Discipline Committee. He shall be entitled to the same disciplinary steps as other Church members and be subject to the same discipline.
- (B) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration. (Matt. 18:15; Gal. 6:1-2)
- (C) If reconciliation is not reached, either a Deacon/Trustee, an Associate Pastor, the Pastor, or, at the discretion of the Pastor, another church member is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination, and exercised in a spirit of humility with the goal of restoration. (Matt. 18:16; Gal. 6:1-2;)
- (D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been taken, the Discipline Committee, as the Church representatives responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the Discipline Committee, the Committee shall recommend to the members of the Church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration. (Matt. 18:17; Gal. 6:1-2)
- (E) If the matter is still unresolved after the steps outlined in subsections (B), (C), and (D) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the Church upon a majority vote of the membership present and voting at a meeting called by the Pastor (or the Discipline Committee if the Pastor is the subject of a disciplinary matter) for the purpose of considering disciplinary action. (Matt. 18:17; Gal. 6:1-2)
- (F) No matter may be heard by the Discipline Committee or Church unless the steps outlined in subsections (B) and (C) have been taken, except in the case of a public offense.
- (G) If an unrepentant offending party is removed from the Church membership, all contact with him from that point forward must be for the sake of restoration (except family members).

#### **SECTION 5 - TRANSFER OF MEMBERSHIP**

Members not under the disciplining process of Section 4 may request that a Letter of Transfer be sent to another Church of like faith and practice.

#### **SECTION 6 - TERMINATION OF MEMBERSHIP**

- (A) The membership of any individual member shall be automatically terminated without notice if the member in question has not attended a regular worship service of the Church in the preceding six (6) months. Upon good cause being shown to the Pastor, this provision for termination may be waived in the case of an individual member at the discretion of the Pastor. A Letter of Termination may be sent at the discretion of the Pastor.
- (B) No member of this Church may hold membership in another Church. If any member unites in membership with another church, that person is automatically terminated without notice from membership in this Church. A Letter of Termination may be sent at the discretion of the Pastor.
- (C) A member may resign at any time, but no Letter of Transfer or such written statement of good standing will be issued upon such resignation, except at the discretion of the Pastor.

- (D) No Letter of Transfer of membership or other written statement of good standing shall be granted to any member who unites with another church which is not of like faith and practice.

## **ARTICLE IV OFFICERS**

### **SECTION 1 – CHURCH OFFICERS:**

The Church officers are Pastor (see Article V, Section 1), the Associate Pastor/Pastors (See Article V, Section 2), the Deacons/Trustees (see Article V, Section 3), the Minister of Finances/Treasurer (See Article V, Section 4), and the Church Secretary (See Article V, Section 5). One person may hold two or more offices, except that of Pastor. The Pastor, from time to time as he deems appropriate, may appoint other Church officers, subject to a confirmation vote of the Church membership.

### **SECTION 2 – DESIGNATION OF CORPORATE OFFICERS:**

As an accommodation to legal relationships outside the Church the Pastor shall serve as president of the corporation; the Associate Pastor/s shall serve as vice-presidents of the corporation; the Minister of Finances shall serve as treasurer of the corporation; the Deacons/Trustees shall serve as trustees of the corporation; and the Church Secretary shall serve as secretary of the corporation..

### **SECTION 3 – ELIGIBILITY FOR CONTINUANCE IN OFFICE:**

- (A) All Church officers shall affirm their agreement with the Statement of Faith and Church Covenant (as set forth in Article II) in the presence of each other at the annual Church administration meeting.
- (B) All Church officers must be approved initially by the Pastor in order for them to commence their duties, and thereafter be presented by the Pastor at the annual Church administration meeting for a confirmation vote.
- (C) All Church officers must read, agree to, abide by, and support the briefing guide for all Church workers, prior to assuming and during their terms of their office.
- (D) Only Church members are eligible for election/appointment to any Church office or position except as stated in Article VII, Section 3.

### **SECTION 4 – TERMS OF OFFICE:**

The lengths of terms of office shall be as follows:

- (A) The relationship between the Pastor and the Church shall be permanent unless dissolved under the following conditions:
  - (1) The Pastor fails to affirm and support the Statement of Faith (see Article II, Section 1) and/or the Church Covenant (See Article II, Section 3);
  - (2) The Pastor fails through negligence to perform his duties (see Article V, Section 1);
  - (3) The Pastor fails to maintain a morally pure life and/or is disciplined by the Church in accordance with Article III, Section 4;
  - (4) The Pastor gives to the Church thirty (30) days written notice of his intent to resign as Pastor.



- (5) The severance of the relationship between the Pastor and the Church may be considered at any Church administration meeting, provided notice to that effect shall have been given to the Church from the pulpit two (2) Sundays prior to said Church administration meeting. A three-fourths majority of the members present and voting shall be required to decide the matter. Disciplinary removal of the Pastor from office automatically terminates his membership. A restoration to membership after disciplinary removal will be subject to the requirements of Article III, Section 1, Subsection (D).
- (6) The Church shall sever its relationship between the Church and the Pastor only in accordance with Article IV, Section 4, subsection (A), points (1), (2), (3), (4), and (5).
- (B) The terms of service for all offices and positions in the Church, except the Pastor, shall be indefinite, but shall be reaffirmed by a confirmation vote of the majority of members present and voting at the annual Church Administration meeting. All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed.

#### **SECTION 5 – ELECTION OF OFFICERS:**

The election of officers, except the Pastor, by the Church membership shall occur at the annual Church administration meeting. This election shall consist of a confirmation vote of all Church officers and workers whom the Pastor has appointed or asked to continue in office.

#### **SECTION 6 – PASTORAL OVERSIGHT OF OFFICERS AND STAFF:**

- (A) On condition that they shall become a member of the Church upon assuming their duties, the Pastor may hire associates, assistants, and Christian day school workers to assist the Pastor in carrying out his God-given responsibilities.
- (B) All Church staff and workers, whether paid or volunteer, shall be under the supervision of the Pastor who has the sole authority to hire, appoint, or dismiss the same.

### **ARTICLE V DUTIES OF OFFICERS**

#### **SECTION 1 – THE PASTOR:**

- (A) The Pastor shall continue in prayer, preach the whole counsel of the Word of God, and shall be at liberty to preach as the Lord leads him. He shall administer the ordinances of the Church, act as moderator at all Church meetings for the transaction of Church matters, supervise the ministries of the Church, and tenderly watch over the spiritual interests of the membership.
- (B) The Pastor shall appoint members to various committees at such times he feels they are necessary. He shall serve as the President of the corporation. He shall be an “ex officio” member of all committees. He shall inform all new-elected officers of the particular function and the responsibilities of their respective offices. He shall extend the right hand of fellowship to all new members on behalf of the Church and perform such other duties as generally appertain to such a position. The Pastor shall be free to choose the means and methods by which he exercises the ministry that God has given him, within the constraints of the Word of God and this Constitution and By-Laws.

#### **SECTION 2 – THE ASSOCIATE PASTOR/S:**

Under the direction and guidance of the Pastor, the Associate Pastor/s of the Church shall assist the Pastor in carrying out the ministries of the Church. The Associate Pastor/s shall serve as vice-president/s of the corporation.



### **SECTION 3 – THE DEACONS/TRUSTEES**

- (A) The deacons/trustees shall assist the Pastor, in such manner as he shall request, in promoting the spiritual welfare of the Church, in conducting the religious services, and in performing all other work of the Church. They shall make provision for the observance of the ordinances of the Church. They shall, if requested by the Pastor, consider applications for Church membership. They shall, in cooperation with the Pastor, disburse the Deacon's benevolence fund. They shall assist the Pastor in visitation and all other evangelistic efforts of the Church. They shall provide the pulpit supply and act as leaders for Church meetings if the office of Pastor is vacant, or if the Pastor is the subject of a disciplinary matter. The deacons/trustees shall assist the Pastor in caring for the administrative needs of the Church's various ministries as requested by the Pastor.
- (B) The deacons shall normally serve as trustees of the corporation. There shall be no less than three (3) trustees. At the Pastor's discretion, he may appoint members from among the general Church membership to serve as trustees. All appointments to the position of trustee shall be subject to a confirmation vote by a majority of the Church members present and voting at any Church administration meeting.
- (C) The trustees shall exercise only the following specific powers:
  - (1) to purchase, hold, lease, or otherwise acquire real and personal property on behalf of the Church, and to take real and personal property by will, gift, or bequest on behalf of the Church;
  - (2) to sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the Church, to borrow money and incur indebtedness for the purpose and the use of the Church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the Church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges;
  - (3) to exercise all powers necessary for the dissolution of the Church corporation, if such action is mandated by a three-fourths majority vote of the Church members present and voting at any Church administration meeting called for such purpose.

### **SECTION 4 – THE MINISTER OF FINANCES/TREASURER:**

The minister of finances/Treasurer shall schedule and train men from among the Church membership to assist in counting the offerings on a rotating basis; securing the offerings, and making appropriate and timely bank deposits. He shall furnish the Church Secretary with accurate and detailed records of all offerings collected and bank deposits made. The minister of finances shall also serve as the Treasurer of the corporation.

### **SECTION 5 – THE CHURCH SECRETARY:**

The Church Secretary shall serve as Secretary of the corporation and shall keep a record of Church proceedings, of the membership roll, of all baptisms, of certificates of ordination, licenses and commissions as directed by the Church, and preserve all documents, papers, and letters coming into his/her hands during the term of his/her office. All records are to be kept in the Church office and, upon leaving office, delivered to his/her successor. He/she shall keep an account of any special events in the life of the Church which are of historical interest and shall, if so requested by the Pastor, give a report at the annual Church administration meeting of the status of the Church membership roll in the past year. The Church Secretary shall keep account of all funds as reported to him/her by the minister of finances/Treasurer and shall disburse the same as ordered by the Church. All expenditures of the Church except miscellaneous petty cash disbursements shall be paid by check. The Church Secretary shall provide a monthly written report to the Church of itemized income and disbursements and shall immediately advise the Pastor in the event that overspending in any category of the approved fiscal year Church budget is detected [revised 3/19/2000].



## **SECTION 10 – DUTIES OF ALL OFFICERS:**

- (A) All officers shall prepare a written report of their work for the annual Church administration meeting and shall surrender any records in their possession to the Church Secretary at the close of their term of office to be filed as a permanent record of the work of the Church. All records are the property of the Church and must be kept in the Church office.
- (B) Officers who shall neglect their duties as outlined in the Constitution, or in their individual contracts, may be removed from the office at the discretion of the Pastor and another appointed by him to serve the unexpired term.

## **SECTION 7 – INSTALLATION OF OFFICERS:**

- (A) All newly elected officers of the Church are to be dedicated to their respective offices at a public Church service.
- (B) The ordination of all men to the Gospel ministry and to the office of Deacon shall be held at a public Church service.

## **ARTICLE VI MEETINGS**

### **SECTION 1 – MEETINGS FOR WORSHIP:**

Unless otherwise determined by the Pastor, the Church shall meet each Sunday for public worship both morning and evening and at least once during the week for Bible study and prayer. The ordinance of the Lord's Supper shall be observed periodically at the discretion of the Pastor.

### **SECTION 2 – MEETINGS FOR CHURCH ADMINISTRATION:**

- (A) Church administration meetings shall normally be held in conjunction with a public Church service, at the discretion of the Pastor, at which time the regular Church administration shall be considered. Church administration meetings will be announced to the Church from the pulpit at least one week in advance of said meeting. A quorum shall consist of the members present.
- (B) The annual Church administration meeting shall be held during the month of August [revised 8/26/2001]. The Pastor shall select the date for the meeting and announce it to the Church from the pulpit at least two (2) weeks prior to the scheduled date. Said meeting shall be conducted in accordance with Article XII, Church By-Laws, and shall include all reports and actions as prescribed by the various Articles of the Constitution. A quorum shall consist of the members present. The following items shall be included in said meeting for appropriate action:
  - (1) establish the fair market rental value of the parsonage and all other church-owned housing;
  - (2) establish the Pastor's and/or Associate Pastor/s housing maintenance allowance;
  - (3) establish the fiscal year church budget [revised 3/19/2000].
  - (4) elect Church officers for the next fiscal year.

### **SECTION 3 – SPECIAL MEETINGS:**

The Pastor (or deacons if the office of Pastor is vacant, or if the Pastor is the subject of possible disciplinary action) may call a special meeting by giving notice of such meeting and the purpose for which it is called to the Church from the pulpit at least one Sunday and not less than one week prior to said meeting. A meeting for the election of a Pastor may be called by the pulpit committee at any Church meeting, provided at least two (2) weeks notice is given to the Church from the pulpit concerning said election. A quorum shall consist of the members present.

### **SECTION 4 – FISCAL YEAR:**

The fiscal year of the Church shall begin August 1<sup>st</sup> and end July 31<sup>st</sup> [revised 3/19/2000].

## **ARTICLE VII MINISTRY OF EDUCATION**

### **SECTION 1 – PURPOSE:**

The Church believes that it is to provide the member's children with an education which is based upon and consistent with Biblical teachings. The Church believes that the Home and the Church are responsible before God for providing a Christian education. To this end, the Church shall engage in ministries of education in keeping with the following dictates:

### **SECTION 2 – CHURCH PARTICIPATION:**

All educational programs or courses of instruction formulated and offered by the Church shall be primarily for the benefit of the members of the Church; however, the Pastor may permit non-Church members to participate in Church educational programs or courses of instruction if he deems it in the best interest of the Church.

### **SECTION 3 – STAFF MEMBERSHIP:**

All instructors, teachers, and administrators shall be members of this Church with the following exceptions:

- (A) This provision shall not apply to visiting preachers, speakers, instructors, missionaries, or evangelists engaged for the purpose of delivering sermons, conducting revivals, instructing, or other special meetings on a temporary basis;
- (B) Any instructors, teachers and administrators who were employed before the effective date of this Constitution who are not members of this Church, may continue their employment with this Church until such time as they are terminated by the Church, or they do voluntarily terminate their employment, in accordance with the terms of their contract; or
- (C) During times of shortage of qualified instructors, teachers and administrators the Church may at the discretion of the Pastor employ non-Church members on a temporary basis.

### **SECTION 4 – STATEMENT OF FAITH ACCORD:**

All educational programs or courses of instruction shall be taught and presented in full accord with the Statement of Faith of the Church.

### **SECTION 5 – UNITY:**

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the Church.



## **SECTION 6 – TEACHING:**

All educational programs or courses of instruction shall be conducted in accordance with the teachings of the inerrant Word of God. Any assertion or belief which conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor, teacher, and administrator to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

## **SECTION 7 – CHRISTIAN WALK:**

All instructors, teachers and administrators shall continue or adopt a lifestyle consistent with the precepts which they teach, whether in or out of the classroom.

### **ARTICLE VIII UNAUTHORIZED EXPENDITURES**

Any expenditures not authorized in the fiscal year Church budget must be authorized at a Church administration meeting ([revised 3/19/2000].

### **ARTICLE IX ORDINATION**

#### **SECTION 1 – ORDINATION QUALIFICATIONS:**

**(A)** to the Gospel ministry:

- (1) This Church shall not ordain anyone to the Gospel ministry who is not a member of this Church or its missions churches;
- (2) Any member of this Church or its missions churches, who gives evidence of a genuine call of God into the Gospel ministry and who possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel.

**(B)** to the office of deacon:

- (1) This Church shall not ordain anyone to the office of Deacon who is not a member of this Church or its missions churches;
- (2) Any member of this Church or its missions churches, who gives evidence of a genuine call of God into the office of deacon, and has demonstrated a servant's heart and attitude, and possesses the qualifications stated in 1 Timothy 3:8-13, and has been considered by the Church to be a possible deacon candidate, may be ordained as a deacon.

#### **SECTION 2 – ORDINATION PROCEDURE:**

**(A)** to the Gospel ministry:

- (1) The Pastor shall call a council to examine and advise on the qualifications of the candidate. The ordination council shall consist of the Pastor and other ordained ministers of like faith and practice invited by the Pastor.
- (2) If the Pastor finds the candidate worthy of ordination, the candidate may, after a majority vote of the members present and voting at any Church administration meeting, be ordained on behalf of the Church under the direction of the Pastor;

- (3) The Pastor shall arrange for the ordination service.
- (B)** to the office of deacon:
- (1) The Pastor shall call a council to examine and advise on the qualifications of the candidate. The ordination council shall consist of the Pastor, the Associate Pastor/s, and the Deacons. The Pastor may, at his discretion, ask other men from the general membership of the Church to sit on the council;
  - (2) If the Pastor finds the candidate worthy of ordination, the candidate may, after a majority vote of the members present and voting at any Church administration meeting, be ordained on behalf of the Church under the direction of the Pastor.
  - (3) The Pastor shall arrange for the ordination service.
- (C)** Ordained deacons who unite with this Church from other churches of like faith and practice may be elected to serve in the position of Deacon in this Church. The following conditions and procedures shall apply:
- (1) must be a member of this Church for a minimum of six (6) months;
  - (2) must be approved by the Pastor after consultation with the ordination council made up of members as specified in Section 2, subsection (B), point (1);
  - (3) must receive a confirmation vote by a majority of the members present and voting at any Church administration meeting.

## **ARTICLE X TAX-EXEMPT PROCEDURES**

### **SECTION 1 – PRIVATE INUREMENT:**

No part of the net earnings of the Church shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons, except that the Church shall be authorized and empowered to pay reasonable compensation for the service rendered and to make payments and distributions in furtherance of the purposes set forth in Article I, Section 2 hereof.

### **SECTION 2 – POLITICAL INVOLVEMENT:**

No substantial part of the activities of the Church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Church shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

### **SECTION 3 – DISSOLUTION:**

Upon the dissolution of the Church, the Trustees shall, after paying or making provision for payment of all the liabilities of the Church, dispose of all assets of the Church to such organization or organizations organized and operated exclusively for religious purposes as shall at that time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Trustees shall determine. Assets may be distributed only to organizations which agree with the Church's Statement of Faith.

### **SECTION 4 – RACIAL NONDISCRIMINATION:**

The Church shall have a racially nondiscriminatory policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.



**ARTICLE XI  
DESIGNATED CONTRIBUTIONS**

From time to time the Church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Pastor and the Deacons. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any of the purposes stated in Article 1, Section, 2.

**ARTICLE XII  
CHURCH BY-LAWS**

**NUMBER 1:**

Each member of the Church of legal voting age shall be eligible to vote on all issues and matters.

**NUMBER 2:**

All Church administration meetings shall be opened and closed with prayer for divine guidance and blessing.

**NUMBER 3:**

All appointments for public worship, Bible study, and the arrangements thereof including time and place and the use of the property belonging to the Church for purposes other than the stated appointments shall be under the control of the Pastor.

**NUMBER 4:**

All literature used in the Church shall be in complete agreement with the Statement of Faith.

**NUMBER 5:**

The following order shall be observed at all Church administration meetings:

- (a) Prayer
- (b) Reading of Minutes
- (c) Dismissal of Members
- (d) Reports of Officers
- (e) Reports of Standing Committees
- (f) Reports of Special Committees
- (g) Unfinished Matters
- (h) New Matters
- (i) Adjournment
- (j) Benediction

**NUMBER 6:**

These by-laws may be altered, suspended, or amended at any Church administration meeting by a majority vote of the members present and voting.

**ARTICLE XIII  
AMENDMENTS**

This Constitution may be revised or amended by a three-fourths majority vote of the members present and voting, at any Church administration meeting, provided that said revision or amendment has been submitted in writing and announced to the Church from the pulpit at least fourteen (14) days before the vote is taken.

**ADOPTION**

This Constitution was adopted by a three-fourths majority vote of the members present and voting at a duly-called meeting of the Church in which a quorum was present.

This Constitution and By-Laws supercedes all previous constitutions and/or by-laws of the Koolau Baptist Church.

August 9, 1992  
Date

Thomas S. Bowler  
President/Pastor

[Signature]  
Vice-President

C L Shedd  
Trustee

C. Corley  
Trustee